



ALKIMI UNIVERSITY
Merrow Falls • Founded 1891

Faculty Handbook

Appointments, responsibilities, evaluation, and governance

EDITION
2026–27 Edition

FOR
Full-time and part-time faculty

EFFECTIVE
Effective August 1, 2026

MAINTAINED BY
Office of the Provost

FICTIONAL INSTITUTION — DEMONSTRATION DOCUMENT

Alkimi University is a fictional institution created by Alkimi AI to demonstrate its products. It does not admit students, grant degrees, employ faculty, or accept payments. All people, places, policies, and figures in this document are invented.

ALKIMI UNIVERSITY

Contents

About this handbook	4
1 The University and Its Governance	6
1.1 Institutional Mission and Foundational Heritage	6
1.2 Administrative Structure and Academic Leadership	6
1.3 Shared Governance Principles and Compact	7
2 The Faculty Senate and Standing Committees	8
2.1 Senate Composition, Apportionment, and Elections	8
2.2 Senate Officers and Executive Committee	8
2.3 Meeting Schedules, Rules of Order, and Quorum	9
2.4 Standing Committees and Charges	9
3 Faculty Appointments and Ranks	11
3.1 Categories of Faculty Appointment	11
3.2 Appointment Letters and Contract Specifications	12
3.3 Joint Appointments and Interdisciplinary Appointments	12
3.4 Emeritus Faculty Status	12
4 Workload and Professional Responsibilities	14
4.1 Standard Instructional Teaching Workloads	14
4.2 Course Releases and Administrative Reassigned Time	15
4.3 Academic Advising Expectations	15
4.4 Institutional and Professional Service	15
4.5 Overload Teaching and Compensation Rates	15
4.6 Summer Session Instructional Policies	16
5 Teaching Responsibilities	17
5.1 Course Assignments, Modality, and Scheduling	17
5.2 Syllabus Requirements and Mandatory Statements	17
5.3 Faculty Office Hours Requirements	18
5.4 Class Meetings, Punctuality, and Cancellations	19
5.5 Examinations, Final Exams, and Reading Days	19
5.6 Grading Policies, Scale, and Submission Deadlines	20
5.7 Grade Changes, Corrections, and Incomplete (I) Grades	21
5.8 Student Grade Appeals: The Faculty Role	21
5.9 Student Course Evaluations (Course Feedback)	21
5.10 Textbooks, Open Educational Resources, and Course Materials	21
5.11 Class Recording, Intellectual Property, and Online Teaching	22
6 Academic Integrity: Faculty Procedures	23
6.1 Detection, Documentation, and Preserving Evidence	23
6.2 The Mandatory 10-Business-Day Reporting Deadline	23
6.3 Faculty Resolution Agreements (FRA)	23
6.4 When to Refer to the Academic Integrity Board	24
6.5 Academic Integrity Board Hearings and Faculty Role	24
6.6 The 'XF' Grade Designation and Removal Protocols	25
7 Generative AI in Teaching and Research	26
7.1 The Three Syllabus AI Policy Levels	26
7.2 Mandatory Student AI Disclosure Requirements	27

7.3 AI Detection Tools: Capabilities and Legal Limits	27
7.4 Approved Platforms, Data Privacy, and FERPA Compliance	27
7.5 Utilizing AI in Course Feedback and Grading	28
7.6 Generative AI in Academic Research and Authorship	28
8 Accessibility and Accommodations: The Faculty Role	29
8.1 Faculty Accommodation Letters and Legal Frameworks	29
8.2 Examination and Testing Accommodations	29
8.3 Designing Accessible Instructional Materials	29
8.4 Resolving Accommodation Inquiries and Fundamental Alterations	29
9 Student Privacy (FERPA) for Faculty	31
9.1 The Scope of Education Records Under FERPA	31
9.2 Sharing Records: The Legitimate Educational Interest Standard	31
9.3 Parental Inquiries and Dependent Disclosure Restrictions	31
9.4 Letters of Recommendation Protocols	31
9.5 Posting Grades, Returning Papers, and Digital Tools	32
9.6 Mandatory Biennial FERPA Training	32
10 Annual Review and Reappointment	33
10.1 Annual Faculty Activity Reports (FAR)	33
10.2 Departmental Evaluation and Merit Rating System	33
10.3 Reappointment Timelines for Probationary Faculty	33
10.4 The Comprehensive Third-Year Review	33
11 Tenure and Promotion	35
11.1 Criteria for Tenure and Promotion to Associate Professor	35
11.2 The Six-Year Probationary Clock and Clock Extensions	35
11.3 Candidate Dossier Contents and Structure	35
11.4 The Five External Review Letters Rule	36
11.5 The 2026–27 Promotion & Tenure Timeline	36
11.6 Stages of Review and Recommendation Flow	36
11.7 Candidate Rights, Reconsideration, and Appeals	37
11.8 Promotion to Professor (Full Professor)	37
11.9 Comprehensive Post-Tenure Review (PTR)	37
12 Leaves	38
12.1 Sabbatical Leaves: Eligibility, Compensation, and Deadlines	38
12.2 Paid Parental Leave	38
12.3 Medical Leave, Short-Term Disability, and FMLA	38
12.4 Unpaid Leaves of Absence	38
13 Research and Scholarship	39
13.1 The Office of Research and Grant Administration	39
13.2 Institutional Review Board (IRB) Protocols	39
13.3 Institutional Animal Care and Use Committee (IACUC)	39
13.4 Intellectual Property, Patents, and Copyright	39
13.5 Research Misconduct: Inquiry and Investigation	39
14 Conflicts of Interest and Outside Activities	41
14.1 Mandatory Annual Conflict of Interest Disclosure	41
14.2 Outside Employment and Consulting Limits (The One-Day Rule)	41
14.3 Nepotism and Consensual Relationships	41
15 Faculty Conduct, Grievances, and Discipline	42
15.1 Statement of Professional Academic Ethics	42
15.2 Faculty Grievance Procedure	42

15.3 Progressive Discipline and Sanctions	42
15.4 Dismissal for Cause	42
16 Title IX and Mandatory Reporting	44
16.1 Mandatory 24-Hour Reporting Requirement	44
16.2 Designated Campus Confidential Resources	44
16.3 Responding to a Student Disclosure: Recommended Protocol	44
17 Compensation, Travel, and Resources	45
17.1 Faculty Payroll Schedule and Compensation Structure	45
17.2 Professional Development Funds (PDF)	45
17.3 Travel Expense Reimbursement Rules	45
17.4 Center for Teaching & Learning (CTL)	45
17.5 Whitcombe Library and Academic IT Resources	46
18 Separation and Retirement	47
18.1 Resignation Notice and Contract Termination	47
18.2 Standard Retirement Provisions and Benefits	47
18.3 Phased Retirement Program	47
18.4 Emeritus Faculty Status Nomination Protocols	47

ALKIMI UNIVERSITY

About this handbook

The *Alkimi University Faculty Handbook* sets forth the institutional policies, governance structures, contractual rights, and professional responsibilities that govern academic life at Alkimi University. Maintained by the Office of the Provost, this handbook forms an integral component of the terms and conditions of employment for all instructional, research, and library faculty holding full-time, part-time, visiting, or adjunct appointments.

Contractual Authority and Superseding Effect

The provisions contained in this handbook, together with individual letters of appointment, university policies promulgated in the *Alkimi University Policy Register*, and the bylaws of individual colleges and schools, constitute the official faculty employment contract. In any instance of direct conflict between departmental operating guidelines and this handbook, the policies stated herein control. The handbook is revised annually and published on August 1 preceding each academic year.

0.0.1 Amendment and Revision Procedures

Amendments to this handbook arise through the established system of shared academic governance:

1. **Initiation and Review:** Substantive policy amendments may be originated by the Faculty Senate, any recognized Senate standing committee, the Provost, or the President.
2. **Faculty Senate Recommendation:** Proposed amendments must receive formal consideration and a majority vote of recommendation by the full Faculty Senate during a scheduled regular meeting.
3. **Administrative Approval:** Following Senate approval, recommendations are submitted to the Provost and Vice President for Academic Affairs and the President for executive review and written concurrence.
4. **Board of Trustees Ratification:** Amendments affecting conditions of tenure, faculty ranks, dismissal for cause, contractual obligations, or institutional governance require final ratification by the Alkimi University Board of Trustees. Minor administrative updates, regulatory compliance revisions mandated by state or federal law, and corrections of non-substantive typographical errors are enacted directly by the Office of the Provost after formal notification to the Faculty Senate Executive Committee.

0.0.2 Citation and Retrieval Convention

To support reliable reference and institutional retrieval across campus databases and Alkimi AI knowledge collections, all citations to this document must utilize the standardized section identifier format: Faculty Handbook \$X.Y (for example, *Faculty Handbook §5.2* for syllabus requirements or *Faculty Handbook §11.4* for promotion and tenure timelines). Sub-sections are cited as Faculty Handbook \$X.Y.Z.

0.0.3 Fictional Institution Notice

Demonstration Notice

Alkimi University is a fictional institution created by Alkimi AI to demonstrate its higher education AI agent platform. It does not admit students, confer academic degrees, employ faculty, or accept payments. All individuals, institutional structures, addresses, telephone numbers, and

operating policies referenced in this handbook are entirely fictional and designed exclusively for software demonstration and benchmark evaluation.

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CHAPTER 1

The University and Its Governance

§1.1 Institutional Mission and Foundational Heritage

Alkimi University was founded in 1891 in the historic river valley community of Merrow Falls as an independent, non-sectarian institution dedicated to scientific inquiry, classical liberal learning, and practical civic engagement. The university's founding motto, *Ex scientia, aurum* ("From knowledge, gold"), encapsulates its enduring conviction that disciplined scholarship, intellectual integrity, and systematic research transmute raw human curiosity into enduring societal enrichment.

As a private, nonprofit research university, Alkimi University advances undergraduate, graduate, and professional education across five degree-granting schools and colleges: the College of Arts & Sciences, the School of Business, the School of Engineering & Computing, the School of Nursing & Health Sciences, and the School of Education, alongside The Graduate School. The university is accredited by the Lakes & Plains Commission on Higher Education and participates as an active member of the Lakes Athletic Conference in NCAA Division III.

§1.2 Administrative Structure and Academic Leadership

Governance at Alkimi University follows a clear hierarchical organization structured to ensure academic excellence, institutional accountability, and operational efficiency.

1.2.1 The Board of Trustees

The Board of Trustees holds ultimate fiduciary, institutional, and legal authority for Alkimi University. The Board entrusts academic and administrative management to the President, ratifies policies relating to tenure and faculty dismissal, authorizes the establishment or closure of degree programs, approves annual institutional operating budgets, and exercises final stewardship over university endowment assets and campus physical facilities.

1.2.2 The President

The President serves as Chief Executive Officer of the university. Appointed by the Board of Trustees, the President oversees institutional strategy, external relations, philanthropic development, and university-wide executive administration. The President presides over general university convocations and delivers an annual address to the faculty on the state of the university during the fall convocation.

1.2.3 The Provost and Vice President for Academic Affairs

The Provost is the Chief Academic Officer of Alkimi University, reporting directly to the President. The Provost exercises line responsibility for all academic schools, the university library, instructional technology, research administration, admissions, academic records, and student academic support. The Provost reviews and makes final administrative recommendations on all faculty appointments, reappointments, tenure applications, promotions, sabbaticals, and academic grievances.

