

Southern California University

School of Oriental Medicine and Acupuncture



FACULTY HANDBOOK

2014

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SCUSOMA MISSION

Southern California University School of Oriental Medicine and Acupuncture (SCUSOMA) is committed to the highest ideals in Oriental medical education. Not only will our graduates be amongst the most professional and competent healthcare providers in the medical field, but they will also exemplify the virtues of a mature and compassionate human being. SCUSOMA endows its graduates with the values, knowledge and skills to address the needs of an ever-changing world. SCUSOMA also prepares its graduates for leadership in Oriental medical education and public service.

We Promote:

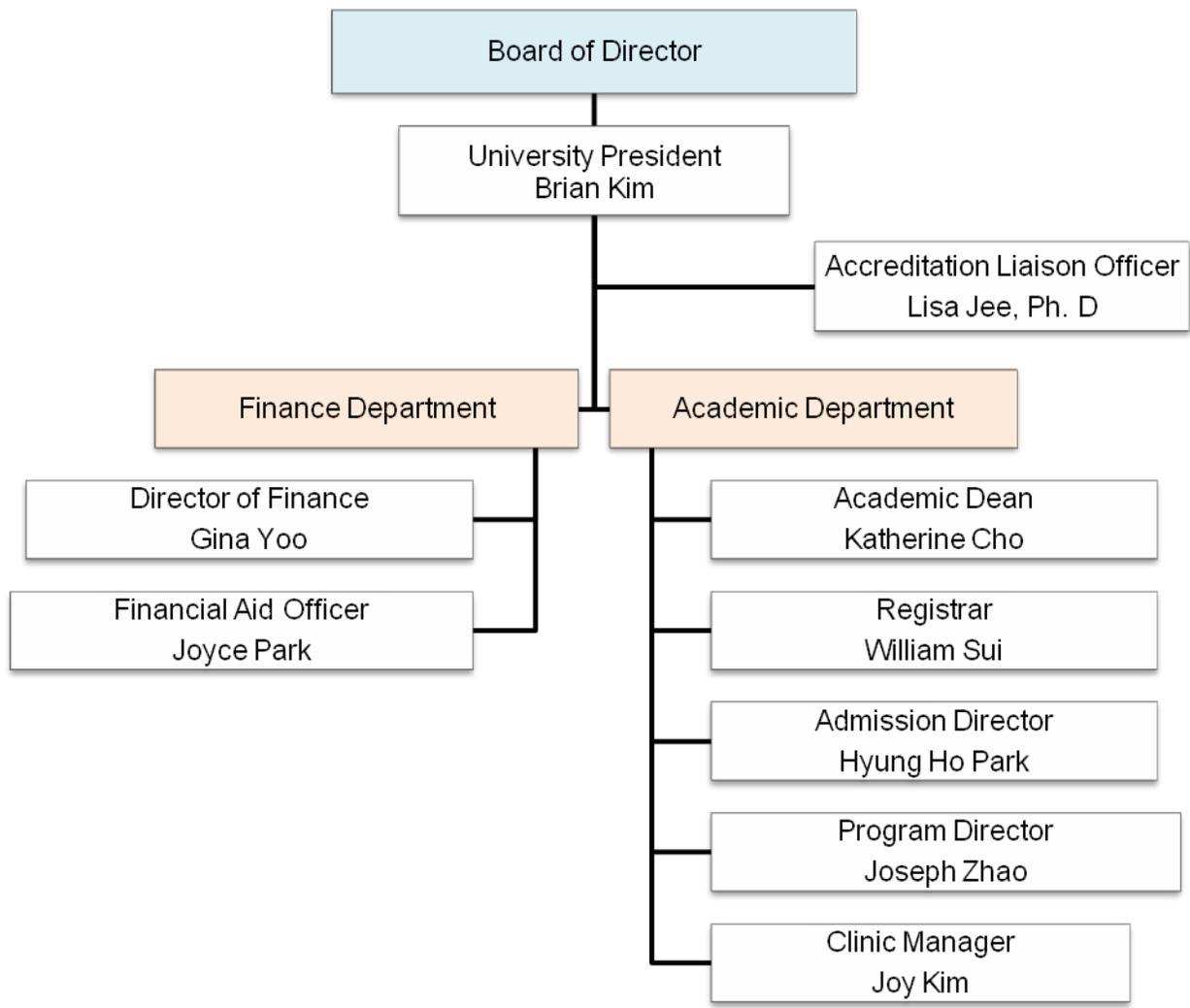
- Excellence in teaching and learning.
- Fellowship and collaboration with colleagues, the community, and other health professions.
- Diversity of people, ideas, and experiences.
- Effective and compassionate communication.
- Respectful and ethical behavior.
- Commitment to the health and the well being of society.

EDUCATIONAL OBJECTIVES

1. Graduates will be able to pass the license exam required to become primary care providers of Oriental medicine in California.
2. Graduates will be able to prepare a business plan and make a successful transition from student to healthcare provider.
3. Graduates will be able to demonstrate:
 - a. Knowledge of theories, principles and therapeutic approaches of Oriental medicine and including, but not limited to, acupuncture, herbology, tui-na, cupping, moxibustion and qi gong and apply them in a clinical setting.
 - b. Knowledge of the various causes of diseases from both biomedical and Oriental medical perspectives and the ways in which they operate on the body.
 - c. Knowledge of the normal and pathological structures and functions of the body and its major organ systems from both biomedical and Oriental medical perspectives.
4. Graduates will be able to provide the highest quality patient care in oriental medicine with the ability to:
 - a. Obtain an accurate medical history, formulate a diagnosis and design an appropriate treatment plan.
 - b. Perform appropriate physical and Oriental medical assessments.
 - c. Develop patient management protocols and maintain accurate medical records.
 - d. Communicate effectively with, and make referral to, other healthcare providers or emergency care services when necessary

Southern California University-

School of Oriental Medicine and Acupuncture Organizational Chart



FACULTY CONTRACT

Prior to each quarter, instructors must sign a faculty contract for teaching each assigned course. In addition to being a legal contract, the faculty contract contains all the relevant information about the course including schedule, location, instructor data and pay information. (see Appendix A)

AT WILL EMPLOYMENT CLAUSE: employment contract provision indicating that employer or employee may terminate the employment relationship at any time with or without cause.

In consideration of the employer entering into this agreement, the employee agrees to conform to the policies and rules of the employer throughout the time of employment. Each party to this agreement also agrees that employment and compensation can be terminated, with or without cause, without prior notice, at any time, at the discretion of either the employee or employer.

TERMINATION OF EMPLOYMENT CONTRACT AND RELEASE OF ALL CLAIMS: the terminated employee agrees to release any claims against the employer in exchange for severance pay.

STATEMENT OF NON-DISCRIMINATION

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

The University ensures that personnel and student-related actions are administered in compliance with federal, state, and local laws prohibiting discrimination as described above. Preventing discrimination is the responsibility of every employee and student.

Certain physical qualifications are required in the acupuncture profession and in the classroom, laboratory, and clinic activities. These qualifications include: (1) the coordination and ability to use both upper extremities in the performance of common acupuncture procedures and techniques; (2) the manual dexterity to perform in clinical setting without posing a threat to the safety and well-being of one's self, fellow students, or patients; (3) the necessary tactile sense as it relates to the diagnosis and treatment of patients; and (4) visual and hearing senses; to record patient histories; to provide routine patient services safely.

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

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

NONDISCRIMINATION and ANTI-HARASSMENT POLICY

I. Policy of Nondiscrimination

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

II. Definition of Unwelcome Harassment

As part of its policy of nondiscrimination, the University prohibits unwelcome harassment and discrimination in all of its employment and academic programs, all University extracurricular activities, and all University-sponsored events, including events held off campus. "Unwelcome harassment" is verbal or physical conduct

by any individual (including employees, students, or third parties) that denigrates or shows hostility or aversion toward a person because of that person's race, color, religion, age, national origin, ancestry, sex, sexual orientation or preference, gender, disability, pregnancy, Vietnam-era or other military status, or any other legally protected status, and that:

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

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

III. Policy Prohibiting Sexual Harassment

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

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

- (1) submission to such conduct is made either explicitly or implicitly a condition of employment;
- (2) submission to or rejection of such conduct is used as a basis for employment-related decisions such as promotion, discharge, performance evaluation, pay adjustment, discipline, work assignment, or any other condition of employment or career development; or
- (3) such conduct otherwise unreasonably interferes with work performance or creates an intimidating, abusive, and offensive working environment, even if it leads to no adverse job consequences.

IV. Reporting Discrimination and Harassment and Prohibition Against Retaliation

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

Administrative Office

Southern California University-School of Oriental Medicine and Acupuncture
1541 Wilshire Blvd. 3rd Floor
Los Angeles, California 90017; (213) 413-9522.

Any student or employee of SCUSOMA who witnesses or receives a report of prohibited discrimination/harassment from another student, employee, or third party is encouraged to report the matter to the Administration, who may be contacted at the address/phone number indicated above.

Policy Prohibiting Retaliation

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

Investigation of All Reports of Discrimination/Harassment and Potential Consequences

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

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

Grievance Procedures for Allegations of Discrimination and Harassment

Reports of Alleged Discrimination

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

Students and employees may submit reports of harassment or discrimination verbally or in writing. However, in order to initiate a formal grievance procedure a student or employee must provide or complete a written report. The Grievance Form may be used as a Discrimination/Harassment Report Form which may be found in the Administrative Office.

Informal Resolution

Any student or employee who has a question, concern, or complaint of discrimination, including harassment based on race, color, religion, age, national origin, ancestry, sex, sexual orientation or preference, gender, disability, pregnancy, Vietnam-era or other military status, or any other legally protected status is encouraged to bring the matter to the immediate attention of the Administration at the address/phone number indicated above.

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

In order to initiate an informal resolution, the complaining party must notify the appropriate University employee and submit a report of the incident either orally or by filling out a **Discrimination/Harassment Report Form**, available at the Administrative Office.

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

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

Formal Resolution

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

Any student or employee who has a question, concern, or complaint of discrimination, including harassment based on race, color, religion, age, national origin, ancestry, sex, sexual orientation or preference, gender, disability, pregnancy, Vietnam-era or other military status, or any other legally protected status is encouraged to bring the matter to the immediate attention of the Administration at the address/phone number previously indicated.

II. Initiating the Formal Grievance Procedure

Although the University investigates all reports of discrimination, harassment, and inappropriate conduct, in order to initiate a formal grievance procedure, the complaining employee or student must submit a detailed, written account of the incident. The complaining party may fill out a Discrimination/Harassment Report Form or other similar report. Discrimination/Harassment Report Forms are available at the Administrative Office. Complaints by students should be submitted to the **Administration** at the address/phone number previously indicated. Complaints by employees should be submitted to the **President** who may be contacted at the address/phone number previously indicated.

III. Confidentiality and Non-Retaliation Policies

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

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

IV. Investigations of Alleged Discrimination/Harassment and Procedures

All reports of discrimination, harassment, and inappropriate conduct will be promptly and thoroughly investigated. The Dean will be responsible for initiating investigations of student complaints. Furthermore, the Administration will be responsible for initiating investigations of employee and any third-party complaints. If an incident involves allegations about two or more persons, the University has the discretion to investigate and decide those matters jointly or separately.

During the investigation, the complaining party and the accused party will have the right to be personally interviewed by the investigator and to refer the investigator to witnesses and evidence.

