

# Wesley College Faculty Handbook 2018-2019



**WESLEYCOLLEGE**

**FACULTYHANDBOOK**

**2018-2019**

Approved by the Wesley College Faculty.  
Accepted by the Vice President for Academic Affairs and President of the College.  
Proposed Handbook changes passed during the academic year 2017-2018  
were presented and approved for the 2018-2019 Faculty Handbook  
by the Wesley College Board of Trustees on February 24, 2018.

# FACULTY HANDBOOK

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## **PREFACE TO THE WESLEY COLLEGE FACULTY HANDBOOK**

The Handbook is a contractual document that outlines the conditions of employment for faculty and provides information concerning the organization of Wesley College and the policies and procedures relating to College governance.

### **HANDBOOK CHANGE PROCEDURES**

All proposed changes to the Faculty Handbook originating from faculty members, faculty committees, the Chief Academic Officer or the President shall be forwarded to the Faculty Services Committee. Proposals may be submitted to the Faculty Services Committee throughout the academic year. The Faculty Services Committee will make recommendations to the full Faculty for its acceptance or rejection of proposed changes. The Faculty must accept or reject revisions per majority vote in a regular or specially called faculty meeting. Changes accepted by the Faculty will be recorded by the CAO, and the CAO shall present those changes at the next meeting of the \*Academic Affairs Committee of the Board of Trustees for further action prior to the next meeting of the Board of Trustees. If that Board of Trustees meeting is within 6 weeks, the CAO may present the changes at the following meeting of the \*Academic Affairs Committee of the Board of Trustees. Should the Board of Trustees vote to amend the proposed changes, these amendments will be sent back to the Faculty for either acceptance, rejection, or further amendment. Changes that have been approved by both the Faculty and the Board of Trustees prior to the issuance of faculty contracts will be included in the Faculty Handbook in effect for the subsequent contract period.

In order to be included in the handbook for the following academic year, faculty must approve changes by majority vote no later than the end of January. Following the annual February Board of Trustees meeting, changes that have been approved by all constituents will be included in the Faculty Handbook by March 1. Faculty Contracts are issued on March 15.

\* To make the distinction between the Faculty Academic Affairs Committee and the Board of Trustees Academic Affairs Committee, an asterisk has been added to all instances of the Board Committee.

## CHAPTER 1

### 1.0 GOVERNANCE PHILOSOPHY

### 1.1 SHARED GOVERNANCE

Wesley College embraces the concept of shared governance outlined in The AAUP Statement on Academic Freedom and Tenure (1940) and The Joint Statement on Governance of College and Universities (1966). These declarations are included herein by reference.

#### 1.1.1 THE ROLE OF THE FACULTY IN SHARED GOVERNANCE

- a. The Faculty has primary responsibility for such fundamental areas as curriculum, subject matter and methods of instruction, research, faculty status, and those aspects of student life which relate to the educational process. On these matters the power of review or final decision resting with the governing Board or delegated by it to the President should be exercised adversely only in exceptional circumstances, and for reasons communicated to the Faculty. It is desirable that the Faculty should, following such communication, have opportunity for further consideration and further transmittal of its views to the President or Board. In regard to the latter, the Faculty can send two liaisons elected by the Faculty for staggered two-year terms to all meetings of the general membership of the Board of Trustees with the right to report faculty views and participate in Board discussions. If a liaison is unavailable for a meeting, he or she will select a faculty member as a replacement.
- b. The Faculty sets the requirements for the degrees offered, determines when the requirements have been met, and presents to the President and the Board the authorized list of candidates for degrees.
- c. Any and all academic changes to the undergraduate and graduate catalogs must be submitted to and approved by the Academic Affairs Committee (undergraduate programs) or the Graduate Programs Committee (graduate programs). Once proposals for changes are passed by the appropriate committee, they must be sent on to the full faculty for final approval before their inclusion in the undergraduate and graduate catalogs.
- d. Faculty status and related matters are among the primary responsibilities of the Faculty. Such responsibilities include, but are not limited to, appointment, reappointment, decisions not to reappoint, promotions, the granting of tenure, and dismissal. These responsibilities are rooted in the understanding that the teaching faculty are the natural originators and custodians of educational policy, and the judgment of scholarly work, whether favorable or unfavorable, most appropriately emanates from the knowledge and experience of other scholars.

