

CUMBERLAND UNIVERSITY

POLICY AND PROCEDURE HANDBOOK

November 12, 1999

This handbook is not all-inclusive and does not create a contract, implied or expressed, with any Cumberland University Faculty member, Staff member, group, or individual. These guidelines are intended to assist in the consistent application of University policies and programs for faculty and staff employees of Cumberland University. Cumberland reserves the right to modify this handbook, and the policies and procedures contained therein, in whole or in part, at anytime. Changes and the development of new or revised policies and procedures will be made from time to time at the discretion of the University. When new policies are developed or existing policies modified, the University will attempt to notify members of the University community as soon as possible. However, where differences occur from the information contained in this handbook, the new policy as reviewed and approved by the University Administration will be applicable. It is the responsibility of the Office of Human Resources to maintain, execute, and publicize the Cumberland University Faculty and Staff Handbook. The contents of this handbook supersede all other printed handbook documents and oral information.

This Handbook does not create a contract of employment. Both the employee and Cumberland University retain the right to discontinue the employment relationship at any time, for any reason not otherwise prohibited by federal, state, or local law.

FACULTY AND STAFF HANDBOOK
DISTRIBUTION AND MAINTENANCE

The Cumberland University Faculty & Staff Handbook will be distributed and maintained in the following manner.

DISTRIBUTION

Every employee of Cumberland University will have access to the Handbook by the following means:

- Cumberland University Intranet *cu.intra.net*
- Hard copies are available for reference in the Office of Human Resources and Offices of the President, Provost and Vice Presidents.

MAINTENANCE

The Director of Human Resources will be responsible in maintaining the master and official copies thereof. Unofficial copies will not be maintained and therefore may contain incorrect information.

- Throughout the year, additions and/or revisions to the text, as approved by the President of the University will be underlined. The original text that has been deleted and/or revised will be noted with ~~overstrikes~~.
- Each Fall, the Board of Trust will receive a revised copy of the Faculty & Staff Handbook for approval. Upon approval, the official copies will be replaced with full revised text.

COMPLIANCE

Each employee, Administration, Faculty, and Staff will receive a copy of this policy each Fall during the Faculty and Staff Orientation and via the e-mail system.

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CUMBERLAND UNIVERSITY

Cumberland University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097; telephone number 404/679-4501) to award the associate, the baccalaureate, and the master's degrees.

HISTORY OF CUMBERLAND UNIVERSITY

The history of Cumberland University reflects the desire on the part of those who have guided her through her long years of service to meet the changing educational needs of her students.

John Tyler was President of the United States in 1842 when a group of outstanding leaders, which included the Governor of Tennessee, the district's representative in the Congress of the United States, and a justice of the Supreme Court, founded Cumberland University. Its famous School of Law was added in 1847 to meet the need for qualified

attorneys in this immediate area and throughout the nation. The School of Law remained an important part of Cumberland for over one hundred years. A School of Engineering followed in 1852 and a School of Theology in 1854. By 1860, the alumni of Cumberland had begun to fill significant places of importance in the rapidly expanding country.

As other happenings in the past influenced the development of Cumberland, the Civil War also touched it profoundly. It is reliably said, though perhaps it cannot be proven, that every male student at Cumberland marched away to war. Most of them followed their “math prof,” A.P. Stewart (later General Stewart), into the Confederate Army, but some followed the principal of the preparatory school, W.J. Grannis, to the Union Army.

Cumberland’s magnificent University Hall, designed by William Strickland, who also planned the Tennessee State Capitol, was burned to the ground in 1864 after Union occupancy and an actual battle on the grounds and in the building. Alone amid the ashes stood a Corinthian column. A student, finding it standing there in the ruins, wrote across it a single Latin word, “*Resurgam*,” meaning, “I shall rise!”

Like the fabled Phoenix which became its symbol, Cumberland did rise again, with the help of distinguished educators, loyal alumni, students, and especially the people of Lebanon. Before the end of 1866, all of the departments were in operation - in church houses and residences for awhile, then in scattered buildings along West Main Street. The old Corona Institute building was bought with a gift from Judge Robert Caruthers, Chairman of the Board. The residence of the professor of law, Abram Caruthers, housed the School of Law until a single individual donated Caruthers Hall on West Main Street. It became the final home of the School of Law. Memorial Hall was built on the main campus in 1892 and remains the center of the University today.