1.2.4 Academic Deans

Each school and college is led by an Academic Dean who reports directly to the Provost:

- **Dean, College of Arts & Sciences:** Executive leadership for thirteen humanities, natural sciences, and social sciences departments.
- **Dean, School of Business:** Executive leadership for accounting, finance, management, and marketing programs.
- **Dean, School of Engineering & Computing:** Executive leadership for computer science, data science, mechanical, electrical, and civil engineering departments.

- **Dean, School of Nursing & Health Sciences:** Executive leadership for undergraduate and graduate nursing, public health, and kinesiology programs.
- **Dean, School of Education:** Executive leadership for teacher preparation and educational leadership programs.
- **Dean of the Graduate School:** Cross-cutting administrative oversight for graduate admissions, academic standards, master's and doctoral theses, and graduate assistantships across all schools.

1.2.5 Department Chairs and Program Directors

Department chairs and academic program directors provide frontline academic and administrative leadership. Chairs are appointed by the Dean, with the concurrence of the Provost, typically for renewable three-year terms following formal consultation with department faculty. Chairs oversee course scheduling, faculty teaching assignments, departmental budget allocation, annual faculty activity evaluations, initial tenure and promotion reviews, student grievance resolutions at the department level, and recruitment of full-time and adjunct instructors.

§1.3 Shared Governance Principles and Compact

Shared governance at Alkimi University represents a mutual commitment by the faculty, administration, and Board of Trustees to collegial collaboration, transparency, and reciprocal respect.

Under the shared governance compact:

- **Primary Faculty Responsibility:** The faculty exercises primary responsibility for the fundamental areas of curriculum, subject matter and methods of instruction, degree requirements, academic integrity standards, faculty status (including appointments, reappointments, tenure, and promotion), and those aspects of student life directly relating to the educational process.
- **Administrative Responsibility:** The administration exercises primary responsibility for institutional budgeting, strategic allocation of physical and capital resources, compliance with external regulatory frameworks, campus infrastructure, non-academic personnel administration, and broad institutional development.
- **Consultation and Notice:** When administrative decisions directly impact academic programs, departmental staffing, or faculty working conditions, the administration provides timely written notice and formal consultation with the Faculty Senate Executive Committee and relevant standing committees prior to final implementation.

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CHAPTER 2

The Faculty Senate and Standing Committees

§2.1 Senate Composition, Apportionment, and Elections

The Faculty Senate is the representative legislative body through which the faculty participates directly in university governance. The Senate exercises the delegated authority of the faculty to formulate academic policy, deliberate institutional priorities, and tender formal recommendations to the Provost, President, and Board of Trustees.

2.1.1 Senate Membership and Apportionment

The Senate consists of 48 voting faculty senators apportioned among the academic schools in proportion to the number of full-time faculty members employed in each unit:

- **College of Arts & Sciences:** 22 senators
- **School of Business:** 8 senators
- **School of Engineering & Computing:** 8 senators
- **School of Nursing & Health Sciences:** 6 senators
- **School of Education:** 3 senators
- **University Library:** 1 senator

In addition, the Provost, the Dean of the Graduate School, and the Associate Vice President for Human Resources serve as *ex officio*, non-voting members.

2.1.2 Eligibility and Term of Office

All full-time faculty members who have completed at least two consecutive years of full-time academic service at Alkimi University are eligible to stand for Senate election. Senators are elected by secret ballot within their respective schools during the spring semester (prior to April 15) for staggered three-year terms. Senators may serve up to two consecutive three-year terms, after which one year must elapse before standing for re-election.

§2.2 Senate Officers and Executive Committee

The officers of the Faculty Senate are elected annually by the voting membership of the Senate at the regular May meeting, taking office on August 1:

- **President of the Faculty Senate:** Prof. Rebecca Stroud (Professor of Political Science). Presides over all Senate meetings, represents the faculty at Board of Trustees meetings, and chairs the Senate Executive Committee.
- **Vice President of the Faculty Senate:** Prof. Anthony Greer (Associate Professor of Mechanical Engineering). Assumes the duties of the President in the President's absence and coordinates Senate standing committee appointments.
- **Secretary of the Faculty Senate:** Prof. Mei Lin Zhou (Associate Professor of Mathematics). Oversees record keeping, maintains official minutes, and publishes agendas.

The Senate Executive Committee comprises the President, Vice President, Secretary, three at-large senators elected from different schools, and the immediate past Senate President. The Executive Committee meets biweekly with the Provost to set Senate agendas and review urgent academic matters.

§2.3 Meeting Schedules, Rules of Order, and Quorum

The Faculty Senate convenes in regular session on the **first Wednesday of each month, September through May (with no January meeting), from 3:30 p.m. to 5:00 p.m.** in the Faculty Senate Chamber, Founders Hall 225.

For the 2026–27 academic year, regular meetings are scheduled on:

- Wednesday, September 2, 2026
- Wednesday, October 7, 2026
- Wednesday, November 4, 2026
- Wednesday, December 2, 2026
- Wednesday, February 3, 2027
- Wednesday, March 3, 2027
- Wednesday, April 7, 2027
- Wednesday, May 5, 2027

Special meetings may be convened upon the call of the Senate President, the written petition of at least fifteen voting senators, or the request of the Provost. A simple majority of voting senators (25 members) constitutes a quorum. All meetings follow *Robert's Rules of Order Newly Revised*. Senate meetings are open to all university faculty, staff, and students, except when the Senate votes to enter executive session to consider confidential personnel or honorary award matters.

§2.4 Standing Committees and Charges

Senate standing committees conduct detailed policy analysis, deliberate program proposals, and present formal recommendations for full Senate action. Standing committee chairs are elected annually by the committee members from among the faculty representatives.

2.4.1 University Curriculum Committee (UCC)

- **Chair (2026–27):** Dr. Leila Haddad (Professor of English)
- **Meeting Schedule:** Third Wednesday of each month, September through April (no December meeting), 2:00–3:30 p.m., Lovell Hall 330.
- **2026–27 Meeting Dates:** Sep 16, Oct 21, Nov 18, Jan 20, Feb 17, Mar 17, Apr 21.
- **Submission Rule:** Curriculum and program proposals must be approved by school-level curriculum bodies and submitted in Curriculog at least 14 calendar days prior to the scheduled UCC meeting.
- **Charge:** Evaluates and approves all undergraduate course additions, substantial revisions, program moratoria, degree requirement modifications, and general education (Alkimi Core) curriculum changes.

2.4.2 University Promotion & Tenure Committee (UPTC)

- **Chair (2026–27):** Prof. Harriet Vance (Professor of History)
- **Charge:** Evaluates all departmental and school recommendations for tenure and promotion to associate professor or full professor. UPTC meets in closed executive sessions from December through February to conduct comprehensive dossier reviews and transmit written recommendations to the Provost.

2.4.3 Academic Integrity Board (AIB)

- **Chair (2026–27):** Prof. Sofia Lindgren (Professor of Philosophy)
- **Charge:** Adjudicates contested student academic integrity violations referred by instructors or the Director of Academic Integrity. Panels consist of two faculty members and one student. Hearings convene as needed, generally on Tuesdays from 1:00 p.m. to 4:00 p.m. in Lovell Hall 315.

2.4.4 Faculty Welfare and Professional Rights Committee

- **Charge:** Monitors faculty compensation, fringe benefits, working conditions, retirement policies, intellectual property rights, and institutional compliance with professional academic standards.

2.4.5 Library & Information Technology Committee

- **Charge:** Advises the University Librarian and Chief Information Officer on digital infrastructure, library resource acquisitions, classroom computing technologies, research software licensing, and academic IT services.

2.4.6 AI Advisory Council

- **Co-Chair (2026–27):** Dr. Ingrid Solberg (Associate Professor of Computer Science)
- **Meeting Schedule:** Fourth Thursday of each month during the academic year, 12:00–1:00 p.m., hybrid modality.
- **Charge:** Advises the Provost and Faculty Senate on artificial intelligence policies, instructional applications, syllabus guidelines, data protection benchmarks, and ethical guidelines for AI use across research and student learning.

Contact: Faculty Senate Office · Founders Hall 220 · (555) 555-0168 · senate@university.alkimi.ai

CHAPTER 3

Faculty Appointments and Ranks

§3.1 Categories of Faculty Appointment

Alkimi University maintains diverse appointment classifications designed to support its tripartite mission of teaching, scholarship, and professional service. All faculty appointments are confirmed by a formal written letter of appointment executed by the Provost.

3.1.1 Tenure-Line Faculty

Tenure-line faculty hold full-time, probationary or tenured appointments encompassing teaching, scholarly research or creative production, and university service. Tenure-line ranks comprise:

- **Assistant Professor:** The standard entry rank for probationary faculty holding the terminal earned doctorate or approved terminal professional degree (e.g., Ph.D., M.F.A., D.N.P., Ed.D.). Appointees demonstrate high promise in undergraduate or graduate teaching and active scholarly potential.
- **Associate Professor:** Conferred upon faculty who have demonstrated substantiated excellence in teaching or research/scholarship, with very good performance in the other domain, along with active and sustained university service. Normally carries permanent academic tenure.
- **Professor:** The senior academic rank conferred upon tenured associate professors who have achieved sustained national or international distinction in scholarship or creative production, consistent excellence in teaching, and significant academic leadership within the university and profession.

3.1.2 Teaching-Track Faculty

Teaching-track faculty hold full-time, non-tenure-track appointments devoted primarily to instructional excellence, pedagogical innovation, curriculum development, and departmental service. They do not maintain mandatory research or publication obligations, though pedagogical scholarship is recognized. Ranks include:

- **Assistant Teaching Professor:** Initial probationary appointment for term contracts (one to three years).
- **Associate Teaching Professor:** Reappointment following demonstrated teaching excellence over a minimum of five years of full-time college teaching. Appointed to multi-year contracts (typically three years).
- **Teaching Professor:** Senior rank conferred upon associate teaching professors demonstrating distinguished instructional leadership, teaching mentorship, and university-wide pedagogical impact over at least eight years. Appointed to rolling five-year contracts.

3.1.3 Research Faculty

Research faculty appointments are supported predominantly by sponsored external research grants, contracts, or specialized endowment endowments. Ranks include **Research Assistant Professor**, **Research Associate Professor**, and **Research Professor**. Research faculty focus on grant-supported inquiry and may supervise graduate research; instructional duties are limited to specialized graduate seminars approved by the department chair.

3.1.4 Clinical Faculty

Clinical faculty appointments exist within professional disciplines requiring licensed clinical instruction, particularly the School of Nursing & Health Sciences and the School of Education. Ranks include **Clinical Assistant Professor**, **Clinical Associate Professor**, and **Clinical Professor**. Appointees

maintain active professional licensure and focus on clinical instruction, practicum supervision, and professional practice partnerships.

3.1.5 Visiting Faculty

Visiting appointments (**Visiting Assistant Professor, Visiting Associate Professor, Visiting Professor**) are non-tenure-eligible appointments established for a defined, temporary period (maximum two consecutive academic years) to fulfill specialized curricular needs, replace faculty on sabbatical, or host distinguished visiting scholars.