Determinations in these matters should first occur through faculty action and by established procedures, reviewed by the chief academic officers with the concurrence of the Board. The governing Board and President should, on questions of faculty status, as in other matters where the Faculty has primary responsibility, concur with the Faculty judgment except in rare instances and for compelling reasons that should be stated in detail.

- e. The Faculty may express its views per majority vote and evaluation regarding the performance of members of the administration. The four primary means for such expression are surveys, votes of censure, votes of commendation, and votes of no confidence.

#### 1.1.2.1.1 THE FACULTY ROLE IN SELECTING THE CHIEF ACADEMIC OFFICER

The Committee formed to conduct the search for a new permanent Chief Academic Officer will consist of seven people; five will be members of the Faculty elected by the Faculty.

The Committee will elect a faculty member as chair and will agree on the manner and media through which the position will be advertised. The Committee will, furthermore, arrange interview schedules so that the members of the Faculty have an opportunity to meet with each candidate. The Committee will then poll the Faculty to determine its preferences. Following the interviews and the polling of the Faculty, the Committee will recommend two or three candidates to the President, detailing why each one is suited to the position and needs of the College. The President will make the selection giving significant weight to the analyses of the Committee.

#### 1.1.2.2 FACULTY EVALUATION OF CHIEF ACADEMIC OFFICER

Faculty members will evaluate the Chief Academic Officer during the spring semester of the Chief Academic Officer's second year and every two years thereafter. On the basis of the evaluation, the Faculty Services Committee will forward a summary of the results to the President. The Faculty Services Committee will initiate the evaluations following AAUP guidelines.

#### 1.1.3 INTERIM OR ACTING ACADEMIC CHIEF ACADEMIC OFFICER

An Interim or Acting Chief Academic Officer shall serve no longer than twenty-four months from the time of appointment. A Search Committee for a permanent Chief Academic Officer will be formed during the first semester of the Interim or Acting Chief Academic Officer's active service.

## 1.2 STRUCTURE OF COLLEGE GOVERNANCE

### 1.2.1 ORGANIZATIONAL OVERVIEW

Wesley College is related to the Peninsula-Delaware Annual Conference of the United Methodist Church. The Corporate Session of the College is held each year at the Annual Session of the Conference. At this time the Chair of the Board of Trustees and the President of Wesley College submit an annual report to the Conference members.

### 1.2.2 BOARD OF TRUSTEES

The Board of Trustees of Wesley College includes twenty-nine (29) members, eight (8) of whom must be ministers of the United Methodist Church. The Board is responsible for selection and appointment of the President of the College. The Trustees also establish institutional policies and approve the budget of the College on a yearly basis.

### 1.2.3 PRESIDENT

The President of Wesley College administers the institution in accordance with the policies established by the Board of Trustees. He or she is the chief executive officer of the College and, as such, is responsible for all activities and operations.

### 1.2.4 PRESIDENT'S CABINET

The President's Cabinet consists of administrative officers chosen by the President and includes the Chief Academic Officer.

### 1.2.5 LEADERSHIP COUNCIL

The membership of the Leadership Council consists of the President, members of the Administration appointed by the President, and two faculty representatives elected by the Faculty for two-year terms. The faculty members are afforded the opportunity to express faculty views and concerns regarding administrative functions and performance as well as institutional priorities.

### 1.2.6 CHIEF ACADEMIC OFFICER

The minimum qualifications of The Chief Academic Officer are: 1) an earned doctorate, 2) satisfaction of the criteria for appointment to Associate Professor rank or higher, and 3) appropriate teaching and administrative experience in higher education.