Following the investigation, a report regarding the alleged discrimination/harassment will be submitted to the Administration who will make a decision regarding the disposition on the matter.

The complaining party and the alleged party will be notified in writing regarding the outcome of the investigation and the decision of the (EC) Executive Committee.

V. Consequences for Violation of Nondiscrimination/Harassment Policies

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

VI. Right to Appeal

If the investigation determines that no discrimination or harassment occurred, the complaining party has a right to appeal. If the decision of the **EC** includes disciplinary action against the accused party, that person has a right to appeal. The appealing party has five working days from the time that he/she receives notice of the decision to lodge an appeal with the **EC**. If an appeal involves allegations against two or more persons, the University has the discretion to hear the appeal regarding the accused parties separately or jointly.

The **EC** has the discretion to stay any disciplinary action pending appeal. An Appeal Committee will hear appeals regarding alleged incidents of discrimination/harassment. Membership of the committee will be at the discretion of the President.

APPEAL PROCESS

1. The party initiating the appeal has five working days from the time that he/she receives notice of the decision in which to lodge an appeal of the decision, in writing, with the President, or his/her designee. No appeals are considered after the deadline has passed.
2. If an appeal is made, the Appeal Committee will be assigned to hear the appeal. This Committee will be comprised of faculty members/employees and students, who will be neutral parties not involved in the alleged incident.
3. This Committee will first meet without the party initiating the appeal present to establish a date and time for a hearing of the appeal. The hearing will normally begin no later than ten working days from the date that the appeal was submitted. The party will be notified by the Committee, in writing, of the date and time of the hearing no later than three working days prior to its occurrence. The party will also be provided a copy of all written evidence and documentation the Committee has in its possession at approximately the same time. These time frames are for guidance only, and may not be adhered to in all circumstances.
4. Pending the hearing, the party initiating the appeal may remain enrolled/employed at the discretion of the **EC**.
5. Hearing proceedings will be closed to the University community.
6. In cases where more than one party is involved, the appeals will be heard separately by the Committee, whose findings for each appeal will be dependent of the other(s). There is no requirement that the Committee arrives at identical decisions or imposes identical sanctions for each person involved. Hearing proceedings will not be construed as judicial trials, and as such, legal rules of evidence and civil or criminal rules of procedure need not be followed. The Committee chairperson will determine procedural questions that arise during the hearing and are not covered by the general guidelines described here. The chairperson's ruling will be final and all participants will abide by his/her decision in these situations.

The University retains the discretion to shorten or lengthen all time frames relating to this hearing process.

- In situations where the party initiating the appeal fails to appear for the hearing, the Committee will meet and determine the matter in his/her absence.
- At the hearing, the party is allowed to appear and give information in support of his/her perception of the incident, see and/or hear all information presented against his/her (unless a witness has been promised anonymity, in which case the Committee will provide a summary), present witnesses or written statements on his/her behalf, question any statements given by witnesses, and be informed in writing of the findings of the Committee.
- At the hearing, the Committee is allowed to determine the order in which witnesses may make statements, determine which person(s) may be present at each stage of the hearing process, question witnesses and/or receive written statements from those who cannot attend the hearing, and dismiss any person, including the accused person, who is obstructing the proceedings. Subsequent to the hearing, the Committee will make its decision in closed session with Committee members only. In all cases, the decision of the Committee will be final and binding.
- The Committee is charged with the responsibility of finding two decisions: A. Whether the alleged offense did occur, and if so, whether it violated University policies, rules, or regulations as stated in official publications (i.e. Catalog, Faculty Handbook, Student Handbook, Clinic Manual); and, appropriate actions that will be taken.
- The Committee's decision will be communicated in writing to the party initiating the appeal as soon as practical, normally within five working days of completion of the hearing.
- Records of the hearing will be kept in the office of the President, or his/her designee, for a period of five years from the date of the hearing, and copies will be available to the party initiating the appeal at his/her request and expense. The preliminary and deliberative meetings of the Committee are not part of the hearing records.

EXTERNAL GRIEVANCE PROCEDURE

Persons having issues directly with the president of the school should contact the Board of Directors. Issues that have not been resolved through the school's administration and/or the Board of Directors should be notified to the Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM) which is the recognized accrediting agency for the approval of programs preparing acupuncture and Oriental Medicine practitioners. ACAOM is located in the Maryland Trade Center #3, 7501 Greenway

Center Drive, Suite 760, Greenbelt, MD 20770, Telephone 301.313.0855, Fax 301.313.0912., <http://www.acaom.org>. Please refer to the school's website for additional information: www.scusoma.edu .

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

Additional Enforcement Information: In addition to SCU's internal complaint procedure, employee should also be aware that the Federal Equal Employment Opportunity Commission (EEOC) and the Department of Fair Employment and Housing (DFEH) investigate and prosecute complaints of unlawful harassment in employment. Faculty members and/or employees who believe that they have been unlawfully harassed may file a complaint with any of these agencies, which serve as neutral fact finders and attempt to help the parties voluntarily resolve disputes. For more information, contact the Dean of Administrative Affairs, the nearest office of the United States Equal Employment Opportunity Commission or California Department of Fair Employment and Housing. The addresses and telephone numbers of the California Department of Fair Employment and Housing are listed below:

Department of Fair Employment and Housing
Los Angeles District Office
611 West Sixth Street, Suite 1500
Los Angeles, CA 90017
Telephone: (213) 439-6799
Toll-free: (800) 884-1684
FAX: (213) 439-6715
TTY: (800) 700-2320

Department of Fair Employment and Housing
Sacramento District Office
2000 O Street, Suite 120
Sacramento, CA 95814-5212
Telephone: (916) 445-5523
Toll-free: (800) 884-1684
FAX: (916) 323-6092
TTY: (800) 700-2320

Department of Fair Employment and Housing
Santa Ana District Office
2101 East 4th Street, Suite 255-B
Santa Ana CA 92705-3855
Telephone: (714) 558-4266
Toll-free: (800) 884-1684
FAX: (714) 558-6461
TTY: (800) 700-2320

Department of Fair Employment and Housing
Ventura District Office
1732 Palma Drive, Suite 200
Ventura, CA 93003-5796
Telephone: (805) 654-4514
Toll-free: (800) 884-1684
FAX: (805) 654-4544
TTY: (800) 700-2320

Progressive Discipline: Dismissal for cause due to performance-related issues shall be preceded by a written warning/admonition by the appropriate administrative office describing the alleged performance deficiency and warning that a faculty member's status is in jeopardy. The warning should also inform the faculty member of the period of time within which performance deficiencies is expected to be corrected. Failure and/or refusal to correct the deficiency may result in application of sanctions, including removal from a course during the quarter, suspension, dismissal, etc. Faculty members are advised that some conduct is serious enough to justify immediate suspension or dismissal, and is not subject to progressive discipline.

Suspension: Where justified, the President may suspend a faculty member without previous citation or warning. If a faculty member is suspended, it may result in partial or total discontinuance of all salaries and benefits, suspension of all promotion and salary increments and the temporary suspension or withdrawal of all faculty privileges. A suspended faculty member may pursue the grievance procedure in this Handbook. If exonerated, he/she will receive any pay and benefits withheld during the suspension period within five working days of the decision exonerating him/her.

Precautionary Suspension: This will temporarily separate a faculty member if the President determines that there is a strong probability that a faculty member's continued presence at SCU poses an immediate threat of harm to SCU, its constituencies, or any part of the SCU community. Suspension will last as long as a threat of harm continues or until dismissal for cause.

Disciplinary Suspension: This will be ordered by the President as disciplinary action, to emphasize the seriousness of faculty misconduct or violation of SCU's policies. This will last for a period of time reasonably related to the nature and extent of the misconduct or violation.

Dismissal: This is a severance action where SCU terminates the services of a faculty member for cause, before expiration of his/her letter of appointment and/or employment agreement. In these cases, corrective procedures under SCU's progressive discipline policies should be followed before formal dismissal proceedings are initiated. The following are examples of cause that are not limited therein:

1. Failure to fulfill and/or continual neglect of the academic, clinical or professional duties and obligations of a faculty member's position in a manner satisfactory to SCU;
2. Professional and/or personal misconduct;
3. Falsification of credentials (education or experience), or SCU or educational documents;
4. Failure to provide or secure required official records of earned degrees and/or licensure;
5. Professional incompetence and/or clinical malpractice;
6. Violation of the rights and freedom of fellow faculty members, administrators or students, including sexual or other illegal harassment;
7. Conviction of a felony or other criminal act;
8. Failure to follow the canons and professional ethics of the Acupuncture and Oriental Medical profession in California;
9. Failure to follow institutional policies and guidelines set forth in all current official SCU publications or documents and this Handbook, or as instructed by an appropriate SCU official.

Dismissal Procedures: The procedure for dismissal shall include the following steps:

1. Confidential written notice to the faculty member by the President of probable initiation of dismissal proceedings, including a specific statement of specific charges as well as the faculty member's rights.
2. Discussion between the faculty member and appropriate administrator in an effort to reach a mutually acceptable resolution.
3. If after the above is completed, no resolution is attained and SCU determines to begin formal dismissal proceedings, a faculty member shall receive a written dismissal notice with a statement of charges described with reasonable specificity by the President.

Review of Dismissal: After completion of the dismissal procedure, the President may elect to impose a lesser disciplinary action such as suspension with or without pay, oral or written reprimand, reassignment, etc.

Grievance Procedure and Binding Arbitration: A faculty member who has been dismissed is entitled to use the grievance procedure described in this Handbook. If the dispute is unresolved following the completion of those procedures, SCU and the faculty member may submit the matter to binding arbitration, pursuant to the expedited rules of the Judicial Arbitration & Mediation Service (JAMS), as the sole means of adjudication. The Arbitrator's decision will be final and binding. Arbitration costs shall be shared equally by the parties. The Arbitrator's authority shall be limited to interpreting SCU's policies, procedures, handbooks and appointment letter/employment agreement. The Arbitrator shall not have the authority to add to or to modify any of these policies, procedures or documents.

Resignation: A faculty member may resign prior to completion of his/her letter of appointment and/or employment agreement by giving one term's notice and leaving at the end of the term or at a time approved by the Academic Dean and President.

Layoff: Layoff is a severance action by SCU terminating the services of a faculty member, without prejudice to performance, before expiration of his/her letter of appointment. Layoff may result from academic restructuring, program changes, financial circumstances, or other emergency situations. In cases where layoffs are likely to happen, the retention of standing faculty shall have priority over retention of new faculty, except for new faculty who possess expertise that does not exist among the ranks of standing faculty members and is necessary to accomplish SCU's mission and objectives.

Academic Program Changes: Layoff may occur as a result of major changes in curriculum requirements, or restructuring of an academic program. Such decisions shall reflect long-range judgments that will enhance the educational mission of SCU. A layoff due to discontinuance, reduction or modification of a program shall follow notice based on years of service as follows: (1) Six months notice for Full-time faculty member within two years of service; (2) One year notice for Full-time faculty member with more than two years of service. Prior to layoff, SCU shall make reasonable efforts to place an affected member in another available teaching or non-teaching position for which he/she is qualified in an effort to maintain full-time employment. SCU and the faculty member shall mutually agree on determining work load equivalent for non-teaching duties. It shall not be greater than three hours of non-teaching activities in place of one teaching credit hour. All non-teaching assignments must be approved by the Academic Dean and President.