3.1.6 Adjunct Faculty

Adjunct instructors hold part-time, semester-by-semester appointments to teach specific course sections. Appointees must hold at least a master's degree in the teaching discipline (or exceptional documented professional experience) and are evaluated directly by the department chair on instructional performance.

§3.2 Appointment Letters and Contract Specifications

Every faculty appointment is formalized through an official appointment letter issued by the Office of the Provost. Initial and renewal contracts set forth:

1. Academic rank, title, and home department or academic division.
2. Tenure status (tenured, probationary tenure-track, or non-tenure-track renewable).
3. Base annual salary, payment schedule, and employment term (standard 9-month academic year or 12-month fiscal year).
4. For probationary tenure-line faculty: credit granted toward the tenure probationary period (maximum two years) and the mandatory tenure evaluation year.
5. Anticipated teaching load, advising obligations, and general service expectations.
6. Start date, formal reporting relationships, and contingency clauses (such as background clearance and legal authorization to work in the United States).

§3.3 Joint Appointments and Interdisciplinary Appointments

When a faculty member's scholarship or teaching spans multiple departments or schools, a joint appointment may be established:

- **Primary Department:** One unit is designated as the primary department holding at least 51% of the budgetary line. The primary department conducts annual reviews, oversees office allocation, and serves as the locus for tenure and promotion voting.
- **Secondary Department:** The secondary unit participates in annual reviews and submits written advisory evaluations during tenure and promotion proceedings.
- **Memorandum of Understanding (MOU):** A formal MOU executed by the faculty member, both department chairs, and the relevant deans must specify workload division, committee expectations, and evaluation procedures prior to contract finalization.

§3.4 Emeritus Faculty Status

Emeritus status is an honorary title conferred upon retired tenured faculty, teaching professors, or clinical professors who have provided distinguished academic service to Alkimi University:

- **Eligibility:** Minimum of ten consecutive years of full-time academic service at Alkimi University and attainment of official retirement.
- **Nomination Procedure:** Recommendation by the department faculty and chair, approval by the Dean, recommendation by the Provost and Faculty Senate, and formal conferral by the Board of Trustees.

- **Privileges:** University email account retention, Whitcombe Library borrowing privileges, campus parking permit access, listing in the university catalog, access to campus fitness and dining facilities, and participation in academic convocations.

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CHAPTER 4

Workload and Professional Responsibilities

§4.1 Standard Instructional Teaching Workloads

Faculty workloads balance instructional delivery, student advising, scholarly research or creative activity, and institutional service. Alkimi University measures instructional assignments on a semester basis:

Appointment Classification	Standard Annual Teaching Load	Workload Distribution (Teach / Schol / Serv)
Tenure-Line Faculty (Probationary & Tenured)	3/2 load (15 credit hours per academic year)	40% Teaching / 40% Scholarship / 20% Service
Teaching-Track Faculty (Full-Time)	4/4 load (24 credit hours per academic year)	80% Teaching / 10% Curriculum / 10% Service
Clinical Faculty	4/3 load or equivalent clinical supervision (21 credits)	70% Teaching & Clinic / 15% Practice / 15% Service
Research Faculty	0/0 to 1/0 load (grant-dependent)	85% Sponsored Research / 15% Mentorship & Service
Adjunct Faculty	1 to 3 courses per semester (max 9 credits/term)	100% Course Delivery & Office Hours

§4.2 Course Releases and Administrative Reassigned Time

Course releases provide temporary reassignment from classroom instruction to support significant administrative duties, sponsored grant execution, or intensive scholarly obligations. One standard 3-credit course release corresponds to a 10% annual workload reallocation.

- **Department Chairs:** Receive one to two course releases per semester depending on departmental size (under 10 full-time faculty: 1 release per semester; 10 or more full-time faculty: 2 releases per semester).
- **Major Governance Leadership:** The Faculty Senate President receives a 1-course release each semester; the Chair of the University Curriculum Committee and the Chair of the University Promotion & Tenure Committee each receive a 1-course release in the semester of peak operational activity.
- **Externally Funded Research:** Faculty with sponsored research grants that cover the proportionate direct salary and fringe benefits may buy out teaching time at the standard rate of 15% of 9-month base salary per 3-credit course, subject to chair and dean approval. Faculty must teach at least one classroom course per academic year.

§4.3 Academic Advising Expectations

Undergraduate and graduate student advising is a core faculty responsibility:

- Full-time faculty are assigned up to 25 to 30 undergraduate major advisees following their first year of service.
- Faculty advisors must schedule dedicated advising appointments during the designated fall and spring pre-registration periods (Fall: beginning November 2, 2026; Spring: beginning April 5, 2027).
- Advisors review degree audit progress (Degree Works), approve registration course plans, provide counsel on academic difficulty or probation, and offer mentorship regarding graduate school or career pathways.

§4.4 Institutional and Professional Service

Faculty participate actively in institutional shared governance and professional stewardship:

- **Departmental Service:** Attendance at departmental meetings, participation in search committees, curriculum review, assessment reporting, and student recruitment events.
- **School and University Service:** Service on school committees, the Faculty Senate, Senate standing committees, and university task forces. Probationary tenure-track faculty are assigned minimal university-level service during their first two years to protect research productivity.
- **Professional and Community Service:** Peer review of journal manuscripts, officer positions in professional disciplinary societies, and community engagement utilizing professional academic expertise.

§4.5 Overload Teaching and Compensation Rates

When departmental scheduling emergencies or unexpected enrollment spikes necessitate teaching beyond the contractual workload, a faculty member may accept an overload assignment with prior written approval from the department chair and dean:

- **Limit:** Maximum of one course overload (up to 4 credits) per semester. Overloads may not be undertaken if they compromise the instructor's research, advising, or standard service commitments. Probationary first-year faculty may not teach overloads.
- **Compensation Rate:** Overload instruction is paid at the standard institutional adjunct rate of **\$2,200 per credit hour** (\$6,600 for a standard 3-credit course, or \$8,800 for a 4-credit course with laboratory).

- **Worked Example of Overload Payment:** Dr. Anika Sharma (Assistant Professor of Mathematics) has a base contractual load of 2 courses (7 credits) in Spring 2027. Due to unexpected student enrollment demand in Calculus I, she agrees to teach an additional 4-credit section of MATH 140 as an overload. Her overload compensation is calculated as:

$$4 \text{ credit hours} \times \$2,200 \text{ per credit hour} = \$8,800$$

This total sum of \$8,800 is paid in four equal monthly installments of \$2,200 on the last business day of February, March, April, and May 2027, subject to standard statutory withholdings.

§4.6 Summer Session Instructional Policies

Summer teaching is entirely optional and constitutes an appointment distinct from the regular 9-month academic contract:

- **Session Structure:** Summer instruction is offered across two five-week accelerated terms: Summer Session I (May 24 to June 25, 2027) and Summer Session II (June 28 to August 6, 2027).
- **Workload Limit:** Faculty may teach a maximum of two courses (up to 8 credits) across the entire summer term, with no more than one intensive course in a single five-week session.
- **Compensation:** Summer teaching is compensated at **8.0% of the faculty member's 9-month base academic salary per 3-credit course** (or 10.67% for a 4-credit course), up to a maximum cap of \$9,500 per course. Course offerings are contingent upon meeting minimum enrollment thresholds (normally 10 students for undergraduate courses and 6 students for graduate seminars).

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CHAPTER 5

Teaching Responsibilities

§5.1 Course Assignments, Modality, and Scheduling

Course assignments are established by the department chair in consultation with departmental faculty, balancing curriculum requirements, student enrollment demand, and faculty expertise.

5.1.1 Scheduling Blocks and Class Modalities

Classes are scheduled within standard university timetable blocks (Monday/Wednesday/Friday 50-minute periods, Tuesday/Thursday 75-minute periods, or once-weekly evening 150-minute periods). Faculty are expected to teach across diverse daily schedules; no instructor may be scheduled exclusively for popular mid-day blocks without chair concurrence. Courses are designated as In-Person (face-to-face), Hybrid (30% to 70% online asynchronous/synchronous), or Fully Online. Teaching in hybrid or online modalities requires prior pedagogical certification from the Center for Teaching & Learning (CTL).

§5.2 Syllabus Requirements and Mandatory Statements

Every faculty member is contractually required to publish a comprehensive course syllabus on the university's learning management system (Canvas) **no later than the first day of classes** for each enrolled section (Fall 2026: Wednesday, August 26, 2026; Spring 2027: Tuesday, January 19, 2027). Syllabi serve as an instructional contract between the instructor and students.

5.2.1 Mandatory Syllabus Elements Checklist

Pursuant to institutional policy, every syllabus must explicitly incorporate the following twelve required elements:

1. **Course Overview:** Course code, full official title, credit hours, academic term, class meeting times, and physical room location or digital modality.
2. **Instructor Information:** Instructor's official name, office building and room number, campus telephone number, university email address (@university.alkimi.ai), and scheduled office hours (explicitly specifying the designated virtual hour).
3. **Course Description and Prerequisites:** The verbatim course catalog description and all required course prerequisites or co-requisites.
4. **Student Learning Outcomes:** Clear, measurable student learning outcomes describing knowledge, skills, or analytical competencies students will master.
5. **Required Course Materials:** Complete bibliographic citations of required textbooks, course packets, software licenses, lab supplies, and their estimated retail cost.
6. **Grading Scheme:** Comprehensive breakdown of all graded components, percentage weights, letter-grade conversion scale matching the university scale (§5.6), and extra-credit policies.
7. **Course Calendar:** Chronological schedule of weekly topics, assigned readings, major paper deadlines, and examination dates, explicitly identifying the scheduled final examination time slot.
8. **Attendance and Late Submission Policies:** Explicit instructor policies governing class attendance, participation grading, penalties for unexcused absences, and rules regarding late assignments.
9. **Generative AI Policy Level:** Explicit identification of the course AI classification level (Level 1, Level 2, or Level 3) and behavioral expectations (§7.1).

10. **Academic Integrity Statement:** The verbatim university academic integrity statement.
11. **Accessibility Accommodations Statement:** The verbatim Office of Accessibility Services accommodation statement.
12. **Campus Support Directory:** Hyperlinks and contact information for essential student support services, including Academic Advising, the Writing Center, Whitcombe Library, and the Hollis Health & Counseling Center.

5.2.2 Required Statement Text

The following verbatim statements must be incorporated into all course syllabi without substantive modification:

Verbatim Syllabus Statement: Academic Integrity

“Alkimi University is an academic community devoted to rigorous scholarship, open intellectual inquiry, and uncompromising ethical conduct. All students are subject to the regulations of the Alkimi University Academic Integrity Policy. Academic dishonesty—including plagiarism, cheating on examinations, unauthorized collaboration, fabrication of empirical data, and unauthorized submission of academic work generated by artificial intelligence—undermines the integrity of the university and carries severe disciplinary sanctions. Sanctions range from a failing grade on an assignment or exam to an administrative course failure recorded as an ‘XF’ on the official transcript, academic suspension, or expulsion. Suspected violations are formally investigated and resolved through the Office of Academic Integrity in accordance with Faculty Handbook §6. For detailed information, consult the Office of Academic Integrity, Lovell Hall 315, (555) 555-0163, integrity@university.alkimi.ai.”