In 1946 the Tennessee Baptist Convention, through its Board of Trustees, assumed control of the University. This ended a century of operation under the Presbyterian auspices - first under the Cumberland Presbyterian Church, and later under the Presbyterian Church U.S.A. In the spring of 1951, the Tennessee Baptists came into possession of Belmont College in Nashville, Tennessee, and relocated there in May 1951. The former Board of Trustees, who had held control of Cumberland prior to 1946, secured an amendment to the Charter which changed Cumberland to a private, independent corporation, established “for the welfare, and not for profit.”

The College of Arts and Sciences was closed in the spring of 1951. In September 1956, Cumberland reopened as a co-educational Junior College of Arts and Sciences. Between 1951 and 1956, the School of Law occupied Memorial Hall on the main campus. On January 3, 1956, it was returned to its historic home in Caruthers Hall on the West Main campus. The Junior College received its first freshman class in September 1956.

The Cumberland College of Tennessee was a privately controlled and endowed two-year, co-educational college of arts and sciences. The non-profit institution “was constituted solely for the purpose of imparting sound learning in an atmosphere pervaded by the principles of Christianity, good citizenship, and the love of freedom and democracy.” It received full accreditation from the Southern Association for Colleges and Schools in 1962.

To meet the needs of the present, in 1982 the Board of Trustees of Cumberland University began a new chapter in the history of the University. At that time, the decision was made to expand the academic program of the Junior College in order to return the University to a full four-year degree-granting institution. The Board, realizing the need for quality four-year education, pledged its support to make this move possible. The University received full accreditation from the Commission on Colleges of the Southern Association of Colleges and Schools in 1985. The University then applied for and received candidacy to offer the master of

Arts in Education. This degree currently has received full accreditation. The second graduate degree, the Master of Science degree in Human Relation Management, has also been accredited. A third degree, the Master in Business Administration was added in 1995.

The Teacher Education programs received full approval by the State of Tennessee in 1985 and Cumberland was the first university in the State to be approved under the new guidelines which became effective in 1990. Nursing is a significant professional degree that was added in 1991. The State of Tennessee Board of Nursing gave initial approval to this new program in the summer of 1991. Full accreditation was given the nursing program by the Tennessee Board of Nursing in September 1994, and from the National League for Nursing in November 1994.

Over the years, Cumberland has continued to follow the spirit of its founders by preserving itself as a small, co-educational, liberal arts institution. The University believes that a broad base of education constitutes the best foundation for learning to live in today's complex world.

The University is proud of its accomplishments in higher education. Students have come from every state in the nation and from many foreign countries. From the thousands of Cumberland alumni who have done the world's work, some could be counted among the "honor roll." There have been fifty (50) college and university presidents and one hundred (100) professors. There have been more than eighty (80) United States Representatives, thirteen (13) governors of states, scores of judges of state and federal courts, three (3) United States ambassadors, two (2) justices of the Supreme Court of the United States, a Secretary of State of the United States, and numerous ministers and missionaries. Contemporary graduates include top-ranking military officers, corporate officers, teachers, civil servants, and those currently seeking professional degrees in law and medicine.

MISSION OF CUMBERLAND UNIVERSITY

The Mission of Cumberland University is to create a learning community of distinction through a partnership among its students, faculty, staff, and the larger community. The development of the whole student - intellectual, spiritual, psycho-social, physical, creative - is emphasized in preparation for successful and responsible personal living, for productive economic participation, and for constructive citizenship. Learning opportunities are offered in the liberal arts, selected pre-professional, professional, and the Continuing Education programs. Students are facilitated to develop a pattern of lifelong learning by learning to learn and by developing critical thinking, reasoning, and communication abilities. Commitment is made to developing personal and social responsibility through an exploration of an ethical/moral basis.

FACILITIES

Baird Auditorium Originally the University Gymnasium, Walter Jackson Baird funded a 1939 project to renovate the room into a chapel named in memory of his wife, Ethel Boulton Baird. The room, now used as an auditorium for campus and community assemblies, features an elegant Art Nouveau ceiling and portraits of individuals important to Cumberland University history, the mechanicals for the Cooksey Carillon, and a beautiful stained-glass window depicting the symbol of the Phoenix. Baird Chapel has a maximum seating capacity of 470. A wide screen and film/video projecting equipment added in Fall 1996 allows the room to be used as a movie theater.