Financial Circumstances: This is a rare and serious crisis that could result in immediate layoff of faculty and/or staff. Before layoffs occur, the Board of Directors shall have determined that a financial crisis exists. To maintain the academic mission of SCU, before any faculty members are laid off, SCU will explore all other avenues and options of cost containment. The President and Board of Directors shall have final authority in all matters related to the determination and declaration of financial exigency.

Emergency Layoff: This may occur for reasons unrelated to program changes or financial emergency such as: discontinuance of instruction by government authority, civil disturbance, labor dispute, fire, earthquake or act of God. Layoff may be with or without pay. But recall will be immediate after the emergency situation is resolved.

Layoff Procedures for Specific Faculty: After collaboration with Program Directors, SCU and/or faculty committees, the Academic Dean shall make layoff recommendations to the President, who shall make the final decision. When financial issues or major changes require layoff of full-time faculty members, documented efforts will be made to assist them in finding employment elsewhere, if necessary.

SUBSTANCE ABUSE POLICY

Our policy is to employ a work force free from alcohol abuse or the use of illegal *drugs*. Any employee who violates this policy will be disciplined. This may include termination, even for a first offense.

We strive to provide a safe and healthy work environment, free from the use of illegal *drugs* *and abuse of alcohol and set forth the following rules:

Employees may not consume alcoholic beverages or take illegal *drugs* on our premises.

Employees may not report to work under the influence of *drugs* or alcohol.

If you are convicted under any federal or state criminal *drug* statute, you must notify an officer of the University within five (5) days. This will be ground for termination.

Legal drugs include prescribed and over-the-counter drugs that have been legally obtained and are used for their intended purpose. Illegal drugs include any drug that is not legally obtainable, that may be obtainable but has not been legally obtained or that is being used in a manner or for a purpose other than as prescribed.

DRUG-FREE POLICY

The Drug-Free Schools and Communities Act Amendments of 1989 require notification to each student and employee of campus standards of conduct regarding the abuse of alcohol and illicit *drugs*, the legal sanctions which apply, possible health risks, and available counseling and assistance programs.

In Accordance with this law, the University is committed to maintaining a *drug*-free working environment, one conducive to the promotion of wellness and positive self-development of all members of its community. In keeping with this objective, the University will ensure that all of its workplaces are safe and free from the problems and risks associated with the unauthorized use and abuse of alcohol and the illegal use and abuse of *drugs*.

- a. Standards of Conduct

In relation to students' fitness for health care professionals, the unlawful possession, use, or distribution of illicit *drugs* or alcohol by student are prohibited. The University reserves the full right to discipline students and employees for off-campus conduct not in keeping with these standards.

b. Health Risks

Both productivity at work and the learning process are significantly impaired by the use of illicit *drugs* and alcohol abuse. Substance abuse and dependency can cause many short term and long-term health consequences. Alcohol-related illnesses now represent the third leading cause of death in the United States exceeded only by cancer and heart disease. Medical research has established very strong evidence that alcohol abuse contributes significantly to cancer and heart disease. There is clear evidence of serious negative effects on fetuses due to use of illicit *drugs* and alcohol by the mother during pregnancy.

c. Available Assistance

Alcoholism and *drug* abuse are treatable addictions. Generally, a recovering alcoholic or *drug* abuser may never safely drink or use *drugs* again, but can lead a normal, productive life as long as he or she maintains total abstinence. Confidential counseling and reference to treatment programs in the University are available to the students and employees.

d. Disciplinary & Legal Sanctions

Violations by students of the above standards of conduct may result in probation, suspension or expulsion from the University. Employees who violate the above standards may be disciplined, up to and including termination or employment. In addition, violations of law committed on campus property, or at a University event, will be subject to prosecution by federal, state and local government agencies. Penalties for violations may include imprisonment, fines or both. Incidents on the University campus or incidents involving members of the University community may be reported to civil authorities for legal action.

POLICY ON INSTRUCTOR CONDUCT

Instructors may not use the classroom as a forum to attract patients. Instructors may not use the classroom as a forum to promote personal, political, or religious views. Instructors are expected to comport themselves in a professional manner to refrain from using vulgar or derogatory language, and not to exploit the vulnerability of the instructor/student relationship. SCUSOMA employees are expected to adhere to administrative deadlines and procedures. Instructors will be held accountable for established violations of this policy.

POLICY ON STUDENT CONDUCT

Students are members the SCU community, as well as members of the local community at large. Like faculty, they have certain rights and responsibilities. Students are expected to comply with all state law and with SCU policies and regulations. Upon enrollment, students shall receive and will be subject to the SCU Student Handbook. All faculty members will have been provided a copy of the same. Faculty members are also responsible for being conversant with the various grounds for imposing student discipline, as well as for knowing the different types of disciplinary actions which may be imposed, all of which are set forth in the SCU Student Handbook.

Student Discipline Procedures: Procedural due process is basic to the proper enforcement of SCU policies and procedures.

1. All students shall be given formal written notice, including a brief statement of the factual basis of the charges, the SCU policies or regulations allegedly violated, and the time and place of a hearing, within a reasonable time before the hearing;

2. The opportunity will be provided for a prompt and fair hearing where SCU shall bear the burden of proof, and at which time the student shall have the opportunity to present documents and witnesses and to confront and cross-examine witnesses presented by SCU. No inference shall be drawn from the silence of the accused;

3. A record of the hearing shall be recorded with expeditious written decision based upon the preponderance of evidence shall be accompanied by a written summary of the findings of fact and a description of the appeals process.

Administration of Student Discipline: The Executive Council may impose discipline for violations of SCU policies and regulations whether or not such violations are also violations of law, and whether or not proceedings are or have been pending in the courts involving the same acts. If an alleged violation of SCU policies occurs in connection with an official SCU function not on-campus, the student accused of the violation shall be subject to the disciplinary procedures. The loss of SCU employment shall not be a form of discipline. However, when student status is a condition of employment, the loss of student status will result in termination of the student's employment.

In imposing discipline other than Suspension or Dismissal, access to housing and health services shall not be restricted unless the act that occasioned the discipline is appropriately related to the restriction. If as a result of an official appeal it is determined that the student was improperly disciplined, the President shall, if requested by the student, have the record of the hearing sealed, and have any reference to the disciplinary process removed from the student's record. In such case, the record of the hearing may be used only in connection with legal proceedings. The President also may take other reasonable actions to ensure that the status of the student's relationship to SCU shall not be adversely affected. The results of any disciplinary action by SCU that alleged a forcible or non-forcible sex offense, as defined in 34 CFR 668.46(c)(7), must be disclosed to both the alleged offender and the alleged victim. The scope of information to be provided under this section shall be: (1) SCU's final determination with respect to the alleged sex offense; and (2) any sanction that is imposed against the alleged offender. It is the alleged victim's obligation to keep the results of the disciplinary action or appeal confidential, consistent with the doctrine of reasonableness.

Whether or not a hearing is conducted, SCU may provide written notice to a student that his or her alleged behavior may have violated SCU policy or regulations and that, if repeated, such behavior will be subject to the disciplinary process. Evidence of the prior alleged behavior as detailed in the written notice may be introduced in a subsequent disciplinary action in order to enhance the penalty.

TEXTBOOKS AND SUPPLIES

Textbooks and selected supplies are available in Registrar's Office.

LIBRARY USE

Faculty members are permitted use of the SCU library. Faculty are requested to make recommendations regarding library holdings based on his or her professional specialty.

NO SMOKING POLICY

California law and university policy prohibit smoking on campus. This includes corridors, stairways, classrooms, the library, or any other place where students congregate. Those who need to smoke must exit the building to an outdoor area. Instructors are responsible for enforcing the No Smoking Policy.

ACADEMIC FREEDOM GUARANTEE

As a University training health care practitioners, all faculty members are allowed free expression in their writing, speaking, teaching, and their personal opinions so long as they do not violate any academic, institutional or legal regulations. Faculty members are entitled to full freedom in research and in publishing within their fields of academic competence. Faculty members are free as individuals and as citizens to speak and write about all academic matters, whether they are directly related to the subjects they teach or not. Students are also free to learn and to take their own academic positions.

Faculty members are responsible for safeguarding the academic freedom of their students to learn by encouraging free inquiry into controversial issues, presenting alternative viewpoints, refraining from undue influence of the process of learning, taking dissenting student opinion seriously, and offering a forum for discussion.

COPYRIGHT RESTRICTIONS

As the issue of copyright law becomes more prominent, SCUSOMA must comply with federal law and university policy. As it is essential to distribute copies of some printed materials to students for educational purpose, all faculty members are required to review the following information not to violate any federal copyright law.

*Under the "fair use" provision of the Copyright Act of 1976, you are permitted to photocopy and distribute portions of copyrighted works for educational use without securing permission from the owner or paying royalties. The law in this area is quite general, however, and it is important that the following conditions are met:

1. One copy for a teacher may be made of a book chapter; article from a periodical or newspaper; short story, short essay, or short poem; a chart, diagram, cartoon or picture from a book, periodical, or newspaper.
2. One copy per student in the course may be made by or for the instructor if it meets the tests of:
 - a. Brevity: A complete poem if less than 250 words or an excerpt of not more than 250 words from a longer poem; either a complete piece of less than 2500 words or an excerpt of not more than 2500 words from any prose work; one chart, diagram, drawing, cartoon, or picture per book or per periodical issue.
 - b. Spontaneity: The instructor may make such copies if there is insufficient time to contact the copyright holder for permission under the circumstances.
 - c. Cumulative effect: Except for news periodicals or newspapers, the guidelines limit the number of times these copies can be made during a class term.
3. Consumable materials such as test sheets, answer booklets, and workbooks may not be copied.
4. Copying is not permitted to create anthologies or similar collections of materials from a variety of copyrighted works.
5. If the material in question does not meet these tests, there is another way to legally reproduce copyrighted materials: obtain permission from the copyright holder. In most cases, a letter to the copyright holder is necessary. In the letter, the instructor should include the title, author, and edition of the materials, the number of copies to be made, the page numbers to be reproduced, the intended use of the material, the method of distribution (classroom, etc.), where the material is to be sold, and the method of reprinting.

*U.S. Government publications are not copyrighted.

*All U.S. copyrights dated earlier than 75 years ago have expired.

GRADES AND QUALITY POINTS

Grade point average (GPA) is used as a measurement of satisfactory scholarship. The student's grade point average is derived by dividing the number of quality points accumulated by the total number of credit hours. The symbol "XF" is assigned when the number of absences makes it impossible for the student to meet the attendance requirements and is equivalent to a failing grade. Transfer, withdrawal, incomplete, audit, and passing hours are not included in the computation of grade point averages.

GRADING SCALE.

This policy applies to students enrolled in the Masters of Science in Oriental Medicine and Acupuncture (MSOMA) program:

| Grade | Points | Interpretation |
|-------|--------|-----------------|
| A | 4.00 | Excellent |
| B | 3.00 | Above Average |
| C | 2.25 | Satisfactory |
| F | 0.00 | Failure |
| I | 0.00 | Incomplete Work |
| NC | 0.00 | No Credit |
| CR | 0.00 | Credit |
| W | 0.00 | Withdrawal |
| AU | 0.00 | Audit |

Faculty adhere to the following standardized scale for awarding grades for Graduation Honors:

Candidates graduating with the following grade point averages are awarded honors at graduation:

- Valedictorian (graduating with the highest cumulative GPA in that commencement class)
- Summa Cum Laude (with highest honor) 3.90 GPA
- Magna Cum Laude (with great honor) 3.65 GPA
- Cum Laude (with honor) 3.40 GPA

The honor is noted appropriately on the diploma.