Verbatim Syllabus Statement: Accessibility Accommodations

“Alkimi University is committed to providing equitable educational access and reasonable accommodations for all students with documented disabilities, including physical, sensory, psychological, learning, and chronic health conditions. Students requesting academic accommodations must formally register with the Office of Accessibility Services, Harlan Hall 204, (555) 555-0155, access@university.alkimi.ai. Once approved, students will receive an official Faculty Accommodation Letter detailing approved accommodations. Students should present this letter to the instructor as early in the semester as possible, and at least one week prior to any exam or assignment requiring accommodation. Accommodations cannot be applied retroactively.”

Verbatim Syllabus Statement: Student Wellness and Mental Health Support

“Your physical health, psychological well-being, and mental health are essential to your academic success. If you experience heightened stress, anxiety, depressive symptoms, personal trauma, or academic burnout, free, confidential counseling and medical care are available through the Hollis Health & Counseling Center, located in the Hollis Center. Routine appointments are available Monday–Friday 8:00 a.m.–6:00 p.m. by calling (555) 555-0190 or emailing health@university.alkimi.ai. Urgent, 24/7 crisis psychological counseling is accessible immediately at (555) 555-0199.”

§5.3 Faculty Office Hours Requirements

Direct mentorship and individualized student support outside the classroom are fundamental professional obligations.

5.3.1 The 3-Hour, 2-Day, 1-Virtual Hour Rule

All full-time faculty members (tenure-line, teaching-track, research, and clinical) are required to hold **at least 3 hours of scheduled office hours per week** during regular instructional semesters:

- Office hours must be scheduled across **at least two separate business days** per week during normal campus operating hours.
- **Virtual Hour Requirement:** At least one of the three required hours must be held virtually via live interactive videoconference (Zoom or Microsoft Teams) to support commuter students, student athletes, and working students.
- Office hours, physical office locations, and virtual meeting links must be published in the course syllabus, posted in Canvas, submitted to the department administrative assistant, and displayed prominently outside the faculty member's office door.
- Part-time adjunct faculty must hold at least one scheduled office hour per week for each course section taught, or provide scheduled appointments before/after class meetings.

§5.4 Class Meetings, Punctuality, and Cancellations

Faculty must conduct all scheduled class sessions punctually and for the full allotted time:

- **Faculty Absence:** If an instructor must cancel a class due to illness or an unavoidable emergency, the instructor must promptly post a Canvas announcement, send an email to enrolled students, and notify the department chair and administrative assistant.
- **Coverage of Course Content:** When an absence is anticipated in advance (such as attendance at an authorized academic conference), the instructor must arrange suitable academic coverage (such as a guest lecture by a colleague, an interactive online module, or an asynchronous research assignment). Classes may not be cancelled simply because an instructor is traveling for non-emergency reasons without prior chair approval.
- **Inclement Weather:** During severe weather emergencies, faculty follow official campus closure declarations issued via AlkimiAlert. If classes are moved to remote instructional status by the Provost, faculty provide asynchronous or synchronous learning activities via Canvas.

§5.5 Examinations, Final Exams, and Reading Days

The academic calendar provides designated instructional days, reading days, and final examination periods that faculty must strictly honor.

5.5.1 No Major Exams During the Final Week

No examination, comprehensive test, or quiz worth more than 10% of the final course grade may be administered during the final week of regular classes (Fall 2026: December 2–9; Spring 2027: April 28–May 5). The only permitted exceptions are laboratory practical exams, oral language examinations, and senior capstone project presentations.

5.5.2 Reading Days

Reading days (Fall 2026: Thursday, December 10, 2026; Spring 2027: Thursday, May 6, 2027) are reserved exclusively for student study and review. Faculty are strictly prohibited from scheduling mandatory class sessions, review sessions requiring attendance, make-up examinations, or assignment deadlines on reading days.

5.5.3 Final Examination Scheduling and the 3-Exam Rule

Final examinations must be conducted during the official two-hour examination period assigned to the course by the University Registrar. Instructors may not alter the scheduled date or time of a final examination without the prior written authorization of the Dean.

- **Three-Exam Conflict Rule:** A student scheduled for three or more final examinations on the same calendar day is entitled to reschedule one examination. The student must submit a written

rescheduling request to the instructor of the middle examination no later than the final day of classes (Fall 2026: Wednesday, December 9, 2026; Spring 2027: Wednesday, May 5, 2027). The instructor must provide an alternative examination slot during the regular exam period.

§5.6 Grading Policies, Scale, and Submission Deadlines

Academic evaluation must be objective, equitable, and transparently grounded in the syllabus criteria.

5.6.1 University Official Grading Scale

Alkimi University operates on a 4.0 grading scale:

Letter Grade	Grade Points	Standard Percentage Range	Academic Definition
A	4.0	93–100%	Superior / Outstanding Mastery
A-	3.7	90–92%	Excellent Achievement
B+	3.3	87–89%	Very Good Performance
B	3.0	83–86%	Good / Above Average Competence
B-	2.7	80–82%	Competent Performance
C+	2.3	77–79%	Above Satisfactory
C	2.0	73–76%	Satisfactory / Average Competence
C-	1.7	70–72%	Minimum Passing for Major Prerequisite
D+	1.3	67–69%	Below Satisfactory
D	1.0	60–66%	Marginal Passing / Credit Granted
F	0.0	Below 60%	Course Failure / No Credit Granted
XF	0.0	Administrative Failure	Sanction for Academic Dishonesty

5.6.2 Midterm Grade Deadlines

Midterm grades provide vital early-warning signals for academic advisors, athletic compliance officers, and academic support staff:

- Midterm grades are required only for 100- and 200-level undergraduate courses (reporting for 300- and 400-level courses and graduate courses remains optional at the discretion of the instructor), as adopted by the Faculty Senate on March 4, 2026 (Resolution FS-2526-09).
- Instructors of all 100- and 200-level undergraduate courses must submit midterm grades (A through F) via the faculty portal by **Friday of the eighth week of classes at 5:00 p.m.:**
 - Fall 2026 Midterm Deadline:** Friday, October 16, 2026
 - Spring 2027 Midterm Deadline:** Friday, March 12, 2027
- Midterm grades do not appear on official student transcripts but are communicated directly to students and their academic advisors.

5.6.3 Final Grade Submission Deadlines

Final grades must be calculated and submitted electronically through AlkimiHub:

- Final grades are due **within 72 hours after the completion of the course's final examination**, and under no circumstances later than the absolute university deadline:
 - Fall 2026 Final Grade Deadline: Monday, December 21, 2026 at 12:00 p.m. (noon)**
 - Spring 2027 Final Grade Deadline: Tuesday, May 18, 2027 at 12:00 p.m. (noon)**
- Compliance with the noon deadline is critical for academic standing determinations, financial aid verification, dean's list calculations, and graduation clearance.

§5.7 Grade Changes, Corrections, and Incomplete (I) Grades

5.7.1 Grade Corrections and Procedural Rules

Once submitted to the Registrar, a grade may not be altered except to correct a documented clerical, computational, or transcription error, or to resolve an official Incomplete. Grade changes cannot be approved to permit a student to submit late work after the semester ends.

- A Grade Change Form requires the instructor's written explanation and signature, along with the written approval of the department chair.
- Grade changes must be submitted within **one regular academic semester** following the term in which the grade was recorded.

5.7.2 Incomplete (I) Grades Policy

An Incomplete grade ('I') is an exceptional temporary mark reserved for a student who has completed at least 70% of the course requirements with a passing grade but is prevented from completing final assignments or examinations due to documented, unforeseen circumstances (e.g., severe illness, bereavement, or family emergency):

- **Incomplete Agreement:** The instructor and student must execute a written Incomplete Agreement Form prior to final grade submission, specifying the remaining work and the exact deadline for completion.
- **Resolution Deadline:** All remaining coursework must be evaluated and the final grade submitted **by the end of the following regular semester** (Fall incompletes resolve by the end of Spring 2027; Spring incompletes resolve by the end of Fall 2027). If the instructor does not submit a replacement grade by this deadline, the 'I' grade automatically converts to an permanent 'F'.

§5.8 Student Grade Appeals: The Faculty Role

Students have the procedural right to appeal a final course grade if they believe the grade resulted from arbitrary, capricious, or prejudicial grading practices, or a clear deviation from the syllabus:

1. **Informal Resolution:** Within **30 calendar days after the start of the following regular semester**, the student must consult directly with the instructor to review the grade calculation.
2. **Formal Departmental Review:** If unresolved, the student submits a formal written appeal with supporting coursework to the department chair within 10 business days of meeting the instructor. The chair confers with both parties and renders a written recommendation.
3. **College Grade Appeals Panel:** If appealed further, the Dean convenes an ad hoc committee of two faculty members and one student. The panel may uphold the grade or, upon establishing clear arbitrary grading, recommend a grade change to the Dean. The Dean's decision is final.

§5.9 Student Course Evaluations (Course Feedback)

Student course evaluations are administered online through the Alkimi Evaluation Portal during the final two weeks of classes preceding final examinations:

- Faculty must encourage constructive student participation by dedicating 10–15 minutes of class time for students to complete evaluations on their digital devices.
- Faculty are prohibited from viewing evaluation results until **after official final grades have been submitted and locked by the Registrar**.
- Aggregated numerical scores and student narrative comments are reviewed during annual performance reviews, tenure evaluations, and reappointment reviews.

§5.10 Textbooks, Open Educational Resources, and Course Materials

In accordance with federal Higher Education Opportunity Act (HEOA) compliance standards and college affordability guidelines:

- **Adoption Deadlines:** Faculty must submit textbook and course material adoptions to the Whitcombe Library and campus bookstore by **October 15 for the spring semester** and **March 15 for the fall semester**.
- **Affordability and OER:** Faculty are strongly encouraged to adopt open educational resources (OER) or low-cost textbooks whenever academically appropriate. Faculty must verify that materials are available through Whitcombe Library reserves.

§5.11 Class Recording, Intellectual Property, and Online Teaching

- **Class Recordings:** Video or audio recordings of classroom lectures conducted by instructors or students must comply with student privacy policies. Student recording is prohibited without the express written permission of the instructor, except when authorized as an approved accommodation by the Office of Accessibility Services.
- **Instructional Materials Ownership:** Course syllabi, lecture slides, assignments, and original pedagogical materials created by faculty members remain the intellectual property of the individual faculty author (§13.4).

Contact: Office of the Registrar · Alkimi One Stop, Harlan Hall 120 · (555) 555-0160 · registrar@university.alkimi.ai

CHAPTER 6

Academic Integrity: Faculty Procedures

§6.1 Detection, Documentation, and Preserving Evidence

Academic integrity is foundational to Alkimi University. When an instructor detects or suspects an academic integrity violation—such as exam cheating, uncredited textual borrowing, unpermitted collaboration, data fabrication, or unauthorized use of artificial intelligence tools—the instructor must assemble and preserve all relevant physical and digital evidence:

- **Evidence Compilation:** Retain original examination booklets, electronic draft histories, digital submission metadata, version logs from Canvas, or comparative source texts.
- **AI Detection Caution:** Under university policy, automated AI detection scores (e.g., Turnitin AI detection indicators) are non-conclusive and **may not serve as the sole or primary basis** for initiating an academic integrity charge (§7.3). Detection indicators must be corroborated by supporting evidence, such as anomalous student vocabulary, unverified citations, fabricated quotations, or an inability by the student to explain submitted work during an oral consultation.

