

ABOUT THE HANDBOOK

This Handbook is intended to acquaint employees of Randolph College with the College's personnel policies, procedures, and benefits for staff members.

PLEASE NOTE: This Handbook is not intended to and does not create a contract of employment, either express or implied, guarantee employment for any particular period or term, establish binding terms or conditions of employment, or limit possible reasons for ending the employment relationship. Unless you have a written contract stating otherwise, your employment is "at will." That means that both you and the College are legally free to terminate the employment at any time and for any reason, except as prohibited by applicable law. No employee, supervisor, manager, or officer has any authority from the College to offer any contract of employment or otherwise change this "at will" status except in writing, with the express written approval of the President and/or Board of Trustees.

The College reserves the right to change the policies described herein without notice, and to make exceptions to the policies described where it deems appropriate. This Handbook also necessarily does not reflect changes in policies made after the date shown on the cover, although you may be notified from time to time of amendments to the Handbook or changes in the policies contained in it.

The College particularly reserves the right to change, alter, or terminate benefit plans and/or change insurance carriers as it sees fit, consistent with applicable law. Some of the information contained in the Handbook reflects the College's understanding, as of this writing, of the terms of insurance and other benefit programs which will be governed by other documents or by agreements with outside parties.

An Employee Handbook Acknowledgement is included as an Appendix to this Handbook. This form or a copy of it should be signed, dated, and returned as soon as possible upon your receipt of this Handbook.

STATEMENT OF PURPOSE

Since its founding in 1891 as Randolph-Macon Woman's College, Randolph College has offered students a rigorous education in the liberal arts and sciences. In keeping with the College motto, *vita abundantior*, integrated living and learning provide a foundation for meaningful lives characterized by a lifelong joy in learning.

Randolph College encourages each student to set and meet high personal goals. Campus life is grounded in the Honor System, which fosters individual integrity and mutual trust. As students from diverse backgrounds study and live together, they are expected to respect the rights and dignity of others, to be open to cultural differences, and to exercise personal and social responsibility. They are encouraged to develop confidence and to participate fully in a community in which women and men work together and treat one another as equals.

Through excellence in teaching, advising, and scholarship, the faculty provides the challenges requisite to the intellectual development of each student. With faculty support, the undergraduate students design individualized and coherent programs of study that combine academic and co-curricular components. While each student's educational plan is unique, all programs of study foster these capacities: to think critically; to write and speak with clarity and accuracy; to employ quantitative reasoning; to use technology effectively and ethically; to cultivate an aesthetic sensibility; to understand key dimensions of the heritage of more than one society; to approach problems with creativity and imagination; to work both independently and collaboratively; and to recognize the power and limitations of knowledge. The graduate students pursue more narrowly focused programs of rigorous study designed to add specialized knowledge to their undergraduate education. The graduate programs are directed by faculty members who are especially knowledgeable about the professional standards to be met by those who earn advanced degrees.

Through their experiences at Randolph College, students are challenged to think ambitiously and to prepare thoughtfully for their futures in a diverse society and an increasingly complex world that offers them expanding opportunities for leadership, responsibility, and service.

ABOUT THE COLLEGE

Randolph College is committed to excellence in the liberal education. The College believes that today the breadth and depth of the liberal arts and sciences program bear as directly as ever on the needs of its students, whose status as women in a changing society requires that they be competent, flexible, and strong. Within the traditional framework of liberal studies, the College offers women from around the globe a challenging, enlightened, supportive, and inspiring environment in which to gain superior knowledge, pursue personal growth, and prepare for their futures. This enduring commitment to educating the whole student--affirming each student's significance as an individual and her role as part of a larger community, is made possible by the small size of the College and is further demonstrated by its support of the student's growth in personal integrity and in ethical and social responsibility. Concern for the individual fosters the atmosphere of caring valued so highly by the Randolph College community. This is a community where students, faculty, and administrators share a common purpose: the pursuit of excellence in educating women who will be leaders in the global society of the 21st century.