The grade point average computation is based on all academic coursework at Southern California University-School of Oriental Medicine and Acupuncture, with a minimum of two (2) quarters completed at the University.

SATISFACTORY ACADEMIC PROGRESS

The University does not offer the Title IV tuition loans at this time, but once appropriate accreditation(s) are obtained, all students who receive federal and/or state financial aid must make satisfactory academic progress toward degree completion to meet federal regulations. To receive Title IV funds, such as the Stafford Student Loan, the student must maintain at least half-time status. A student can receive the Perkins, Federal Work Study, Pell Grant, and SEOG for less than half-time status.

ATTENDANCE

Successful completion of the educational programs at Southern California University-School of Oriental Medicine and Acupuncture requires a significant commitment of time for class work and outside study each day. Attendance is required at all times, as only complete attendance in all coursework will enable a student to benefit fully from instructors' identification of subject matter relevance, classroom information and discussion extending beyond the scope of course texts, and for the M.S.O.M. program, practical clinical experiences.

Each faculty member will establish his/her own policies and procedures dealing with tardiness and absenteeism and will publish these policies and procedures in course syllabi.

A student enrolled in a course is responsible for all course assignments or requirements that are due or given from the beginning of the course, regardless of whether the student is present or absent from scheduled classes. Students are responsible for being aware of their own attendance for each course in which they are enrolled in order not to exceed the maximum absences allowed.

Leave will be granted for required military duty for up to a maximum of two weeks annually, and it will be considered an excused absence.

Course credit will be given only if the student is present at least ninety percent (90%) of the time and completes the course with a passing grade. Should absences exceed ten percent (10%) of scheduled class time, the student will be dismissed from the course with a grade of "W." When excessive absences have occurred due to certain extenuating circumstances beyond the student's control, the student may submit a written request to the Dean of Academic for reinstatement in the course. Such an appeal must include all documentation which verifies the reasons for the excessive absence. Upon review of this material, the Dean of Academic may or may not reinstate the student in that course. The decision of the Dean of Academic is final.

INCOMPLETE COURSEWORK

An instructor may issue an "I" (incomplete) to a student at the end of a term if that student was performing at an acceptable level in the course, but due to extenuating circumstances was unable to complete all course requirements.

"Performing at an acceptable level" means performance at a passing level ("C-" or better). Without a history of acceptable performance in a course, a student is not eligible to receive an "I."

"Extenuating circumstances" means exceptional situations that normally fall into medical, family, or emergency/accident categories. Prior communication (except in emergency situations) and appropriate documentation must be provided by the student to the course instructor in a timely manner before consideration is given as to whether or not a circumstance is extenuating. In the absence of extenuating circumstances, a student is not eligible to receive an "I." Poor academic performance is not considered an extenuating circumstance.

A student receiving an "I" for a course must complete all course requirements by the deadline indicated in the Academic Calendar of the next term of enrollment, or the "I" will be changed automatically to a grade of "NC" and the entire course must be repeated, either that term or the next time the course is offered. Should this happen, and should the now failed course be a prerequisite to a course or courses in which the student is currently enrolled, the student will be dropped from that/those course(s).

A course instructor must submit a grade change form to the Office of the Registrar within forty-eight (48) hours of the time a student completes all course requirements to resolve an "I."

GRADE APPEALS

A student is responsible for meeting the standards of academic performance established by the University and the instructor for each course in which the student is enrolled. A student may appeal a grade only if it was allegedly awarded in an erroneous, arbitrary, capricious, or discriminatory manner. The burden of proof resides with the student.

Erroneous, arbitrary, capricious, or discriminatory grading is defined as:

1. incorrectly evaluating, calculating, or recording an examination, assignment, or course grade;
2. assigning a grade on some basis other than performance of course assignments, examinations, or class attendance;
3. assigning a grade based on standards that are a significant departure from previously announced standards; or
4. assigning a grade based on standards that differ from those used for other students in the course.

Disputes related to grades other than the final grade must be directed to the instructor of the course, whose decision is final. The following procedure is applicable to the final course grade only. Should a student wish to appeal a final course grade, the following procedures are to be followed:

1. The student must meet with the course instructor and attempt to resolve the issue. If the course instructor is part-time, the student may go directly to the instructor's immediate supervisor to resolve the matter, and the supervisor (Dean of Academic) will communicate with the course instructor.
2. If the matter cannot be resolved with the course instructor to the satisfaction of the student, then a final written appeal may be directed to the instructor's immediate supervisor. This final written appeal must be submitted by the deadline posted in the Academic Calendar, which is within five (5) business days of the beginning of the quarter. The Dean of Academic will hear the appeal, and his/her decision is final. This decision must be reached within one week following submission of the appeal to the supervisor.
3. It is the responsibility of the supervisor to notify the student and the course instructor in writing of his/her decision, and to submit all documents used in making the decision to the Office of the Registrar the day after the decision is reached. If a grade change is involved, the supervisor must also submit a grade change form to the Office of the Registrar the day after the decision is reached.

EXAMINATIONS

During the quarter, examinations are administered at the discretion of the individual instructor. Examinations may be written, oral, or practical. With the exception of a few courses, a final written examination, mid term, or practical examination maybe required of every student enrolled in a course.

Written and practical final examinations may only be administered at their scheduled times during finals week. An unexcused absence from a final examination will result in an "F" grade for that examination, and the instructor will award a course grade accordingly.

Make-up Examinations

A make-up examination is defined as an examination administered subsequent to the regular time because the student failed to take the examination at the regularly scheduled time. Make-up examinations are reserved only for those students with documented emergencies that prevent the student from taking a scheduled examination. The documented emergency must be verifiable. Formats of make-up examinations are not required to be identical to the regularly scheduled examination - such issues are left up to the faculty member's discretion. A make-up exam fee may be assessed.

Retaking Examinations

Retake examinations are defined as examinations offered, under the following specific conditions, to eligible students who have failed a course as a result of a failing final examination grade. A student may not take a retake examination and a make-up final examination in the same course in the same quarter.

The retake examination may only be taken if the student's grade in the course immediately prior to taking the final examination is a "C-" or better. The student must earn a minimum score of 70% on the retake examination in order to pass the examination. Failure to achieve this score will result in the student being required to repeat the failed course. The maximum grade the student may earn in the course if the retake examination is passed is a "C-." The maximum number of courses for which examinations can be retaken is three per term. The retake examination will be partially or substantially different than the original final examination.

Retake examinations will be given only once, on a date, time, and place to be determined by the University, which may include breaks, weekends, holidays, etc.

Challenge Examinations

Students with prior coursework not directly transferable to SCUSOMA may request a Challenge Exam with the approval of the Academic Dean. Challenge Examinations are subject to the following guidelines.

1. The student must take a separate examination for each course challenged.
2. The student must achieve a minimum of 70% on each exam taken.
3. Challenge exams may not be repeated.
4. All challenge exams must be successfully completed by the end of the second quarter of enrollment.
5. All challenge examinations are subject to a charge of \$100 of the current tuition for the course being challenged.

SCUSOMA's transfer credit and challenge exam price and policies are also stated in the SCUSOMA General Catalog.

CLINICAL EDUCATION POLICIES

A. ATTENDANCE AND SCHEDULE

Attendance and punctuality is essential to keeping a good relationship with the patients. The Clinic Director and the front desk should immediately be informed of any problems.

1. The clinic hours are from 9:00 AM to 6:00 PM.
2. It is suggested that interns come early to check that day's activities.
3. Meetings are held at 9:15 AM and 2:15 PM.
4. If an intern arrives 15 to 30 minutes after the meeting starts, a "30 minutes late note" will be placed in the student's file. Arriving late (one hour or more) will result his or her and her clinic shift a "forfeit" for that day. In case of an emergency, on notice and clearance by the Clinic Supervisor or Clinic Director, an intern may leave the clinic before the end of the day.
5. If clinical hours are not completed during the course, make-up hours in one-hour increments can be arranged during vacation time following the end of quarter. Previous written authorization should be approved before making up hours.
6. Any infraction in recording clinic internship hours is a serious matter and will not be tolerated at Southern California University Clinic. Any intern caught punching another intern's time card or not punching out their card upon leaving the clinic will be brought before a Council Meeting for proper disciplinary action.
7. No handwriting in the time cards will be recognized unless approved by the Clinic Supervisor.
8. Before leaving the clinic, all-time cards must be signed by the Clinic Supervisor. Past time cards will not be recognized without the Clinic Supervisor's signature.
9. Lunch times should be recorded on the card but will not be counted as clinical time.
10. The clinic office will count only the properly recorded hours and compare those with the patient's chart.
11. Clinical credits are only awarded as clinic hours and not as academic hours.
12. Clinic Orientation is a mandatory meeting and is considered as part of clinical training (10 hours).

All clinical hours are granted after registration, and any hours before or after clinic assistance will not be counted.

SCU FACULTY RANKING PLAN:

Definition of Faculty: SCU faculty consists of all individuals holding academic rank and engaged in instruction, scholarly and professional or academic service activities for SCU. These activities include but are not limited to: lab and class instruction; language program, department, clinic, research and library supervision, library science; postgraduate/continuing education instruction; course and curriculum development; research; participation in student academic advising; enrollment management functions and SCU governance; and service to the Acupuncture and Oriental Medical profession. Faculty members will receive a rank consistent with the guidelines in this Faculty Ranking Plan. Rank will be indicated in each letter of appointment and/or employment agreement. The following are the current faculty ranks:

Part-Time Faculty: Instructor, Assistant Professor, Associate Professor, Professor

Full Time Faculty: Instructor, Assistant Professor, Associate Professor, Professor, Graduate Instructor, Assistant Librarian, Librarian

Emeritus Faculty: Professor Emeritus

The Program Director shall forward his/her hiring recommendations and proposed faculty rank to the President who will approve and authorize the hire. The Program Director will maintain a pool of candidates for Academic Faculty who have been previously approved for Academic Faculty status. Offering appointments to such faculty can be initiated by the Program Director subject to the approval of the President. The pool of Academic Faculty should be reviewed at least annually regarding eligibility to remain in the pool.

General Requirements: The following are general faculty requirements for the Master of Science program in Oriental Medicine & Acupuncture. These requirements are designed to be equivalent to or surpass requirements established by the Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM).

Basic Science Faculty teaching basic science subjects must (1) possess a masters or academic doctoral degree in their field of teaching or related discipline, a health sciences first professional degree or 2,500 hours in the discipline they teach from a college or university accredited by ACAOM or an accrediting body recognized by the U.S. Secretary of Education or, in the case of degrees from non-US institutions, a college or university recognized by the educational authority of the country in which the institution is located, or (2) have taught courses in their field for a period of

at least five (5) years in an accredited graduate or professional level institution, or (3) have been employed as a full professor in a basic science discipline for no less than three (3) years in an accredited institution. If employed in a foreign institution, it must have been one having appropriate recognition in the US at a graduate or professional level.

Clinical Science Faculty must possess an earned Master Degree or Oriental Medical Doctor Degree or a related first professional degree from a college or university accredited by an accrediting body recognized by the U.S. Secretary of Education, or, in the case of degrees from non-US institutions, a college or university recognized by the educational authority of the country in which the institution is located.