§6.2 The Mandatory 10-Business-Day Reporting Deadline

To protect student procedural due process and preserve institutional records:

- An instructor who discovers a suspected academic integrity violation must formally report the incident to the Office of Academic Integrity **within 10 business days of discovering the infraction**.
- Failure to report an incident within the mandatory 10-business-day window restricts the instructor's ability to impose academic sanctions beyond standard assignment grading penalties and prevents the university from tracking serial violations across multiple courses.

§6.3 Faculty Resolution Agreements (FRA)

For first-time, minor or moderate academic integrity violations (such as isolated plagiarism on a short reflection paper or unauthorized collaboration on a routine homework assignment), the instructor is empowered to pursue an informal resolution directly with the student via a Faculty Resolution Agreement:

6.3.1 FRA Eligibility and Procedural Steps

1. **Integrity Check:** Before approaching the student, the instructor contacts the Office of Academic Integrity to verify that the student has no prior recorded violations on file. If the student has a prior recorded infraction, the matter cannot be resolved via an FRA and must be referred immediately for a formal hearing.
2. **Instructor-Student Conference:** The instructor schedules a private conference with the student to present the evidence and discuss the infraction.
3. **Sanction Boundaries:** Under an FRA, the instructor may impose sanctions up to and including a grade of zero ('F') on the specific assignment or examination, an educational writing module, or a required assignment resubmission for reduced credit. An instructor **may not impose an 'F' or 'XF' in the entire course** through an FRA.
4. **Five-Day Decision Window:** The student is provided with the written FRA form and has **5 business days** to accept the proposed sanction or reject the agreement and request a formal hearing before the Academic Integrity Board.

6.3.2 Model Text: Faculty Resolution Agreement

Model Format: Faculty Resolution Agreement

“MEMORANDUM OF FACULTY RESOLUTION AGREEMENT Date: [Date] To: Office of Academic Integrity, Lovell Hall 315 From: [Instructor Name], Department of [Department] Student Name: [Student Name] | AlkimiID: [Student ID] | Course: [Course Code and Section]

Description of Alleged Infraction: On [Date], the student submitted [Assignment Title] containing [brief summary of unauthorized source use, unpermitted collaboration, or unauthorized AI generation], constituting a violation of the Alkimi University Academic Integrity Policy.

Agreed Sanction: The student accepts a grade of zero (‘0’ / ‘F’) on the assignment and agrees to complete the online Plagiarism and Citation Tutorial administered by Whitcombe Library within 14 calendar days.

Student Acknowledgment: I acknowledge that I have been informed of the allegations and my right to a formal hearing before the Academic Integrity Board. I voluntarily waive my right to a hearing and accept the sanction described above. I understand this agreement will be maintained confidentially in the Office of Academic Integrity and may be considered in any future disciplinary proceedings.

Student Signature: [Signed / Dated] Date: [Signed / Dated] Instructor Signature: [Signed / Dated] Date: [Signed / Dated]“

§6.4 When to Refer to the Academic Integrity Board

An instructor must refer an incident directly to the Office of Academic Integrity for a formal hearing under any of the following circumstances:

1. The student refuses to sign the Faculty Resolution Agreement within 5 business days or disputes the allegation of dishonesty.
2. The student has a prior recorded academic integrity violation on file with the university.
3. The infraction is egregious, involving organized exam cheating rings, commercial contract cheating services, widespread examination theft, extensive data fabrication in a thesis, or comprehensive plagiarism.
4. The instructor recommends a course-level sanction, including a final course grade of ‘F’ or an ‘XF’.

§6.5 Academic Integrity Board Hearings and Faculty Role

Formal hearings are conducted by a hearing panel of the Academic Integrity Board:

- **Panel Composition:** Each hearing panel comprises two faculty members and one undergraduate or graduate student selected from the AIB pool. The panel is chaired by a designated faculty member.
- **Standard of Proof:** Panel deliberations operate under the evidentiary standard of **more likely than not** (preponderance of the evidence).
- **Hearing Procedures:** Hearings convene on Tuesdays between 1:00 p.m. and 4:00 p.m. in Lovell Hall 315. The instructor presents evidence and answers panel questions; the student presents their response and may call witnesses.
- **Appeals:** The panel’s written determination may be appealed by either the student or instructor to the Provost within **10 business days of receiving the written decision**. Appeals are limited to: (a) documented procedural irregularities; (b) substantial new evidence unavailable at the time of the hearing; or (c) gross disproportionality of the imposed sanction.

§6.6 The ‘XF’ Grade Designation and Removal Protocols

The grade of ‘XF’ denotes administrative course failure resulting directly from severe or repeated academic dishonesty:

- **Transcript Notation:** An ‘XF’ is recorded on the student’s official academic transcript with the permanent explanation: “Failure due to academic dishonesty.” It computes into the cumulative GPA as an ‘F’ (0.0 quality points).
- **Petition for Removal:** A student receiving an ‘XF’ may petition the Academic Integrity Board to have the ‘X’ removed (converting the grade to a standard ‘F’) **no earlier than one full calendar year** following the sanction. Removal requires that the student has completed the comprehensive University Integrity Seminar, has incurred no subsequent conduct violations, and submits a reflective essay demonstrating ethical development.

Contact: Office of Academic Integrity · Lovell Hall 315 · (555) 555-0163 · integrity@university.alkimi.ai

CHAPTER 7

Generative AI in Teaching and Research

§7.1 The Three Syllabus AI Policy Levels

Alkimi University recognizes the rapid emergence of generative artificial intelligence technologies and seeks to balance pedagogical innovation with ethical academic standards. Adopted by the Faculty Senate on April 1, 2026 (Resolution FS-2526-14), every course syllabus must explicitly declare one of three university-standard AI policy levels:

7.1.1 Level 1: AI Strictly Prohibited for Graded Work

Generative AI tools are strictly prohibited for any aspect of graded academic work. Any use of AI text generators, code synthesizers, or image generators on submitted assignments constitutes academic dishonesty.

Model Syllabus Language: Level 1 (AI Prohibited)

“Generative Artificial Intelligence (AI) Policy — Level 1: Strictly Prohibited In this course, all submitted work must be exclusively your own original creation. The use of generative artificial intelligence tools (including but not limited to ChatGPT, Claude, Microsoft Copilot, Alkimi AI writing assistants, or automated coding agents) is strictly prohibited for any assignment, examination, discussion post, or lab report. Utilizing generative AI to brainstorm topics, draft text, revise sentences, generate computer code, or solve problem sets is considered academic misconduct and will be reported to the Office of Academic Integrity as an academic integrity violation under Faculty Handbook §6. The only permitted digital writing tools are standard spelling and grammar checkers.”

7.1.2 Level 2: AI Permitted with Attribution for Specified Tasks

Generative AI tools may be utilized only for designated tasks explicitly authorized by the instructor (such as exploratory brainstorming, study assistance, or initial debugging), accompanied by complete attribution.

Model Syllabus Language: Level 2 (Permitted with Attribution)

“Generative Artificial Intelligence (AI) Policy — Level 2: Permitted with Explicit Attribution In this course, generative AI tools (such as ChatGPT, Claude, Microsoft Copilot, and Alkimi) may be used ethically to support your learning process for specific tasks authorized in assignment instructions, such as preliminary topic brainstorming, summarizing complex background literature, or identifying bugs in computer code. However, AI tools may not be used to write your submitted papers, draft exam responses, or generate final code solutions.

Mandatory Attribution Requirement: Whenever you use generative AI to assist your work, you must include a formal AI Disclosure Statement at the beginning of your submission specifying: (1) the tool and version utilized; (2) the exact prompts provided; and (3) how the AI output was integrated and verified. Submitting AI-generated text or code as your own without full disclosure constitutes academic dishonesty under Faculty Handbook §6.”

7.1.3 Level 3: AI Broadly Integrated with Critical Reflection

Generative AI tools are encouraged and integrated throughout the course workflow as core professional tools, requiring transparency, critical validation, and reflective commentary.

Model Syllabus Language: Level 3 (Broadly Integrated)

“Generative Artificial Intelligence (AI) Policy — Level 3: Broadly Integrated Generative artificial intelligence is an essential professional tool in this discipline. You are encouraged to explore and integrate generative AI tools (including Alkimi, ChatGPT, Claude, and specialized development agents) throughout your coursework for drafting, brainstorming, data analysis, and creative prototyping.

Accountability and Ethical Standards: You remain fully and personally accountable for the factual accuracy, citations, logical coherence, and ethical integrity of all submitted work. Because generative models frequently hallucinate false citations or flawed assertions, you must rigorously verify all outputs. Every submission must include an AI Disclosure Appendix documenting your tools, prompt strategies, and an evaluation of the AI’s contributions. Unattributed use of AI remains a violation of academic integrity.”

§7.2 Mandatory Student AI Disclosure Requirements

When teaching under Level 2 or Level 3 policies, instructors must require students to submit a standardized AI Disclosure Appendix. The disclosure must contain:

1. **Tool Name and Model:** (e.g., Alkimi AI Platform v2.4, OpenAI GPT-4o, Anthropic Claude 3.5 Sonnet).
2. **Scope of Utilization:** Detailed narrative of how the tool was utilized (e.g., literature query generation, outline restructuring, coding syntax check).
3. **Prompt Log:** Verbatim copies of primary prompts and generated responses.
4. **Human Verification:** A brief statement detailing how the student confirmed the empirical validity and factual accuracy of the AI-generated outputs.

§7.3 AI Detection Tools: Capabilities and Legal Limits

Faculty must exercise critical skepticism regarding automated AI detection software (such as Turnitin AI writing detection, GPTZero, or open-source detectors):

- **Empirical Reliability Limits:** Detection algorithms exhibit documented false-positive rates, particularly when analyzing the prose of non-native English speakers or structured technical prose.
- **Strict Institutional Prohibition:** **An automated AI detection percentage score may never serve as the sole or primary evidence to substantiate an academic integrity charge.** Instructors who suspect unauthorized AI use must establish independent corroborating evidence, such as questioning the student about the conceptual foundations of their paper, comparing the submission against verified in-class writing samples, or demonstrating fabricated bibliographic citations.

§7.4 Approved Platforms, Data Privacy, and FERPA Compliance

Alkimi University has deployed **Alkimi** as the enterprise-approved artificial intelligence platform for higher education. When incorporating AI into instructional activities:

- **Institutional Approval:** Alkimi is the sole AI platform formally vetted and contractually authorized to process university data classified up to **Confidential** (§9.1).
- **Public AI Tools Prohibition:** Faculty are strictly prohibited from entering student education records, ungraded student essays, student grades, disability letters, or identifiable personal data into commercial, public AI models (such as free public tiers of ChatGPT) that use user input for model training. Doing so constitutes a direct violation of FERPA and university data policy.

§7.5 Utilizing AI in Course Feedback and Grading

Faculty may utilize approved enterprise AI tools (Alkimi) to assist in instructional preparation, rubric design, and drafting preliminary diagnostic feedback on student work:

- **Final Evaluative Authority:** Generative AI may never be delegated final grading or evaluative authority. Assigning grades, scoring exams, and determining final student evaluations remain non-delegable professional responsibilities of the instructor.
- **Student Notification:** If an instructor utilizes AI tools to assist in generating narrative feedback on student assignments, the syllabus must inform students of this practice.