Four characteristics of the College embody its purpose. The first characteristic of Randolph College is its grounding in the liberal arts and sciences. To provide a background for a major field of study and a solid foundation for a profession or career, today's men and women need broad exposure to the substance and methods of many disciplines. Ideally, such breadth of exposure prepares them to think logically and inspires them to strive for open-mindedness and compassionate understanding. Independent judgment and analytical thinking are among Randolph College's goals, for the College believes that the best preparation for a career is not simply specific training, but also educating the whole person to be wise, independent, and responsible. Another primary

function of a broad education is to liberate the student from prejudice, provincialism, and ignorance. Randolph College recognizes that full learning occurs best in a multiracial, multiethnic environment. To enable students to be responsible citizens, the College strives to fashion academic programs that will ensure multicultural awareness, and seeks to attract students, faculty, and staff of varied racial and ethnic backgrounds.

Second, Randolph College is a small college. It has not been seduced by the notion that bigger is better or that increases in quantity mean increases in quality. Large enough to sustain the major ingredients of a liberal arts and sciences program and small enough to know and attend to individual students, the College aims to foster the kind of community that combats the anonymity pervading much of modern society. The third characteristic of Randolph College is its residential nature. Because students, faculty, and staff live and work closely together, it is a caring community. The experience of sisterhood/brotherhood and the emphasis on community, particularly the trust that is part of the Honor Code, mean that life at Randolph College involves a moral commitment through which students prepare for leading roles in establishing community beyond the red brick wall that borders the campus. Last, and most important, Randolph College offers an education fully and completely directed toward students. In a time of increasing opportunities for students, it is essential that the undergraduate years help the student build confidence, establish identity, and explore opportunities for careers and for service to the society that awaits her/him.

HISTORY OF THE COLLEGE

Randolph College was founded as Randolph-Macon Woman's College in 1891 by William Waugh Smith, president of Randolph-Macon College in Ashland, Virginia, as "a college where our young women may obtain an education equal to that given in our best colleges for young men and under environments in harmony with the highest ideals of womanhood." The Woman's College became independent of Randolph-Macon College in 1953.

The parent institution was chartered by the Virginia legislature in 1830 and was named for two statesmen, John Randolph of Virginia (1773-1833) and Nathaniel Macon of North Carolina (1758-1837), as a project of the Methodist Church in Virginia. The ethos of Randolph College is ecumenical, although the College is proud of its historic and continuing relationship with the United Methodist Church.

When Randolph College opened for its first session in 1893, William Waugh Smith was its president. He served until his death in 1912. His successors have been William A. Webb (1913-1919), Dice Robins Anderson (1920-1931), N. A. Pattillo (1931-1933), Theodore H. Jack (1933-1952), William F. Quillian, Jr. (1952-1978), Robert A. Spivey (1978-1987), Linda Koch Lorimer (1987-1993), Lambuth Clarke (1993-1994), Kathleen Gill Bowman (1994-2006), Virginia Hill Worden (2006-2007), and John E. Klein (2007-).

The academic strengths of Randolph College received acclaim early in its history. In 1902 it was the first women's college to be admitted to the Association of Colleges and

Preparatory Schools of the Southern States, and in 1916 it was the first women's college south of the Potomac to receive a Phi Beta Kappa charter, becoming the Delta chapter of Virginia. It was admitted to membership in the American Association of University Women in 1919. It opened its doors to men in 2007.

As national recognition led to growth in enrollment, the campus expanded from Main Hall, listed in the National Register of Historic Places, to the current complex of twenty buildings occupying one hundred acres. The spirit and ideals which called the College into being continue to characterize its life. Building on a heritage of strength, Randolph College continues to challenge students to *vita abundantior*, a life more abundant.

RANDOLPH COLLEGE'S RESPONSIBILITIES

Notwithstanding any other provision of this Handbook, all managerial and administrative functions and prerogatives entrusted to and conferred upon employers inherently, expressly and by law, are retained and vested exclusively with the College, including but not limited to: the right to exercise our judgment and discretion to take whatever action is necessary to operate the College's business, protect its health, property, security, and general welfare; to reduce, contract out, sell, close down, or relocate the College's operations or any part thereof; to hire, lay off, direct, discipline, discharge or increase the efficiency of the workforce in the manner and to the degree the College deems appropriate; to set the standards of productivity, maintenance, services, security, research and development; and, in general, to take whatever other actions necessary in the College's operations and direct its work force.

Although the College from time to time expects to expand the benefits, services, and policies summarized in this Handbook, we reserve the right to alter, amend, or discontinue any policy, work rule or benefit included in the Handbook. The failure of the College to exercise prerogative or function in a particular way shall not be considered a waiver of the College's right to exercise such prerogative or function or preclude it from exercising that prerogative or function in some other way.