Clinic Faculty who supervise clinical experiences of clinical interns and hold the Master Degree in Acupuncture and Oriental Medicine, or other related first professional degree, must possess a California acupuncture license. In addition, clinical supervisors must have the following: A minimum of five (5) years full-time practice experience, and at least three (3) years teaching experience at an ACAOM accredited institution or an institution accredited by an accrediting body recognized by the U.S. Secretary of Education or by the appropriate government agency in the case of international faculty.

Librarian Faculty requirements for appointment are established by the Association for College and Research Libraries (ACRL) and the American Library Association (ALA). He or she must possess (1) a Master's Degree in Library Science from a Library school program accredited by the American Library Association or the appropriate degree for special positions. For Library Faculty from non-US institutions, he or she must possess an equivalent degree recognized by the appropriate governing body in the respective country or evidence of subject competence or successful performance in job-related courses and/or work experience.

FACULTY RANKING CRITERIA

All SCU faculty regardless of rank or appointment must demonstrate a willingness and ability to engage in quality work activities in teaching, research and scholarly activities, practice and professional activities, and citizenship, and display a potential for continuing professional growth. In addition, Librarians must expect direct involvement with the faculty, staff, students and non-SCU affiliated patrons.

Instructor: Must possess all minimum general requirements for faculty in basic sciences, clinical sciences, and/or clinic, and demonstrate a strong potential for effective teaching.

Assistant Professor: Must meet requirements for Instructor and must possess an earned doctoral or professional degree or equivalent normally required for teaching in his/her discipline; provide evidence of substantial promise of effectiveness as a teacher, both within the classroom as well as elsewhere in the guidance of students; demonstrate a capacity for professional growth and accomplishment; and possess an ability to work constructively with all SCU constituents. There also should be evidence of continued participation in SCU affairs at least at the language program level.

Associate Professor: Must possess qualifications for Assistant Professor and must demonstrate strong cumulative professional growth and accomplishment beyond the earned doctorate or its equivalent through scholarly publications or other externally recognized work appropriate to his/her discipline (cf. research activity, receipt of research grants, postgraduate studies or teaching, etc.). He/she should exhibit a high degree of teaching proficiency as well as genuine concern for the welfare of students. In addition, for appointment or promotion to this rank, there must be a record of substantial continuing achievements in the areas of practice and professional activities and citizenship.

Professor: This rank is the highest recognition given to a faculty member. The candidate must possess qualifications of an Associate Professor and, in addition, offer a distinguished record of scholarship or other externally recognized work appropriate to his/her discipline. Cumulative achievements of a candidate must demonstrate substantial accomplishments at SCU, sound judgment with strong creativity, intellectual breadth and leadership, and a mature record of professional advancement. There must be an outstanding record of teaching proficiency and genuine concern for the welfare of students.

Assistant Librarian: Must possess the minimum requirements for Library faculty, and demonstrate a strong potential for successful overall performance and a promising career in librarianship.

Librarian: Must possess qualifications of an Assistant Librarian and must demonstrate outstanding performance at the Assistant Librarian level. He/she must offer a distinguished record of service, leadership at SCU and/or in professional organizations or activities, and scholarship or other externally recognized work. He/she must show substantial accomplishments within SCU, sound judgment with strong creativity, and a mature record of professional advancement. He/she must show an outstanding record of his/her ability to establish and maintain effective relationships with all members of the SCU community.

Faculty members are appointed on a quarter by quarter basis. They are initially appointed at the rank of instructor after recommendation by Program Director. However, higher initial ranks may be offered to candidates with exceptional credentials including prior academic rank, institutional or field service, etc. Recommendations are made by the Program Director to the President for final approval. After one year of service, a faculty member may be offered a second year of quarterly appointments if he/she has received successful evaluations.

Graduate Instructors: These are academically outstanding recent graduates with a Master of Science degree from SCU or other accredited institution by ACAOM or other accrediting agency recognized by the U.S. Secretary of Education. They are assigned to clinical studies, clinic and/or research departments. Some instructors may be assigned to pre-clinic studies. Initial appointment is made by the Program Director, with final approval by the President. The appointment shall be made on a quarterly basis. Each instructor is assigned a faculty advisor. After one year of service, a Graduate instructor may be offered a second year of quarterly appointments if he/she received successful evaluations. Graduate instructorships are limited to three years of service.

Emeritus Academic Faculty: The title of Professor Emeritus is an honorary one. It may be awarded in recognition of an outstanding academic career and contributions to SCU. Ordinarily, this honorary title will be awarded to faculty members who have retired after completing at least ten years of outstanding service to SCU and after obtaining the rank of Professor. A faculty review process is initiated with recommendation from any member of the SCU community to the Program Director, who will then make a written recommendation to the President. Emeritus faculty members have the following privileges: attendance at Faculty Senate meetings (without voting privileges), use of SCU library as well as office space with the approval of the Program Director, attendance at all faculty functions including but not limited to convocations, commencements, dedications, etc.

APPOINTMENT PROCESS

All appointments are determined by the Program Director in concurrence with and final approval by the President. There are four kinds of appointments:

1. Term Appointment: These are offered for a period of one quarter only and will consist of ten weeks of instruction and one week of examination. The term begins at the start of the academic term as set forth in SCU's general catalog and is completed when all instructional responsibilities have been completed at the end of the term with the 11th or examination week.

2. Annual Appointment: This may be offered to any faculty member for a period of one academic year. Faculty members will be notified of renewal, alteration or non-renewal of appointment no later than three months prior to expiration of the current annual appointment.

The Program Director or President will make arrangements so that the performance evaluations scheduling takes place at least once annually for subsequent possible appointments.

Changes in Letters of Appointment/Employment Agreements: Any changes in standard Letters of Appointment and Employment Agreements shall be reviewed by the President and Faculty prior to implementation.

FACULTY WORKLOAD

Achieving SCU's mission and objectives requires faculty to devote appropriate portions of contract commitment to the areas of work activity as follows: teaching, research and scholarly activities, practice and professional activities, and citizenship). SCU acknowledges the diversity of faculty interests and experience. As such SCU does not expect all faculty members workload to be identical. Each faculty member's workload

will be consistent with his/her academic and professional strengths and in ways that meet and enhance his/her aspirations and SCU's goals, objectives and expectations as defined in its mission statement and objectives.

Full-Time Faculty: Those with primarily teaching duties will teach between 270 or more credit hours during an academic year (October through September). They will average between 90 or more credit hours per quarter, as will be associated with faculty rank and other duties required at SCU. At times, duties will be defined by areas of need as well as by aspirations and strengths of the faculty member. The remainder of the work week will consist of research and scholarly activities, practice, professional activities and citizenship. This workload will be determined by mutual consent between the faculty member and their Director, subject to the approval of the Academic Dean and/or President upon instatement of the title of Full-Time by the EC.

Credit hours to hours of work activities are as follows. In lecture and lab instructional settings, 1 credit hour will be the equivalent of each hour of instruction per week. 1 credit hour will be the equivalent of 2 hours of non-instruction activity per week. For clinic supervisor faculty, 1 credit hour will be the equivalent of every 2.5 hours of clinic supervision per week. For teaching faculty engaged in research projects, 1 credit hour will be the equivalent of every 2.5 hours of research activity per week.

FACULTY ORIENTATION

Each new faculty member will be given an orientation to SCU. Whenever possible, this shall occur prior to the beginning of his/her instructional duties. Orientation is provided regarding all matters specific to faculty members and common to SCU employees by the Program Director. It is ordinarily conducted on an individual basis and includes the following: Introduction to executive and office staff, other faculty members (as soon as possible but is not essential to orientation), library staff, bookstore manager, Registrar and other staff with whom he/she will frequently interact.

A brief tour of the SCU campus. Information Packet: (a) Current Faculty Handbook; (b) Current SCU General Catalog; (c) Current Library services and schedule guides; (d) List of available multi-media resources; (e) Current class schedule; (f) Current Research Manual (suspended until further notice).

FACULTY RIGHTS AND DUTIES

Consistent with SCU's mission statement and objectives, it is SCU's policy to engender and maintain full freedom of discussion, inquiry, teaching and research. All faculty members at SCU are entitled to organize his/her course in regard to content, support materials and methods of evaluation (student learning), but in accordance with the objectives of SCU's published course description and official syllabi and the highest academic standards. In the areas of research and publication, faculty members are entitled to discuss freely any subject he/she feels competent, pursue any line of inquiry into any academic area, and present and argue those ideas and conclusions arising thereof. While free to discuss those ideas justified by facts, he/she is expected to maintain standards of sound scholarship and competent teaching. However, while academic excellence at times demands challenging established ideas, the disparagement (slander, libel, etc.) of individuals or ideas is not considered to be consistent with professionalism and citizenship.

Both inside and outside SCU, all faculty members shall conduct himself/herself in a manner that does credit to both himself/herself and SCU. He/she shall be free from SCU censorship or discipline, but in accordance with the principles and practice of scholarship, he/she should be accurate, exercise appropriate restraint, show respect for opinions of others and clearly indicate that he/she is not a spokesperson for SCU, where appropriate and necessary. Guest speakers are also expected to comply with this policy and maintain the same standards of scholarship, teaching and professional etiquette.

Faculty members shall provide the Registrar with final grades and/or other appropriate evaluations of student learning by the end of the first week of the quarter break. Further, faculty members shall be primarily responsible to inform students of their performance evaluations clearly and without prejudice, and to make them available for student review.

Benefits: SCU faculty members are eligible for the following benefits:

- 50 % tuition discount
- 50 % tuition discount for direct family members.
- 25 % tuition discount for part-time faculty family members.
- 25 % discount on all Clinic services, not including herbal prescriptions, for all faculty members' direct family members.

LIST OF FACULTY DUTIES

Faculty members shall work under the general direction of the Program Director and must provide full cooperation. Faculty members shall be responsible for the following duties:

- Provide quality academic and clinical instruction and counseling to students.
- Provide academic and clinical course content as indicated in the curriculum, course descriptions and official syllabi.
- Uphold SCU academic standards and policies.
- Review and submit recommendations for curriculum development, teaching effectiveness and faculty development.
- Attend quarterly faculty, academic committee meetings and in-service training programs.
- Attend Commencement and all other official SCU ceremonies.
- Maintain scholarship and current knowledge of one's academic expertise.
- Maintain record of student class attendance prior to each class session.
- Adhere to the class schedule and conduct class sessions timely.
- Report excessive absenteeism or non-attendance to the Registrar immediately upon knowledge of such.
- Submit a course syllabus to the Program Director no later than one week prior to the first day of class for each course with course outline setting forth course content, objectives and methods whereby students will be evaluated.
- Conduct more than one formal evaluation of student or intern learning through reliable assessment methodology. Assessment of knowledge, skills and competencies should evaluate students at their respective level of education and must be relevant to course content that is set forth in the syllabi.
- Provide fair and honest grading.
- Grade examinations in a timely manner to provide feedback.
- Maintain and secure records of student grades.
- Submit all grade reports that accurately reports student examination scores no later than the end of the first week of quarter break.
- Report any teaching schedule changes to the Program Director.
- Maintain open-mindedness to results of peer and student evaluation.
- Follow administrative guidelines of copying, preparing tests and grade reports, submitting syllabi and any other material as requested by the President or Program Directors in a timely manner.