Bone Hall. This three-story brick building was built in 1938 and houses offices, classrooms and conference rooms.

Brown Cottage. This A-Frame building is presently leased to the Baptist Student Union.

Campus. The historic campus of Cumberland University is situated on forty-six (46) acres in a residential neighborhood, near the main business district of Lebanon.

Dallas Floyd Recreation Center. The center was funded from a \$1.5 million memorial gift to Cumberland University donated by J.D. and Ann Floyd and Billy and Jane Baxter honoring Dallas Floyd, the father of J.D. Floyd and Jane Baxter. The structure consists of approximately 30,000 square feet with a seating capacity of 1,950.

Phillips Dining Hall and Mitchell Student Center. The dining hall/student center was completed in January 1965 and contains a spacious dining hall which was named for Ray C. Phillips, the twenty-second President of Cumberland University, and Phyllis P. Phillips, Professor Emerita of Speech. Also housed on the main floor is the “K” Room, named for Professor J.D. Kirkpatrick who taught at Cumberland University from 1875 to 1895. The lower level of the building was formerly used as the library. In the fall of 1989, this area was renovated to house a student center and recreation area, the bookstore, classrooms and offices.

Gymnasium. Built in 1936 by the Works Progress Administration (WPA), the old gymnasium was the site of the University’s intercollegiate basketball games until 1982, and served as a practice and intramural sports facility until it was replaced by the Dallas Floyd Recreation Center in 1992. Plans call for this structure to be renovated to become a part of the Science Building.

June and Bill Heydel Fine Arts Center. The Heydel Family of Lebanon, Tennessee, contributed the funds for this impressive center for the arts, which is used for student, community, and professional concerts, theatrical productions and art exhibits. The Center features the Edward E. and Gemma Adams Gallery, made possible by a grant from the Thackston Family Foundation, which houses rotating art exhibits; a 250-seat theater with a proscenium stage; arts faculty offices; a Box Office and dressing rooms. A Rodgers Organ, a gift from Board of Trust member Dr. Virginia Wilkinson Lockmiller in memory of her parents, and a 1938 Steinway grand piano that was restored through gifts from members of the community, are also featured in the Center.

Kirk Field. The original playing field for Cumberland University was named Kirk Field in 1922 in honor of W.H. Kirkpatrick of Nashville, Tennessee. The reinstatement of football in 1990 necessitated the rebuilding of the playing field, and the name Kirk Field was retained. A modern fieldhouse was constructed and occupies the north end of the area.

Lindsey Donnell Stadium. Built in 1991 for football and soccer, this 1,360 seat stadium was dedicated in 1992 in honor of Lindsey Donnell, BA 1936.

Memorial Hall. This focal point of the Cumberland campus, erected in 1892, was modernized and renovated in 1965. The building is listed in the National Register of Historic Places.

Residence Halls. The three (3) residence halls have double and single-occupancy air-conditioned rooms which are fully furnished. Each residence hall has a lounge area, laundry facilities, and an apartment for head residents. The residence hall are:

Mary White Hall (for women), Justin Potter Hall (for men), and Edward Potter Hall (for men). The Cumberland University Commons, constructed in 1997, is a student housing complex offering apartment-style living for 96 juniors and seniors. Each two-story unit houses six (6) students and features single rooms and shared living/study area.

Rudy House. The original house was built in 1940 and renovated and restored by University Trustee Jeanette C. Rudy in 1988. The first floor rooms are used primarily for entertainment, with the upstairs being a living area for guests.

Rudy Nursing Building. Originally known as Hereford House, this building was renovated in 1991. The renovation of this facility was made possible through the generous gift of Jeanette C. Rudy, D. Hum. (*Honoris causa*), a Registered Nurse and a Trustee of Cumberland University.

Stockton Baseball Field and Hunt Stadium. This modern facility incorporates the Ernest Stockton playing field, a new field house, and a concession and press facility built in 1988. In June, 1993, the Executive Committee of the Board of Trust named the stadium facility in honor of the former Director of Athletics, Ronald Gene “Woody” Hunt.

Vise Library. The Doris and Harry Vise Library is located north of Memorial Hall. The 18,000 square foot facility was completed in August 1989. In 1991, the Vise Library received the “Excellence in Development Award” and was cited as an excellent example of contextual architecture that used traditional design elements in a modern interpretation to create an appropriate relationship with the adjacent and historic Memorial Hall.