§7.6 Generative AI in Academic Research and Authorship

In research, scholarship, and creative activity, faculty must adhere to evolving professional ethical guidelines:

- **Authorship Exclusion:** Generative AI tools cannot meet the criteria for scholarly authorship (as tools cannot take legal responsibility or provide informed consent) and may not be listed as co-authors on academic papers, conference presentations, or grant proposals.
- **Research Methodology Transparency:** Faculty must fully disclose the use of generative AI in data analysis, code creation, or manuscript preparation within the methodologies or acknowledgments section of published works.
- **Grant Compliance:** Federal grant applications (including NSF and NIH proposals) must comply with federal agency rules regarding generative AI in peer review and proposal preparation.

Contact: Center for Teaching & Learning · Whitcombe Library 3rd Floor · (555) 555-0172 · ctl@university.alkimi.ai

CHAPTER 8

Accessibility and Accommodations: The Faculty Role

§8.1 Faculty Accommodation Letters and Legal Frameworks

Under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act Amendments Act (ADAAA), Alkimi University is legally obligated to ensure that no qualified student with a disability is denied equal access to university academic programs:

- **Centralized Verification:** The Office of Accessibility Services (OAS) is the sole campus authority authorized to evaluate medical documentation and approve academic accommodations.
- **Faculty Accommodation Letters:** Students approved for accommodations deliver an official Faculty Accommodation Letter to their instructors via the secure online accessibility portal. Instructors must review this letter promptly upon receipt.
- **Confidentiality of Diagnoses:** Accommodation letters specify approved academic adjustments (e.g., extended testing time, distraction-reduced testing environment, peer note-takers, assistive technology). Letters **never disclose the student's underlying medical diagnosis**. Faculty are strictly prohibited from inquiring about a student's specific medical condition or disability.

§8.2 Examination and Testing Accommodations

Testing accommodations represent the most frequent academic adjustment:

- **Extended Time:** Testing accommodations (typically 1.5x or 2.0x standard time) apply to all quizzes, midterm exams, laboratory practicals, and final examinations.
- **Implementation Options:** Instructors may administer accommodated exams directly within the academic department or utilize the centralized OAS Testing Center located in Harlan Hall 204.
- **Testing Center Scheduling:** When utilizing the Testing Center, instructors must upload exam copies and proctoring instructions to the OAS portal at least **3 business days prior to the exam** (5 business days for final exams).

§8.3 Designing Accessible Instructional Materials

Faculty are professionally responsible for ensuring that all course materials are accessible to students with sensory or motor disabilities:

- **Canvas Content:** Digital readings posted to Canvas must be optical-character-recognition (OCR) compliant so they can be parsed by screen-reading software. Untagged image-only PDF scans are unacceptable.
- **Video Captions:** All video materials shown in class or assigned asynchronously must feature accurate, synchronized closed captioning. Automated captions must be reviewed for subject-matter accuracy.
- **Syllabus Format:** Syllabi and lecture documents should utilize structured heading levels and accessible font formatting.

§8.4 Resolving Accommodation Inquiries and Fundamental Alterations

Accommodations must never fundamentally alter the essential academic objectives or licensing standards of a course:

- **Fundamental Alteration Review:** If an instructor believes a requested accommodation (e.g., an extended assignment deadline in a clinical practicum) fundamentally alters the essential nature of the course learning outcomes, the instructor **may not unilaterally deny the accommodation**.

- **Interactive Resolution:** The instructor must immediately contact the Director of Accessibility Services, Imani Brooks, to initiate an interactive review. The Dean and Provost serve as the final review authority. Pending resolution, the student must be provided with reasonable provisional accommodations.

Contact: Office of Accessibility Services · Harlan Hall 204 · (555) 555-0155 · access@university.alkimi.ai

CHAPTER 9

Student Privacy (FERPA) for Faculty

§9.1 The Scope of Education Records Under FERPA

The Family Educational Rights and Privacy Act (FERPA) protects the privacy of student education records:

- **Education Records Defined:** Education records include all records, files, documents, grades, exams, emails, and disciplinary records maintained by Alkimi University or an agent of the university that contain personally identifiable information directly related to a student.
- **Sole Possession Notes Exception:** Personal memory aids or private informal notes kept in the sole possession of an instructor, which are not shared with or accessible to any other person, are exempt from FERPA definition. However, if such notes are shared with a chair or colleague, they become official education records.

§9.2 Sharing Records: The Legitimate Educational Interest Standard

Under FERPA, faculty members may access and share student education records without prior student consent **only with other university school officials who demonstrate a legitimate educational interest:**

- **Legitimate Educational Interest:** A school official has a legitimate educational interest if the official requires the information to fulfill professional administrative, instructional, or supervisory responsibilities assigned by the university.
- **Prohibited Disclosures:** Faculty may not share student academic performance, grades, attendance records, or disciplinary issues with colleagues who are merely curious, outside employers, landlords, or law enforcement officers without a formal subpoena coordinated through the Office of the Provost.

§9.3 Parental Inquiries and Dependent Disclosure Restrictions

At the postsecondary level, FERPA privacy rights transfer entirely to the student, regardless of the student's age or financial dependence:

- **Direct Parental Inquiries:** Faculty are strictly prohibited from discussing a student's grades, academic standing, course progress, or attendance with parents or guardians without an executed FERPA Consent Waiver on file with the Registrar.
- **Handling Parental Communications:** If contacted by a parent via phone, email, or in person, the faculty member should state politely: *"Under federal privacy law and Alkimi University policy, I cannot confirm enrollment or discuss student academic records without an executed FERPA release. Please contact the Office of the Registrar at (555) 555-0160."*

§9.4 Letters of Recommendation Protocols

When a student requests a letter of recommendation or professional reference that references education records (including grades, GPA, class rank, or evaluations):

- **Written Release Requirement:** The student must provide written authorization specifying: (1) the records that may be disclosed; (2) the purpose of the disclosure; and (3) the specific institutions or recipients authorized to receive the letter.
- **Portal Form:** Faculty should utilize the standard electronic Recommendation Release Form available on the Registrar's faculty portal.

§9.5 Posting Grades, Returning Papers, and Digital Tools

Faculty must protect student anonymity in all grading workflows:

- **Public Grade Posting:** Posting course grades publicly by student name, complete AlkimiID, or full/partial Social Security number is strictly illegal. Grades must be published exclusively through the password-protected Canvas gradebook.
- **Returning Coursework:** Leaving graded examination booklets, papers, or homework assignments in unmonitored hallways or open department offices for public retrieval is prohibited.
- **Third-Party Digital Platforms:** Faculty may not require students to create accounts on external digital platforms that publicly expose student names or course enrollment without prior IT Service Desk security and FERPA vetting.

§9.6 Mandatory Biennial FERPA Training

Every faculty member (full-time, part-time, and adjunct) must complete mandatory online FERPA refresher training **every two years** through the Alkimi Learning Portal. Compliance is tracked by the Office of the Registrar and reported annually to academic deans.

Contact: Office of the Registrar · Alkimi One Stop, Harlan Hall 120 · (555) 555-0160 · registrar@university.alkimi.ai

CHAPTER 10

Annual Review and Reappointment

§10.1 Annual Faculty Activity Reports (FAR)

All full-time faculty members must prepare and submit an Annual Faculty Activity Report (FAR) documenting their professional achievements across the preceding calendar year:

- **Reporting Deadline:** The FAR is submitted electronically through the Alkimi Faculty Portal annually by **February 1**.
- **Report Scope:** The report encompasses instructional contributions (courses taught, pedagogical improvements, advising counts), scholarly publications and grant awards, and institutional/professional service. Faculty attach peer teaching observations, student evaluation summaries, and copies of published manuscripts.

§10.2 Departmental Evaluation and Merit Rating System

The department chair evaluates each faculty member's FAR and prepares a written performance appraisal:

- **Conference and Review:** The chair conducts an annual review conference with the faculty member before March 15 to discuss the evaluation.
- **Performance Ratings:** Faculty are rated in each area (teaching, scholarship, service) using standard categories: *Exceeds Expectations*, *Meets Expectations*, *Needs Improvement*, or *Unsatisfactory*.
- **Merit Compensation:** Performance ratings inform annual merit salary adjustment recommendations transmitted by the department chair to the Dean and Provost.

§10.3 Reappointment Timelines for Probationary Faculty

Probationary tenure-track faculty are evaluated annually for contract renewal during their first six years of service:

- **Years One and Two:** First- and second-year faculty undergo reappointment review during the fall semester. The chair and department faculty submit recommendations to the Dean by December 1. Notice of non-reappointment must be given by December 15 of year one, or by December 15 of year two (effective at the end of the academic year).
- **Years Three Through Five:** Reappointment reviews occur in the spring semester. Notice of non-reappointment must be provided at least twelve months in advance of contract termination.

§10.4 The Comprehensive Third-Year Review

The third-year review represents a rigorous, comprehensive mid-probationary evaluation designed to assess the faculty member's cumulative trajectory toward tenure and promotion:

- **Dossier Submission:** By **January 15 of the candidate's third year of full-time service**, the faculty member submits a comprehensive dossier modeling the tenure dossier structure (§11.3), excluding external letters.
- **Departmental Committee Review:** The tenured departmental faculty review the dossier, conduct classroom teaching observations, and vote on reappointment.
- **Administrative Review:** The department chair transmits the committee's vote, independent evaluation, and dossier to the Dean by March 1.
- **Dean's Formal Assessment:** The Dean issues a formal written evaluative letter to the candidate and Provost **no later than May 1 of year three**. The letter provides an unvarnished assessment of

strengths and specific deficiencies in teaching, research, and service that must be addressed prior to mandatory tenure review.

Contact: Office of the Provost · Founders Hall 300 · (555) 555-0135 · provost@university.alkimi.ai

CHAPTER 11

Tenure and Promotion

§11.1 Criteria for Tenure and Promotion to Associate Professor

Academic tenure guarantees continuous contractual appointment that can be terminated only for documented financial exigency, academic program discontinuance, or dismissal for cause following due process (§15.4). Tenure and promotion to Associate Professor are awarded to probationary faculty who demonstrate:

1. **Excellence in Teaching or Research/Scholarship:** Documented distinction in either teaching or scholarship, accompanied by at least “very good” performance in the other domain.
2. **Satisfactory University and Professional Service:** Sustained, reliable contributions to department, school, and university governance.
3. **Institutional Need and Promise:** Demonstrated commitment to collegial academic collaboration and sustained future professional contributions.

§11.2 The Six-Year Probationary Clock and Clock Extensions

The probationary period for tenure-track faculty is six consecutive academic years of full-time service. The mandatory tenure review occurs during the sixth year, with approved tenure taking effect at the start of year seven:

- **Probationary Service Credit:** Faculty who have completed prior full-time academic service at another accredited postsecondary institution may negotiate up to two years of tenure credit in their initial letter of appointment.
- **Tenure Clock Extension Policy:** A faculty member may request a formal one-year extension of the probationary tenure clock under the following qualifying circumstances:
 - The birth, adoption, or foster placement of a child.
 - A serious personal health condition or medical emergency.
 - Substantial, ongoing caregiving obligations for an immediate family member experiencing a catastrophic illness.
- **Extension Request Process:** Extension requests must be submitted in writing to the department chair and dean, with final approval granted by the Provost. A maximum of two one-year extensions may be granted during the probationary period. Extending the clock does not increase the quantitative scholarly output expected of the candidate.