TEACHING DEFINED

The work of teaching entails basic tasks and functions including but not limited to: INSTRUCTION of students in classroom sessions, tutorials, laboratories and clinic; instruction at workshops, retreats, seminars; course management via planning student learning, grading, maintaining student academic achievement and attendance records; ADVISING, GUIDING, MENTORING, SUPERVISING of students in laboratory, clinic and SCU community outreach; advising students in academics, career, counseling referral; supervising teaching assistants, students in independent study, research projects, thesis or dissertation, clinical internships; DEVELOPING CURRICULUM by reviewing, revising and redesigning courses; developing teaching materials and manuals; INSTRUCTOR DEVELOPMENT by evaluating teaching competencies of fellow faculty members; attending continuing education seminars and workshops sponsored by SCU; managing and mentoring fellow faculty members.

OFFICE HOURS AND STUDENT ADVISING

To assist students in reaching their full professional and clinical skill potential, faculty members must be prepared and willing to assist, advise and counsel students. Each faculty member must establish, post or otherwise inform students of office hours. Faculty members have a special and unique teaching role that is required. Faculty members are in the best position to advise students regarding their work in class or clinic and to also recognize when a student is in need of other professional help regarding personal or professional needs. Faculty members are not authorized to make representations or commitments on behalf of SCU which are contrary to or not supported by authorized policies, regulations or procedures. Ordinarily, students must meet with the faculty member by appointment only to explain his/her particular concern. After adequate

discussion and after the faculty member advises the student, using all SCU policies, regulations and procedures, the faculty member must record the content of the advisement session on the form titled Faculty Advisement to Student. This form must be completed in detail and in full, signed and dated by the faculty member and then given to the student to review and to allow him/her the opportunity to make any written comment, if desired, and then to sign and date. After making copies for the student and faculty member's own file, a third copy is to be submitted to the President for his review and filing in the student file. A copy of the Advisement Form is attached as an Appendix to this Handbook.

STUDENT ACADEMIC FREEDOM

Students shall have the right to freedom of expression, proper academic evaluation, and protection against improper disclosure:

Freedom of Expression: Students should be free to reasonably disagree to the data and views offered in any course of study and reserve judgment about matters of opinion. However, they are responsible for learning the content of any course of study in which they are enrolled.

Improper Academic Evaluation: Students should have protection through orderly procedures against prejudiced or capricious academic evaluation. They are responsible for maintaining standards of academic performance established for each course in which they are enrolled.

Improper Disclosure: Students' views, beliefs and political associations that professors acquire in the course of work as instructors, advisers and counselors should be considered confidential. Protection against improper disclosure is a serious professional obligation.

RESEARCH AND SCHOLARLY ACTIVITY

These may include activities such as basic science, clinical research, authorship of publications, and scholarly media productions.

The activities entail all of the following: **RESEARCH** involves conducting basic science, clinical science, and clinical research; writing and editing papers, publications, journals, abstracts, conference documents, textbooks, translations and peer reviews; **PRODUCING** scholarly radio/tv productions, films, videos and electronic media; scholarly competitions, commissions, exhibitions; editing journals, newsletters or other learned publications; serving as consultants of such productions; **MANAGING RESEARCH** through task forces, writing proposals to research funding organizations; serving as Principal Investigator or Project Manager on grants or contracts; preparing required reports; **SCHOLARSHIP** through attending continuing education seminars/workshops related to research and scholarly activity; serving as Associate Investigator on research grants/projects.

Prior to any approved faculty research, SCU will have drafted a separate Research Manual that will define policies and procedures for faculty research. It will describe the duties of SCU staff and committees involved in research administration, and of the faculty participants in research activities. Prior to any research involving human subjects, SCU will establish an Institutional Review Board (IRB) to ensure compliance with Federal law and regulations regarding human subject research by SCU faculty, staff and students. IRB membership, duties and procedures will be defined in the Research Manual.

PROFESSIONAL AND PRACTICE ACTIVITY

SCU faculty may have opportunity to apply their expertise outside SCU. In doing so, they can enhance SCU's academic reputation, receive recognition for making professional contributions to the profession and to further enhance student learning. SCU faculty members are encouraged to contribute and develop in these areas. These activities can be done in association with agencies, groups, or individuals and are beyond the usual work of SCU. This includes evaluation and consultations, participating as members of professional organizations, disseminating knowledge to various groups in society, performing special project work, and participating in various types of clinical practice. **CONSULTING** may entail consultation for individuals or organizations regarding professional programs, policy development or personnel issues; serving on professional, accreditation, examination or licensing boards, **DISSEMINATION OF KNOWLEDGE** includes but is not limited to providing technical assistance to public/private organizations; conducting public policy analysis for local, state, national & international agencies; conducting seminars, conferences and lectures; translating academic documents; writing summaries of research, policy analyses, position papers for general public or legislative audiences; television appearances; testifying as expert witness or before legislative

bodies; editing newsletters/media; serving as press/media expert; hosting/maintaining website with Oriental Medicine information for the public; DEVELOPING, DESIGNING new products, practices, clinical procedures, inventions; COLLABORATION with schools, professional organizations, civic agencies to develop policy; participating in educational institutions' events & programs; CLINICAL SERVICE as clinic education, faculty practice, private practice, patient care conference, supervision of clinic staff, providing/supervising health care outside of assigned duties and attending continuing education activities.

CITIZENSHIP

SCU faculty is in a unique position to serve due to the vast diverse talent it offers. Citizenship takes many forms, depending on individual interests, and all faculty members are encouraged to lend their talents to benefit SCU, the professional and academic community, and the local community. It may involve areas not related to an individual's field of expertise. Flexibility and freedom of choice are granted to faculty members for participation in those areas of service to the profession and/or academic and local communities. A faculty member's participation in such service is valued by SCU. To this end, SCU may grant released time from teaching and other duties, when feasible, allowing him/her to participate in outside community service. Citizenship work includes CONTRIBUTING TO SCU in administration, management of campus, serving as chair or member of committees, mentoring other faculty members and staff, representing SCU for its advancement, assisting in student recruitment, participating in student governance, advising students in their activities, participating in SCU events; CONTRIBUTING TO PROFESSIONAL ORGANIZATIONS by membership and active participation, holding leadership positions, organizing meetings, conferences, etc., serving on governing boards; CONTRIBUTING TO THE COMMUNITY by participating in professional, civic, health, political and other community organizations; holding public office; providing free health care services.

PROFESSIONALISM

Professionalism in attitude and conduct shall be maintained at all times. Faculty members are expected to conduct themselves with the highest standards of professional and medical ethics. Qualities exemplifying professionalism include but are not limited to timeliness in beginning and ending class sessions, appropriate attire and appearance, conduct appropriate to a faculty member, collaboration and cooperation with students, fellow faculty members and administrative staff.

PERFORMANCE EVALUATION, REAPPOINTMENT & PROMOTION

The evaluation processes provide a means to assess a faculty member's performance and to provide a basis for decisions regarding reappointment and promotion.

Each faculty member shall be evaluated annually by his/her Program Director and/or Academic Dean and Clinic Director. The evaluation will be based on factors such as performance in classroom, student evaluations, completion of assigned duties and professionalism. Recommendations are forwarded to the President. Evaluation schedules shall be drafted by the Academic Dean for each faculty member. Discussions of the results of such evaluations should occur as soon as possible after the evaluation.

Self-Assessment Reports: Each faculty member shall submit a self-assessment report by December 1st of each year. The report shall note progress toward accomplishment of the faculty member's goals, identifying and documenting achievements during the past year, and providing other data requested by the Program Director.

Program Director Conference: Each faculty member shall meet once per year to submit the self-assessment report and review it with the Program Director and/or Academic Dean with student and/or classroom evaluations. Subject to be discussed include but are not limited to completion of assigned duties, classroom performance, professionalism, strengths and weaknesses, progress and updates on his/her goals and his/her future role in the work of the department. The Program Director and/or Academic Dean may request input from other Program Directors, colleagues and faculty members. Recommendations are made by the Academic Dean with the concurrence of Program Directors.

Reappointment: Recommendations are made by the Academic Dean in concurrence with Program Directors based upon performance reviews of the faculty member. If the Academic Dean and/or Program Director has reservations regarding appointment continuance of a faculty member, he/she shall request the Academic Senate to provide a written faculty peer recommendation regarding continuation or non-renewal of an appointment. The Academic Dean shall consider the recommendation a significant factor in arriving at

his/her recommendation to the President. The Academic Dean shall consider all recommendations as well as SCU needs and resources in arriving at a final decision.

Review & Grievance: If the faculty member disagrees with his/her performance evaluation and/or the decisions rendered concerning reappointment and/or promotion, he/she may use the normal grievance process set forth herein.

CONFLICT OF INTEREST

Faculty members are encouraged to engage in outside professional activities related to their academic specialties. However, faculty involvement in the management of private companies requires that faculty not engage in any activities that create the appearance of a possibility of a potential conflict of interest.

Acceptance of Gifts: SCU staff, including faculty and supervisors and their immediate family members shall not solicit, accept, or retain personal benefit from any student, patient, or vendors with whom SCU is doing business with or from any individual seeking to do business with SCU. In this context, a personal benefit is regarded as any type of gift, gratuity, favor, service, fee or compensation, or anything of monetary value. Specific exceptions to the personal benefit prohibitions are made if there is no reasonable likelihood of improper influence in the faculty member's performance of duties on behalf of SCU. Any personal benefit received is to be reported to the Program Director and/or Academic Dean who will review the situation and instruct the faculty member as to the appropriate course of action.

Confidentiality: Safeguarding confidential information for SCU and its students and patients is essential. It is the policy of SCU that confidential information acquired by a staff member through his/her employment must be held in the strictest confidence. Personal information concerning students and patients should be released only with written consent from the students/patients, or by subpoena or court order. Confidential information about students and patients should never be discussed with anyone outside SCU, and only with those within SCU who have a legitimate need to know. Faculty members are responsible for familiarizing themselves with the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

B. CODE OF CONDUCT

The following shall be considered but not limited to, serious violations of accepted standards for intern behavior:

Unbecoming, improper or unprofessional conduct while on duty, including the use of or residual effects of alcohol, illegal drugs and the making of false or misleading statements to a patient or attempts to treat or make statements of cure for venereal disease, cancer or sexual malfunction; injury of a patient during any procedure removal of a patient file from the clinic or any illegal act, theft, or willful destruction of University property; falsification of clinical records, whether patient or intern records or requirements, including signing in for another intern; falsification of a Supervisor's signature; refusal to treat or otherwise provide assistance to any patient; the use of unauthorized procedures or technique or therapy; moral turpitude; presentation of an intern as a licensed acupuncturist; or persistent violation of the University's clinic dress code.

1. Dress Code:

Interns will conform to a standard outfit to assure that both the individual and the clinics have at all times a professional appearance. All interns shall obtain and wear a long sleeve and knee length white clinic coat, which is to be worn properly buttoned or zipped at all times while in the clinic, whether on or off clinic duty. The white clinic lab coat should be cleaned as needed to reflect a professional look. Male interns shall wear slacks or suit trousers with a dress shirt and tie tied in place; female interns shall wear slacks and blouses with conservative necklines. All interns shall be expected to wear dress shoes with proper socks. Sandals, and loafers will be prohibited.

2. Grooming:

Interns will display good habits of grooming and personal hygiene at all times. Clinic clothing shall be kept clean and pressed; jewelry shall be minimal; use of cologne or perfume shall be discouraged because of potential Allergic reaction by the patient(s).