#### 1.2.6.1 RESPONSIBILITIES OF THE CHIEF ACADEMIC OFFICER

- a. Facilitates the work of the Faculty
- b. Maintains the official academic files of all faculty members.
- c. Facilitates and promotes professional development of the Faculty.
- d. Facilitates and promotes academic program development.
- e. Oversees the implementation of academic policies and procedures approved by the Faculty.
- f. Organizes and publishes the master schedule of all day and night classes in consultation with the Registrar and the Department Chairs.
- g. Provides oversight of the entire registration process, including the scheduling of classes, the assignment of appropriate rooms, and the resolution of conflicts arising from either or both.
- h. Assigns, in consultation with the Department Chairs, faculty office spaces.
- i. Organizes, coordinates, and evaluates a program of academic advisement with assistance of the Department Chairs.
- j. Prepares a budget, in conjunction with the Department Chairs consistent with the goals of academic excellence and institutional efficiency.
- k. Administers the academic budget and the professional development fund.
- l. Participates in meetings of the President's Cabinet as chief guardian and advocate of academic concerns, needs, and growth of the College.
- m. If duties allow, the Chief Academic Officer may teach three credit hours per semester.
- n. Evaluates Department Chairs, other academic administrators and support staff in the Office of Academic Affairs.
- o. Serves as the representative of the institution to external groups.
- p. Makes recommendations to the President concerning faculty personnel matters including appointment, reappointment, sabbatical leaves, promotion, tenure, dismissal, and salary.

## 1.2.7 DEPARTMENT CHAIRS

Department Chairs are elected by the faculty of their respective Departments and their names are presented to the Chief Academic Officer. The Chief Academic Officer will forward his or her recommendation, along with the results of the Departmental election, to the President for official appointment. If the President does not appoint the choice of the Department, the Departmental faculty will elect an alternative choice, who will be subject to the same procedure of recommendation by the Chief Academic Officer and appointment by the President. Their term of service is three years and they may serve consecutive terms.

### 1.2.7.1 COMPENSATION FOR DEPARTMENT CHAIR

The compensation for Department Chairs ranges from 1.5 to 8 credits overload pay at the rate for full professors. Compensation will be determined and budgeted by the Chief Academic Officer according to the following criteria: 1) the number of full-time faculty in the Department whose work will be coordinated and evaluated by the Chair, 2) the number of adjuncts overseen, 3) the number of sections offered by the Department, 4) the number of majors, and 5) other additional work, such as that necessary to receive or maintain accreditation by outside agencies. The actual dollar ranges awarded to Chairs shall be published to the fulltime faculty per e-mail before the Fall faculty workshop each year. A Chair may request to make arrangements for release time with the Chief Academic Officer in lieu of additional pay.

### 1.2.7.2 RESPONSIBILITIES OF THE DEPARTMENT CHAIR

- a. Facilitates the work of the Department.
- b. Assists in implementation of College policies, particularly as they affect the Department's work.
- c. Makes recommendations to the Chief Academic Officer concerning faculty personnel matters including appointment, re-appointment, sabbatical leaves, promotion, tenure, dismissal, and salary.
- d. Assigns and staffs courses within the Department and maintains, to the extent possible, an equitable and mutually agreeable distribution of courses, sections, and times.
- e. Prepares departmental information for the College Catalog and other College publications and transmits this information to the Office of Academic Affairs.
- f. Prepares an annual Department budget for submission the Office of Academic Affairs.

- g. Approves expenditures of Department funds.
- h. Encourages and facilitates professional development of Department faculty members.
- i. Provides orientation of new faculty members within the Department.
- j. Evaluates Department faculty and support staff performance.
- k. Oversees departmental curriculum development, implementation, and evaluation.
- l. Calls meetings as needed to ensure that the work of the Department is properly coordinated.
- m. Coordinates with graduate program directors within the department, if it pertains.

#### 1.2.8 GRADUATE PROGRAM DIRECTORS

Graduate Program Directors are appointed by and report to the responsible Department Chair(s). The term of appointment shall be three years. Graduate Program Directors may serve consecutive terms

##### 1.2.8.1 COMPENSATION FOR GRADUATE PROGRAM DIRECTORS

The compensation for Graduate Program Directors is determined and budgeted by the Chief Academic Officer, in consultation with the respective Department Chair.