§11.3 Candidate Dossier Contents and Structure

Candidates compile their tenure dossier within the Alkimi P&T Portal.

Candidate Tenure Dossier Checklist

The candidate’s formal dossier must contain the following verified sections in order:

- **Tab 1 — Executive Summary:** Candidate comprehensive curriculum vitae, formal letter of eligibility, and copy of the initial appointment letter showing any prior service credit.
- **Tab 2 — Candidate Reflective Statements:** Detailed narrative statements on teaching philosophy and pedagogical growth, research program and future trajectory, and university/professional service (maximum 5 pages per statement).

- **Tab 3 — Teaching Portfolio:** Complete course syllabi for all courses taught during the probationary period, annual peer teaching observation reports, grade distributions, and comprehensive student course evaluation summaries with department comparative data.
- **Tab 4 — Scholarly & Creative Portfolio:** Copies of all peer-reviewed journal articles, book monographs, book chapters, conference proceedings, patent filings, and external grant award notices generated while at Alkimi University.
- **Tab 5 — Service Record:** Documentation of departmental committee assignments, school or university-wide governance roles, Faculty Senate service, and leadership in professional disciplinary associations.
- **Tab 6 — Administrative & Prior Review Records:** Departmental tenure criteria document, the formal Third-Year Review letter from the Dean, and annual faculty activity appraisals.

§11.4 The Five External Review Letters Rule

External peer review provides an independent, objective evaluation of the candidate's scholarly impact:

- **Reviewer Requirements:** The dossier must contain **at least 5 external evaluation letters** from recognized tenured scholars holding the rank of Associate Professor or Professor at peer or aspirational research institutions.
- **Independence Rule: No more than 2 external letters may be solicited from reviewers nominated by the candidate.** The remaining letters (at least 3) must be selected independently by the department chair and departmental tenure committee from an unshared slate.
- **Conflict of Interest:** External reviewers cannot be former dissertation advisors, postdoctoral supervisors, co-authors within the preceding five years, or close personal friends.

§11.5 The 2026–27 Promotion & Tenure Timeline

The promotion and tenure process adheres to rigorous administrative deadlines:

Date / Deadline	Weekday	Stage of Review / Action
September 15, 2026	Tuesday	Dossiers and external letters due to the Department Chair
October 16, 2026	Friday	Department Tenure Committee and Chair evaluations and votes completed
November 20, 2026	Friday	College Promotion & Tenure Committee and Dean reviews completed
Dec 2026 – Feb 2027	Multi-month	University Promotion & Tenure Committee (UPTC) reviews dossiers
March 12, 2027	Friday	Provost transmits written recommendations to President and candidate
April 2027	Board Meeting	Board of Trustees acts on tenure and promotion recommendations

§11.6 Stages of Review and Recommendation Flow

Tenure evaluation proceeds sequentially through five administrative levels:

1. **Departmental Committee:** Tenured department faculty review the dossier, vote by secret ballot, and draft a detailed evaluative letter.
2. **Department Chair:** The chair conducts an independent review and submits a separate evaluative letter and recommendation to the Dean.

3. **College Committee and Dean:** The school-level committee reviews the file, followed by an independent evaluative recommendation by the Dean.
4. **University P&T Committee (UPTC):** Chaired by Prof. Harriet Vance, the UPTC reviews dossiers across all schools, ensuring rigorous and equitable application of university standards.
5. **Provost and President:** The Provost evaluates the cumulative record and transmits recommendations to the President, who submits affirmative recommendations to the Board of Trustees for final ratification.

§11.7 Candidate Rights, Reconsideration, and Appeals

Candidates maintain specific procedural rights throughout the evaluation process:

- **Access to Reports:** Candidates receive copies of the departmental, chair, college committee, and dean evaluative letters within 5 business days of their completion (with external reviewer identities redacted).
- **Right of Response:** Candidates may submit a written factual rebuttal (maximum 3 pages) within 5 business days of receiving any recommendation level.
- **Appeals:** If the Provost issues an adverse recommendation, the candidate may appeal to the Faculty Senate Grievance Committee within **10 business days of notification**. Appeals are strictly limited to documented procedural violations, discrimination, or infringement of academic freedom.

§11.8 Promotion to Professor (Full Professor)

Tenured associate professors are eligible to apply for promotion to full Professor after completing at least five years of service at the associate rank:

- **Criteria:** Promotion requires sustained national or international recognition in scholarship or creative production, continuous teaching excellence, and substantial institutional leadership.
- **Procedure:** Follows the same procedural timeline, external letter requirements (minimum 5 letters from full professors), and dossier structure as tenure review.

§11.9 Comprehensive Post-Tenure Review (PTR)

To support ongoing faculty development and accountability, every tenured faculty member undergoes a comprehensive Post-Tenure Review **every five years** following the award of tenure or promotion to professor:

- **Review Focus:** Evaluates sustained contributions across teaching, scholarship, and service over the five-year cycle.
- **Development Plan:** If a faculty member receives an unsatisfactory rating in two or more domains, the chair and dean formulate a structured two-year Faculty Development Plan with defined milestones and institutional support. Persistent failure to remediate performance may lead to sanctions under §15.

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CHAPTER 12

Leaves

§12.1 Sabbatical Leaves: Eligibility, Compensation, and Deadlines

Sabbatical leave is an investment in faculty scholarly productivity, research advancement, and artistic creation:

- **Eligibility:** Full-time tenured faculty members are eligible to apply for sabbatical leave after completing **six years of continuous full-time academic service** at Alkimi University. Subsequent sabbaticals require an additional six years of full-time service following return from a prior leave.
- **Compensation Options:** A faculty member awarded sabbatical may elect:
 1. **One semester at 100% of base academic salary**, or
 2. **One full academic year (two semesters) at 60% of base academic salary.**
- **Application Deadline:** Formal sabbatical applications—including a detailed research prospectus, publication timeline, and chair endorsement—must be submitted to the Dean and Provost by **October 1 of the academic year preceding the requested leave.**
- **Return Service Obligation:** Sabbatical recipients must return to full-time service at Alkimi University for at least one full academic year following the leave, and must submit a comprehensive Sabbatical Accomplishment Report to the Provost within 60 days of returning.

§12.2 Paid Parental Leave

Alkimi University provides generous paid parental leave to support faculty welcoming a new child:

- **Benefit:** Full-time faculty who have completed at least six months of continuous university service are eligible for **12 weeks of fully paid parental leave** following the birth, adoption, or foster placement of a child.
- **Coordination with Teaching:** When parental leave occurs during an instructional semester, the faculty member, chair, and dean coordinate instructional coverage or course reassignment to minimize mid-term student disruption.

§12.3 Medical Leave, Short-Term Disability, and FMLA

- **Short-Term Medical Leave:** Full-time faculty unable to perform academic duties due to serious illness or injury receive paid medical leave for up to 90 consecutive calendar days, supported by physician documentation submitted to Human Resources.
- **Family and Medical Leave Act (FMLA):** Eligible faculty may take up to 12 weeks of unpaid, job-protected leave per year for qualifying personal or family medical conditions, running concurrently with paid short-term medical leave.

§12.4 Unpaid Leaves of Absence

Faculty may apply for an unpaid leave of absence for up to one full academic year to pursue competitive research fellowships (e.g., Fulbright, Guggenheim), accept visiting government appointments, or address extended personal matters. Applications require chair and dean recommendations and final approval by the Provost. Health insurance benefits may be continued during unpaid leaves provided the faculty member pays the employee and employer share of premiums.

Contact: Human Resources · Harlan Hall 400 · (555) 555-0185 · hr@university.alkimi.ai

CHAPTER 13

Research and Scholarship

§13.1 The Office of Research and Grant Administration

The Office of Research, headed by Dr. Caroline Ashworth, Associate Provost for Research, provides pre-award and post-award administrative support for sponsored research, federal contracts, and scholarly foundation grants:

- **Pre-Award Services:** Grant proposal development, budget preparation, sponsor compliance review, and electronic submission through government portals (e.g., Grants.gov, Research.gov).
- **Internal Routing:** All sponsored research proposals must be routed through the Office of Research at least **7 business days prior to the sponsor deadline** to ensure institutional budget approvals.
- **Indirect Cost (F&A) Rates:** The university's federally negotiated Facilities & Administrative (F&A) rate is 52% of modified total direct costs for on-campus research. Indirect cost revenues are shared among the central university, the investigator's school, and the investigator's department research fund.

§13.2 Institutional Review Board (IRB) Protocols

The Institutional Review Board ensures the ethical protection of human research participants:

- **Chair (2026–27):** Dr. Harold Jenkins (Professor of Psychology)
- **Meeting Schedule:** Full-board IRB meetings convene on the **second Thursday of each month**.
- **Submission Deadline:** Formal protocol submissions requiring full-board review must be submitted in the IRB portal **at least 21 calendar days prior to the scheduled meeting**.
- **Exempt and Expedited Protocols:** Protocols involving minimal risk (e.g., anonymous surveys, non-invasive educational testing) are reviewed on a rolling basis. No research with human participants may commence prior to receiving written IRB approval.

§13.3 Institutional Animal Care and Use Committee (IACUC)

Research and teaching protocols involving vertebrate animals are reviewed by the IACUC to ensure compliance with Public Health Service policy and the Animal Welfare Act. Protocols must be approved prior to animal acquisition.

§13.4 Intellectual Property, Patents, and Copyright

Alkimi University maintains an intellectual property policy balancing scholarly dissemination with commercial innovation:

- **Traditional Scholarly Works:** Faculty retain sole copyright ownership of traditional academic and scholarly works—including textbooks, monographs, articles, creative literature, musical compositions, and course syllabi—regardless of institutional resources used.
- **Patentable Inventions:** Inventions, software, and patentable discoveries developed using substantial university facilities, funds, or equipment must be disclosed to the Office of Research. Net licensing royalties are distributed: 50% to the faculty inventor(s), 25% to the inventor's laboratory/department, and 25% to the university research enterprise.

§13.5 Research Misconduct: Inquiry and Investigation

Research misconduct represents an egregious breach of academic integrity:

- **Definition:** Fabrication, falsification, or plagiarism in proposing, performing, reviewing, or reporting research. Misconduct does not include honest error or differences of opinion.
- **Procedures:** Allegations are reported confidentially to the Research Integrity Officer (RIO). A two-stage process ensues: an initial 60-day Inquiry to determine if the allegation has substance, followed by a formal 120-day Investigation by an ad hoc faculty committee if warranted. Proven misconduct results in severe disciplinary sanctions up to contract termination.

Contact: Office of Research · Meridian Science Center 150 · (555) 555-0132 · research@university.alkimi.ai

CHAPTER 14

Conflicts of Interest and Outside Activities

§14.1 Mandatory Annual Conflict of Interest Disclosure

Faculty must maintain uncompromising ethical standards regarding financial conflicts of interest:

- **Annual Disclosure Deadline:** All full-time faculty must complete an electronic Conflict of Interest & Commitment Disclosure Form annually by **October 1** via the faculty portal.
- **Significant Financial Interest:** Disclosures must report any significant financial interest (exceeding \$5,000 in equity, consulting income, or honoraria) held by the faculty member or immediate family members in entities related to their university responsibilities.