3. Presentation

No intern will represent himself or herself inside and outside the Campus as a Doctor of Acupuncture or a licensed Acupuncturist, either verbally or on professional cards. Further, the Article 5, Section 1399.456 of the Standards of Practice in the Laws and Regulations Relating to the Practice of Acupuncture mandate the following statements:

Under existing law, CCR Section 1399.456, licensed acupuncturists who have obtained a doctorate degree issued from a school not approved by the California Bureau of Private Postsecondary and Vocational Education and the Acupuncture Board, cannot advertise or use the title "Doctor of Oriental Medicine" or "O.M.D." An opinion from Legislative Counsel dated August 24, 1999, #21895, stated that the first paragraph of Section 1399.456 would be declared invalid by a court as violating the equal protection clauses of the U.S. and California Constitutions (for treating those whose doctorate degrees are from out-of-state differently than those who are similarly situated/qualified but whose doctorate degrees are from California Institutions). The proposed regulatory change would amend this section to allow licensed acupuncturists who have obtained their doctorate degree from an accredited, approved or authorized educational institution outside of California to use the title Doctor of Oriental Medicine.

4. Conversation:

Interns will keep their voices lowered at all times while in the clinic, in consideration of other interns and their patients. Loitering in clinic halls or on stairways is discouraged. The intern room shall be available to interns as a place for study and not for recreation. Interns shall be expected to assist in keeping the room clean and orderly. All clinic personnel shall share responsibility for the appearance and cleanliness of the clinics. Each intern shall be responsible for straightening up any areas, which they have used, including examination rooms, treatment booths, and any devices or equipment.

5. Compliance with OSHA Regulation

All interns and Clinic personnel shall comply with all the Rules, Regulations and Procedures established by OSHA for the safety of patients, interns, employees and visitors, if any. The OSHA rules, regulations and procedures can include, but are not limited to, the following:

- Full compliance with the SCUSOMA dress code and in particularly to the wearing of clean lab coat and closed shoes (no open-toed or clog type shoes).
- Full compliance with OSHA Procedures for Safety Issues with Special Techniques, the use of disinfectants, and proper hand washing.
- Full compliance with OSHA Procedures for the disposal of infectious waste and the disposal of Acupuncture needles after treatments in the "Sharp Containers" (the Biohazardous bags or containers). Used Acupuncture needles cannot be disposed in trashcans or left on the table(s) or treatment room floors.
- Full compliance with OSHA Procedures for cleaning up a needle spill.
- Full compliance with OSHA Procedure for the disposal of used cotton balls in the trashcan or Biohazard bag.
- Full compliance with OSHA Procedure for the disposal of used gloves in the trashcan or Bio-Hazard bag.
- Be knowledgeable and competent in the management of accidents to include the management of inadvertent injury to important organs, the handling of emergency and first aid. In dealing with any emergency, the intern must see the Clinic Supervisor at once and fill out an incident report, if needed. Further, all interns must be proficient in handling all emergency matters.

The SCU interns, under any circumstances, are not allowed to treat students, other interns, friends or relatives without following the proper clinical procedures established above and found in the SCU Clinic Intern Training Manual.

Once again, the SCU interns should behave as professionals, wear proper garments, and keep their hands clean and be willing to gain the patient's trust. Any intern not watching these manners could be set apart from clinical training.

6. Disciplinary Action

Violations of the clinic Code of Conduct, as outlined in the previous section, will result proper disciplinary measures, including a note on the intern's permanent records and possible suspension from clinic or dismissal from the University. The Clinic Director will have the authority to suspend or dismiss any intern who has engaged in any activity that can be considered damaging to the University Clinic program. The Dean of Academic or Dean of Administration will mail notice of official action to the intern. Lesser infractions of University rules will be handled by the clinic Supervisor. The above sanction will be carried out according to procedures in the University Catalog, under the section, *Sanction* (page 16).

"A decision to place a student on probation, suspension, or dismissal is determined by a Hearing Committee in matters of repeated cheating or plagiarism or matters of serious violations in student conduct. If a student believes that he or she has been wrongfully charged or penalized, the student may appeal the decision to the Student Conduct Appeals Committee."

Absences & Leaves:

A faculty member is expected to conduct all his/her scheduled classes. Paid time off for full-time teaching faculty members is expected to be taken during SCU recesses (ie. Quarter breaks). These recesses include Christmas, Spring and Summer breaks. SCU observes holidays as listed in the Employee Handbook. Faculty members are not required to conduct classes or to perform any other duties on days that SCU is officially closed.

When a faculty member takes a leave other than sabbatical (ex. Sick leave, jury duty, military duty, etc.) while classes are in session, he/she shall follow the appropriate procedures set forth in the Employee Handbook. He/she shall also discharge his/her responsibilities to his/her students. In cases of emergency or other unanticipated absence, he/she shall notify the Academic Dean and/or the President as soon as possible allowing time for a substitute to conduct the class session. During any kind of leave, the faculty member should arrange for a substitute in consultation with the Academic Dean. If a substitute cannot be arranged and classes are canceled as a result, the faculty member must make up the time and/or academic content missed upon his/her return to class.

Personnel Office

SCU's file room or other office designated by the President shall store and maintain each faculty member's personnel folder. This file will function also as the faculty member's employee file. It will contain the faculty member's employment application, resumes, official academic transcripts, proof of licensure (if applicable), copy of W-4 form, copy of I-9 form and various records related to employment status generated by SCU such as: letters of appointment, employment agreement, status changes, salary adjustments, performance evaluations. The file folder will be maintained in accordance with the same policies regarding employee access, privacy and notification of changes in personal status as found in the Employee Handbook. A list of documents ordinarily filed in the employee file follows:

1. Curriculum Vitae
2. Copy of diploma
3. Official Transcript from the highest degree institute attended
4. Copy of license or certificate
5. W-4 or 1099 form
6. Copy of Driver's License
7. Copy of Social Security Card
8. Proof of legal residency in the U.S.
9. 2"x 2" photo
10. Recommendation letter (optional)

Academic Dean's Office: The Academic Dean's office shall open and maintain a separate personnel file for each faculty member. This will contain: current resume, official academic transcripts, proof of licensure (if applicable), and appointment letter and/or employment agreement (with salary information deleted). Also maintained in this file are:

1. Evaluation Reports
2. Class Schedules
3. Other documents relating to faculty performance
4. Student evaluations
5. Peer and Administrative Evaluations
6. Class Visit Reports
7. Status Changes

Personnel File Changes: A faculty member shall be notified by the Academic Dean of any materials being placed in the personnel file. Faculty members shall have the right to review the contents of his/her file at any time and, with the mutual consent of the Academic Dean may add or delete documents. Deletion of documents relevant to the terms and conditions of employment must have additional approval of the President.

File Retention: All employment files are maintained in either the Academic Dean or Personnel Office for a period of 10 years after a faculty member leaves SCU.

C. OTHER RULES

Clinical training is an opportunity to build practical experience. We recommend that all interns learn how to manage different types of patients. During examination, interns should pay close attention to all actions and keep from asking questions in front of the patient. When the patient is present the interns should neither engage conversation among them nor record the chart without caring for the patient.

If there are no patients during clinic hours, we strongly recommend interns to use the time to review previous charts or ask questions on patient management to their Clinical Supervisor. Any discussions with the Clinical Supervisor should take place at intern room or at empty clinic station and keep clear front desk or aisles for easy traffic.

- (a) All interns' "ins and outs" from clinic should be recorded on an individual time card.
- (b) At end of day, the Clinical Supervisor should sign all cards.
- (c) The clinical director or supervisor should validate any written time cards.
- (d) Mealtimes (lunch or dinner) should be recorded and will not be added to clinical hours.
- (e) The clinic office will compare patient's chart with time cards to sum all hours.
- (f) Time cards are personal and any third-party involvement will cause disciplinary actions.
- (g) Credit is granted for real clinic time and students should watch their schedule to avoid overlap with academics.
- (h) Orientation is mandatory and is contained inside clinic hours.
- (i) Any extra clinical hours will be granted if all previous observations are met.

Hours and Credits: A clock hour is defined as fifty (50) minutes of attendance in a course. A clock hour is equivalent to a contact hour. Clock hours are monitored because the State of California specify clock or contact hours, rather than credit units as a licensure requirement which is 3,000 hours starting 2005. The credit unit is monitored because it is the standard unit of measurement for educational experience within the educational community. In detail, students receive 10 hours per credit/unit for didactic training and 30 hours for clinical practice. Student will complete a total of 2920 hours (194 quarter units/1940 clock hours for classroom instruction courses and 32 quarter units/980 clock hours for internships, which are required for graduation from the program.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act of 1974, as amended (the "Act"), is a federal law which requires that (a) a written institutional policy must be established and (b) a statement of adopted procedures covering the privacy rights of students must be made available via annual notice in the Catalog to currently enrolled students. Southern California University-School of Oriental Medicine and Acupuncture will maintain the confidentiality of educational records in accordance with the provisions of the Act and will accord all the rights under the Act to eligible students who are or have been in attendance at the University.

STUDENT RIGHT -TO-KNOW AND CAMPUS SECURITY ACT

Since September of 1991, SCUSOMA has been collecting data for reports required to be in conformity with the Student Right - To- Know and Campus Security Act.

As the reports are published, copies will be distributed annually to current students and employees, and to prospective students and employees upon request.

SAFETY AND SECURITY ON CAMPUS

SCUSOMA maintains a safe environment, monitored by the Building Safety Committee. This group develops appropriate safety and security policies, addresses the annual reporting requirements of the Student Right - To-Know and Campus Security Act of 1991, and identifies and promotes programs encouraging crime prevention and personal safety

Policies and procedures regarding campus safety, the reporting of crimes and emergencies, etc., are listed below. Anyone wishing to make suggestions, recommendations, or comments regarding safety or security issues may contact any member of the Building Safety Committee.

CRIME/EMERGENCY REPORTING PROCEDURES

All constituents on campus must familiarize themselves with the following procedures through such avenues as the School Catalog, Faculty Handbook, Employee Handbook, Student Handbook, Clinic Handbook, bulletin board notices, and other methods as are effective

All of the following incidents occurring on campus, or under the jurisdiction of SCUSOMA, must be reported according to the procedures listed below: violence against persons (murder, assault, rape); theft (robbery, burglary, vehicular), and vandalism or property damage.

1. All crimes and emergencies should be immediately reported to the main front desk, which will function as the primary referral source for all types of incidents. Campus Incident Report Forms will be distributed, as needed, from the front desk and, upon completion, will be returned to the appropriate administrator for action.
2. Emergency situations that require immediate action will be referred to the liaison. This person will make a determination whether off-campus assistance will be necessary (i.e. local law enforcement, fire department, ambulance). Incidents first requiring outside agency responses must also be reported through the campus report procedure outlined here by completing an Incident Report Form. Emergencies of a health-threatening nature should be referred to the Health Center immediately.
3. Incidents not requiring an emergency response will be recorded on an Incident Report Form and filed with the Registrar, who will do the following two things: 1) determine what, if any, further action is warranted, and 2) record the incident as part of the required annual data collection procedures. Action taken on such incidents will normally include: 1) investigation of incident, 2) report of findings of that investigation, which is filed with the President, and 3) internal disciplinary action taken and/or referral made to the outside agency for action.

PARKING

Parking is available for students and employees in public areas adjacent to the campus. Student parking in campus lots is available on a first- come, first -served basis. The University does not assume care, custody or control of vehicles or their contents and is not responsible for fire, theft, damage, or loss.