§14.2 Outside Employment and Consulting Limits (The One-Day Rule)

Alkimi University recognizes that external consulting, technical advising, and clinical practice enhance faculty professional expertise and enrich classroom instruction:

- **The One-Day-Per-Week Rule:** Full-time faculty may engage in outside professional activities for an average of **no more than one business day per week (up to 8 hours per week)** during the contractual academic semester.
- **Prior Approval:** All ongoing consulting engagements, outside employment, or board memberships require prior written approval from the department chair and dean.
- **Campus Facilities Restriction:** Faculty may not utilize university facilities, laboratories, equipment, specialized software, or campus letterhead for private commercial consulting without a formal facility-use agreement and full reimbursement to the university.

§14.3 Nepotism and Consensual Relationships

- **Consensual Relationships with Students:** Faculty members are strictly prohibited from initiating or maintaining a romantic or sexual relationship with any student currently enrolled in their classes, advisees, or students over whom the faculty member exercises academic, evaluative, or supervisory authority.
- **Employment Nepotism:** No faculty member may participate in hiring, tenure evaluation, reappointment, or compensation decisions regarding an immediate family member.

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CHAPTER 15

Faculty Conduct, Grievances, and Discipline

§15.1 Statement of Professional Academic Ethics

Faculty members at Alkimi University are guided by the ideals of academic freedom and professional responsibility articulated in the American Association of University Professors (AAUP) Statement on Professional Ethics. Faculty must:

- Encourage the free pursuit of learning and uphold intellectual integrity.
- Maintain professional competence in their disciplines.
- Treat colleagues, staff, and students with mutual respect and fairness.
- Avoid exploitation or harassment of students or colleagues.
- Distinguish between personal public commentary and official university representations.

§15.2 Faculty Grievance Procedure

The faculty grievance procedure provides a fair, internal mechanism to resolve disputes regarding alleged violations of faculty handbook policies, arbitrary administrative decisions, or infringements of academic freedom:

1. **Step 1: Informal Consultation:** Within 15 business days of the contested action, the faculty member meets informally with their department chair (or dean) to seek resolution.
2. **Step 2: Formal Grievance to Dean:** If unresolved, the grievant submits a formal written grievance to the Dean within 10 business days of the informal conference. The Dean issues a written determination within 15 business days.
3. **Step 3: Faculty Grievance Committee:** If dissatisfied, the grievant may petition the Senate Executive Committee to convene the Faculty Grievance Committee. The committee conducts a confidential hearing and tenders written findings to the Provost within 30 business days.
4. **Step 4: Final Administrative Review:** The Provost reviews the findings and issues a final administrative decision within 15 business days.

§15.3 Progressive Discipline and Sanctions

When a faculty member fails to perform professional responsibilities or violates university policies, the administration applies progressive discipline proportional to the infraction:

- **Informal Counsel:** Oral discussion and written warning issued by the chair or dean.
- **Formal Reprimand:** Written letter of censure placed in the faculty member's permanent personnel file in Human Resources.
- **Intermediate Sanctions:** Temporary suspension of committee service, loss of course release eligibility, withholding of merit salary adjustments, or temporary unpaid suspension from academic duties.

§15.4 Dismissal for Cause

A tenured faculty member, or a non-tenured faculty member prior to the expiration of their term contract, may be dismissed only for adequate cause:

- **Grounds for Dismissal:** (1) Demonstrated professional incompetence or persistent neglect of teaching and academic duties; (2) Conviction of a serious felony; (3) Egregious moral turpitude or sexual assault; (4) Substantiated scientific fraud or research misconduct; or (5) Direct insubordination and persistent refusal to abide by university policies.

- **Due Process Hearing:** Dismissal proceedings require a formal written statement of charges issued by the President, a formal pre-hearing conference, and a full evidentiary hearing before a faculty Hearing Committee elected by the Faculty Senate. The administration carries the burden of establishing adequate cause by clear and convincing evidence. The committee's findings are transmitted to the Board of Trustees for final adjudication.

Contact: Office of the Provost · Founders Hall 300 · (555) 555-0135 · provost@university.alkimi.ai

CHAPTER 16

Title IX and Mandatory Reporting

§16.1 Mandatory 24-Hour Reporting Requirement

Under Title IX of the Education Amendments of 1972 and university policy, Alkimi University is committed to maintaining an academic and work environment free from sexual harassment, sexual assault, dating violence, domestic violence, and stalking:

- **Responsible Employees:** All faculty members (tenured, tenure-track, teaching-track, clinical, visiting, and adjunct) are designated as “Responsible Employees” (mandatory reporters).
- **The 24-Hour Rule:** Any faculty member who receives a direct report, disclosure, or witnesses an incident of sexual harassment, sexual violence, gender-based discrimination, or interpersonal violence involving students or employees must report all known details to the Title IX Coordinator within 24 hours of receiving the information.
- **Reportable Information:** Faculty must report student names, dates, locations, and narrative facts disclosed. Faculty may not promise confidentiality to a reporting student.

§16.2 Designated Campus Confidential Resources

Students seeking entirely confidential counseling and medical care without triggering an official Title IX investigation must be directed to designated confidential resources:

- **Hollis Health & Counseling Center:** Medical clinicians and licensed mental health therapists, Hollis Center, (555) 555-0190 (24/7 crisis line: (555) 555-0199).
- **University Chaplains:** University multi-faith chaplains.
- **Campus CARE Advocate:** Dedicated confidential interpersonal violence advocate located in Brightwater Commons.

§16.3 Responding to a Student Disclosure: Recommended Protocol

When a student begins to disclose an experience of sexual harassment, assault, or relationship violence, the faculty member should follow this sensitive protocol:

1. **Early Interruption and Gentle Framing:** Gently interrupt the student before detailed facts are shared: *“I care about your safety and want to support you, but I need you to know that as a faculty member, I am required to share reports of sexual harassment or violence with the Title IX Coordinator so the university can offer resources. If you wish to speak with someone completely confidential, I can connect you immediately with the Hollis Health Center or the CARE advocate.”*
2. **Compassionate Response:** If the student chooses to continue disclosing, listen empathetically without cross-examining, judging, or attempting to investigate the facts.
3. **Immediate Referral:** Provide the student with contact details for the Title IX Coordinator, Hollis Center, and Campus Safety.
4. **Submit Title IX Report:** Immediately submit an online Title IX Incident Report or contact Angela Moreno, Title IX Coordinator, at Harlan Hall 310, (555) 555-0166, titleix@university.alkimi.ai.

Contact: Office of Title IX and Equal Opportunity · Harlan Hall 310 · (555) 555-0166 · titleix@university.alkimi.ai

CHAPTER 17

Compensation, Travel, and Resources

§17.1 Faculty Payroll Schedule and Compensation Structure

- **Pay Dates:** Faculty holding 9-month academic contracts are paid in twelve equal monthly installments on the **last business day of each month**, August through July, via electronic direct deposit. Faculty on 12-month appointments are paid monthly throughout the fiscal year.
- **Retirement Contributions:** The university automatically contributes 5.0% of the faculty member's base salary to the university retirement plan and matches employee elective contributions dollar-for-dollar up to an additional 5.0% (total potential university contribution of 10.0%), featuring immediate vesting upon employment.

§17.2 Professional Development Funds (PDF)

To support research dissemination, conference travel, software acquisition, and academic memberships, the university provides annual individual Professional Development Funds:

- **Annual Allocations:**
 - **Tenure-Line Faculty:** \$2,500 per fiscal year.
 - **Teaching-Track and Clinical Faculty:** \$1,800 per fiscal year.
- **Allowable Expenses:** Academic conference registrations, travel lodging, research books, laboratory consumables, and specialized professional software. Unexpended funds do not roll over across fiscal years without dean approval.

§17.3 Travel Expense Reimbursement Rules

All university-sponsored academic travel must comply with institutional travel regulations:

- **Submission Deadline:** All travel expense reimbursement requests, accompanied by itemized receipts, must be submitted through the Alkimi Financial Portal **within 30 calendar days of return from travel**.
- **Mileage Reimbursement:** Travel utilizing personal vehicles is reimbursed at the prevailing federal IRS standard mileage rate.
- **Lodging and Per Diem:** Travel lodging is reimbursed up to federal GSA per diem lodging rates; meals are reimbursed using standard federal per diem allowances without requiring individual food receipts.

§17.4 Center for Teaching & Learning (CTL)

The Center for Teaching & Learning, directed by Dr. Marcus Lee, provides comprehensive instructional support:

- **Pedagogical Consultations:** Confidential peer teaching consultations, course design assistance, and formative mid-semester student focus groups.
- **Teaching Workshops:** Regular seminars on inclusive teaching, innovative assessment, Canvas mastery, and active learning strategies.
- **New Faculty Orientation:** Coordinates the annual multi-day New Faculty Orientation program beginning Monday, August 17, 2026.

§17.5 Whitcombe Library and Academic IT Resources

- **Whitcombe Library:** Directed by Dr. Oliver Brandt, Whitcombe Library provides faculty with extended borrowing periods (one full academic year on books), rapid interlibrary loan (Alkimi Express: articles delivered in 2 business days, books in 7–10 days), course reserve hosting, and subject specialist research librarians.
- **IT Service Desk:** Located in Whitcombe Library Lower Level, (555) 555-0180, help@university.alkimi.ai. Provides faculty with enterprise desktop support, Canvas learning platform administration, classroom audiovisual support, and software licensing (Microsoft 365, Zoom, MATLAB, SPSS, Alkimi AI platform).

Contact: Human Resources · Harlan Hall 400 · (555) 555-0185 · hr@university.alkimi.ai

CHAPTER 18

Separation and Retirement

§18.1 Resignation Notice and Contract Termination

Faculty members who intend to resign their appointments at the conclusion of the academic year must provide written notice to their department chair and dean:

- **Notice Deadline:** Notice of resignation must be submitted in writing **no later than March 1**, or within 30 calendar days of receiving a renewal contract.
- **Mid-Year Resignation:** Resigning during an active instructional semester is considered a serious breach of professional academic responsibility, except in cases of sudden personal disability or acute family emergency.

§18.2 Standard Retirement Provisions and Benefits

Faculty members who reach retirement age (minimum age 55 with at least 10 years of full-time service, or age 62 with 5 years of service) are eligible for official university retirement privileges:

- Retirement benefits include continuation of university email accounts, Whitcombe Library access, retiree campus parking permits, and eligibility for post-retirement health insurance continuation pursuant to university policy.

§18.3 Phased Retirement Program

Alkimi University offers an optional Phased Retirement Program to assist tenured senior faculty transitioning into full retirement:

- **Eligibility:** Tenured faculty members aged 60 or older with at least ten years of full-time academic service.
- **Structure:** The faculty member enters a formal, binding agreement to retire fully after a phased period of one or two academic years. During the phased period, the faculty member teaches a 50% workload (one course per semester) and receives 50% of their base academic salary while maintaining full university health and life insurance benefits.

§18.4 Emeritus Faculty Status Nomination Protocols

Following retirement, eligible faculty may be nominated for permanent Emeritus status pursuant to the criteria detailed in §3.4. Nominations originate within the academic department and progress through the Dean, Provost, Faculty Senate, and Board of Trustees.

Contact: Office of the Provost · Founders Hall 300 · (555) 555-0135 · provost@university.alkimi.ai