All University parking lots are monitored on a full-time daily basis between the hours of 8 a.m. and 10 p.m., Monday through Friday. Do not leave your vehicle after 10 p.m.

All students and staff must register their vehicle with the receptionist and obtain a valid parking sticker (students must update vehicle information during the normal registration process held at the beginning of each quarter). Every person parking on campus is required to have a valid parking sticker.

A sticker is issued for each vehicle registered. The sticker must be placed on the lower right rear window of your vehicle. Parking is restricted to passenger vehicles only; school buses or large trucks are not permitted

on campus. Parking is free to all SCU faculty members. There is ample parking space for the faculty members.

HANDBOOK AMENDMENT POLICIES

SCU's policies and procedures will undergo amendment from time to time that reflect advances in Acupuncture and Oriental Medical care, and changes in academic organization, governance and function based on SCU's mission and objectives. The following amendment processes provide for an effective means to keep faculty informed of pertinent changes in policies and procedures. The Program Directors, Academic Dean and President shall be primarily responsible for overseeing the process of keeping the Faculty Handbook up to date.

Initiation the Amendment Process: Any member of the faculty, staff or administration may submit written suggestions or requests for Faculty Handbook changes which may include but are not limited to errors, deletions, additions, revisions, etc. Non-substantive changes that are information only to be updated routinely may be made by either the Program Directors and/or Academic Dean, in consultation with each other, without the approval of the President and Board of Directors.

Substantive amendments, i.e., those having major policy and procedural impact, must be reviewed by the Program Directors and Academic Dean. Within two week(s), a report of their review of the proposed substantive amendment(s) will be forwarded to the President who will incorporate the amendment as an agenda item in the Executive Council meeting agenda. If approved, the amendment will be submitted to the President for approval. If the President approves the amendment, it will be submitted to the Board of Directors for ratification and incorporation into the Handbook. The Academic Dean will be responsible for overseeing the printing and distribution of the Faculty Handbook revisions.

Survey within SCU about Amendments: At least once a year, Program Directors and Academic Dean will contact all SCU constituencies (e.g. facilities, student services, academic affairs, admissions, human resources, clinic supervisors, etc.) and request information about any new and revised policies and procedures that should be incorporated into the Handbook. This procedure is designed to be an effective communication mechanism whereby various non-faculty stakeholders are encouraged to communicate freely and effectively with faculty.

Ultimate Authority: The SCU Board of Directors retains ultimate authority for resolving content and publication issues regarding the Faculty Handbook, consistent with its legal responsibility for managing the University.

ADMINISTRATIVE STRUCTURE

The President of SCUSOMA is appointed by the Board of Directors to serve as the Chief Executive Officer. He appoints the officers who serve under and report directly to him.

The members of the Board of Directors, the Administration and the Staff of SCUSOMA are as follows:

Board of Directors

1. Chairman: Wonil Lee, M.D.
2. Vice Chair: Kyle T. Oh, Esq., J.D.
3. Treasurer: Alex Byun, CPA.
4. Secretary: Michael Kim, D.P.M.
5. Member: Lisa Jee, Ph.D.
6. Member: Kap Seung Kong, M.D.

Administration

President Emeritus/Founder: Young Hwan Cho, O.M.D. (Korea), Ph.D., L.Ac.

President: Brian H. Kim, M.S., L.Ac. (president@scusoma.edu)

Academic Dean: Katherine H.S. Cho, Ph.D., L.Ac. (academicdean@scusoma.edu)

Director of Admissions: Dave Park, M.S., L.Ac. (admin@scusoma.edu)

Financial Aid: Joyce Park B.A., (fsadirector@scusoma.edu)

Registrar: William Sui M.S., L.Ac. (registrar@scusoma.edu)

Associate Librarian: Gina Yoo M.S., L.Ac. (gina@scusoma.edu)

Clinic Staffs

Clinic Director: Katherine H.S. Cho, Ph.D., L.Ac. (dean@scusoma.edu)

Clinic Manager: Joy Kim B.A., (manager@scusoma.edu)

Clinic Supervisor: Katherine H.S. Cho, Ph.D., L.Ac. (dean@scusoma.edu)

Clinic Supervisor: Kim Kyung Hwan, MSOMA L.Ac. (kimkyunghwan@scusoma.edu)

Assistant Clinic Coordinator: DongHee Kim MSOMA., L.Ac. (coordinator@scusoma.edu)



FACULTY CONTRACT

This is an agreement between Southern California University School of Oriental Medicine and Acupuncture (SCUSOMA) and the faculty member named in this contract. The faculty member agrees to teach the listed class(s) for the _____ quarter, and to fulfill the responsibilities outlined in this contract. SCUSOMA also agrees to fulfill its responsibilities as outlined in this contract. SCUSOMA reserves the right to cancel classes with insufficient enrollment, canceling all or part of this contract.

Faculty Member:

Course Title/Number:

Scheduled Hours:

Units/Hours: **3/30**

Compensation:

Faculty Member's Responsibilities:

1. Read and understand the materials in the faculty packet.
2. Select required textbooks for the course and notify the bookstore at least four weeks before the beginning of the quarter.
3. Request teaching copies of required textbooks from the library and return them during finals week.
4. Write a course syllabus/outline according to the school format. All syllabi must include prerequisites, criteria for attendance, grading exam procedures and any faculty policies that differ from the standard published SCUSOMA guidelines.
5. Submit a copy of the syllabus for the review of the Academic Dean and the Dean of Administration two weeks prior to the start of the quarter, and distribute copies of the syllabus to the class at the first class meeting.
6. Come to class prepared with lesson plans, handouts and any other class materials needed for that day's instruction.
7. Begin class promptly, take attendance at the start of each class on the class roster provided to you and use the full class time for instruction. Immediately after class report any third absences to the Academic Dean or Dean of Administration.
8. Write and grade all class examinations.
9. Write and arrange for make-up examinations. Make-up examinations are discouraged and should only be granted for emergency situations.
10. Check your faculty mailbox before each class for information and correspondence.
11. Administer faculty evaluations. To ensure confidentiality, the faculty member should not be present in the room and a student proctor should be assigned to administer the evaluation and return the completed forms to the administration office.
12. Notify the administration at least 4 hours prior to the cancellation of a class due to an emergency.
13. Make up any cancelled class at a mutually agreed upon time between the faculty member and the students in the class. Submit documentation of the make-up class to the administration. Alternatively, ask the Academic Dean or Dean of Administration to assist in finding a suitable substitute teacher. Compensation will be adjusted for a missed class that is taught by a substitute teacher.
14. Attend the mandatory quarterly faculty meeting. (Will be announced and given notice at least two weeks prior)
15. Meet with the Academic Dean, Dean of Administration and other appropriate SCUSOMA staff members as needed.
16. Contract with the students of completion of an incomplete grade and report grade changes on the appropriate SCUSOMA forms that are available from the administration office. Incomplete grades should only be issued to students in good standing with an emergency situation.
17. Final documentation for the course is due one week after the last day of class. Documentation includes: grades, assigned and dated attendance sheet, midterm and final examinations with answer key, handouts and lesson plans.
18. Submit proper documentation of faculty credentials including copies of current licenses, diplomas and a current resume or curriculum vitae (resumes and CV's must be updated annually). Selected information may be published in the SCUSOMA catalog or other SCUSOMA materials.
19. Not to participate in activities that, directly or indirectly, disrupt the normal functioning of SCUSOMA, and/or activities contrary to the mission and objectives of SCUSOMA. These activities include, but are not limited to, all matters relating to the appropriate conduct and professional behavior in the course of discharging your duties as faculty of SCUSOMA.
20. Faculty members are responsible for: Syllabus, handouts and lesson plans (if applicable), blank midterm and final exams with answer key, students original examinations, final grades and signed and dated attendance sheet. Faculty is obligated to submit the above mentioned within one week of course completion. If the required documents are not received by the administration within 30 days of completion of the course, the instructor is negligent and will not be rendered payment for their services. Note: submission of all essential documents are a requirement to fulfill the instructors faculty contract obligations. The instructor is also responsible for any damages and/or costs incurred due to the late submission of these vital documents.

SCUSOMA Responsibilities

1. Provide faculty with an information packet outlining SCUSOMA policies, procedures, guidelines and model syllabi.
2. Order approved textbooks and materials for the course.
3. Provide a library copy of the textbook, by faculty request.
4. Maintain class syllabi available for student and faculty reference, counseling, evaluation of transfer credits and regulatory requirements.
5. Assist faculty members in preparing class materials with two weeks advance notice.
6. Schedule classes and provide class rosters for attendance records.
7. Provide space and time to administer make-up examinations.
8. Communicate important SCUSOMA information through the faculty member mailboxes regarding policy procedures, events and professional news.
9. Distribute, administer and review faculty evaluations.
10. Assist faculty in notifying students of class cancellation due to emergency.
11. Provide classroom space for make-up classes in coordination with the administration and students.
12. Coordinate a faculty meeting each quarter to review SCUSOMA issues and policies.
13. The administration will be available to discuss classes, students, curriculum and other professional issues.
14. Provide forms for all SCUSOMA policies and procedures.
15. Notify students of grades and maintain files of course documentation including: grades, signed and dated attendance sheets, final examinations with answer keys, hand-outs and lesson plans.
16. Maintain up-to-date faculty information.
17. Mediate student and faculty issues.
18. Distribute compensation in a timely manner each month.
19. Members of the administration may, from time to time, observe classes in progress without prior notice.
20. If any courses are cancelled due to low enrollment; it is the responsibility of the administration to notify instructors by the end of the second week of the quarter. The instructor will not be reimbursed for hours taught if a course is cancelled within the week period. However, the instructor will be given priority to instruct for the following quarter.

It is the goal of SCUSOMA to provide students with the highest quality education. SCUSOMA depends on faculty participation and cooperation. The Academic Dean and Dean of Administration welcome your input and ideas.

By signing this contract, I _____ (Instructor) acknowledge my duties and responsibilities as an instructor of SCUSOMA. I am aware and agree to all the terms set forth in this document and will do my utmost best to adhere to the policies of SCUSOMA.

Faculty Name

Faculty Signature

Date

Administrative Officer Name

Administrative Officer Signature

Date

Appendix B: Sexual Harassment Policy
POLICY PROHIBITING SEXUAL HARASSMENT

It is our policy, in accordance with providing a positive, discrimination-free work environment, that sexual harassment in the workplace is unacceptable conduct that will not be condoned.

Sexual harassment is unsolicited, nonreciprocal behavior by an employee who is in a position to control or affect another person's job status and who uses the power or authority of that position to cause that employee to submit to sexual activity, or to fear that he or she would be punished for refusal to submit.

Sexual harassment also includes any employee conduct unreasonably interfering with another's work performance by creating an intimidating, hostile, or offensive working environment. Sexual harassment consists of a variety of behaviors by employees directed to other employees including, but not limited to, subtle pressure for sexual activity, inappropriate touching, inappropriate language, demands for sexual favors, and physical assault.

SCUSOMA will treat sexual harassment as any other form of misconduct. Employees who engage in harassing behavior will be disciplined appropriately. Employees who are sexually harassed are encouraged to discuss the situation with their supervisor or with an officer of the firm.

By signing below, I understand the above written policy and agree to adhere to all stipulated conditions.

Faculty Signature

Date

Academic Dean

Date