##### 1.2.8.2 RESPONSIBILITIES OF GRADUATE PROGRAM DIRECTORS

- a. Develops and maintains all aspects of Program curricula including schedules, staffing, and academic policy.
- b. Assists with student recruitment and admits students into the Program.
- c. Oversees student advisement and progression through the program.
- d. Prepares and monitors program budget.
- e. Establishes and maintains appropriate partnerships with professional organizations and institutions.
- f. Reviews library holdings and makes appropriate recommendations.

- g. Develops and oversees outcomes assessment

### 1.3 FACULTY PARTICIPATION IN COLLEGE GOVERNANCE

Wesley College faculty participate in College governance through the following channels:

- Department Meetings
- Committee Meetings
- Faculty Meetings
- Leadership Council Meetings
- Board of Trustee Meetings

#### 1.3.1 DEPARTMENT MEETINGS

Department meetings are held as needed throughout the academic year. Recommendations and proposals formulated at this level are forwarded to the appropriate faculty Committees for consideration.

#### 1.3.2 COLLEGE FACULTY MEETINGS

The full College Faculty will meet a minimum of three (3) times each semester to discuss matters of importance to the professorate, to take action on matters of academic concern and policy, and to communicate with members of the administration. The College Faculty shall express their judgments in and act by majority vote. Faculty members are defined in section 2.1.1. The schedule for College Faculty Meetings will be set by the Chair of the Academic Affairs Committee, and published at the beginning of each Academic Year.

The Faculty will meet on call by the Chief Academic Officer, on request of one-third of the full Faculty, on request of the Faculty Services Committee, or at the request of the President.

The College Faculty shall act on issues of general academic policy including but not limited to revisions of the core curriculum or Program requirements, the creation of new programs and deletion of a program.



## 1.4 PROCEDURES FOR FACULTY MEETINGS

- a. A quorum, defined as two thirds of the voting members, is necessary for action by the Faculty. A quorum, once established, is not maintained after the departure of a number of members of the Faculty. Votes require simple majority, unless otherwise specified in this Handbook.
- b. Only tenured and tenure-track faculty, as defined in Section 2.1.1, may vote at Faculty meetings. Administrators holding faculty rank do not have voting privileges at faculty meetings. The Chief Academic Officer will give the Parliamentarian a list of tenured and tenure-track voting members at the beginning of each semester.
- c. The Faculty will take action on a matter only when there has been prior notice of at least one (1) week. Such notice may be through distribution of an agenda or consideration of an item at a previous meeting. In the absence of previous notice, action can be taken on a matter only if there is 2/3 agreement of all voting members present at the meeting.
- d. The Chief Academic Officer, in conjunction with the Chair of the Academic Affairs Committee, will prepare the agenda for Faculty Meetings. The agenda of each Faculty Meeting shall give precedence to all business requiring action (i.e., the vote of the Faculty) by placing these items of business at the top of the agenda.
- e. The Chair of the Academic Affairs Committee will preside at full faculty meetings. In case of absence, the Faculty will elect a Chair pro tem.
- f. The Chief Academic Officer will forward all actions of the Faculty requiring presidential action to the President, as the Chief Executive Officer of the College, for final institutional action. If the President, or the Board of Trustees, does not approve a particular action, a written explanation will be provided to the Faculty. Notification of actions approved by the President, and when necessary, by the Board of Trustees, will be sent to the Faculty by the Chief Academic Officer.
- g. Robert's Rules of Order apply in any instance where the Faculty has not established an alternative procedure.

## 1.5 FACULTY OFFICERS

Toward the end of each academic year the Faculty shall elect, if necessary, a Faculty Secretary and a Parliamentarian to serve for two-year terms.

### 1.5.1 FACULTY SECRETARY

The Faculty Secretary shall take and keep minutes of all meetings of the Faculty. These minutes shall be distributed to the full Faculty through the Office of Academic Affairs.

### 1.5.2 PARLIAMENTARIAN

The Parliamentarian shall, when called upon, assist the Chair of the Faculty Meetings with rulings on points of parliamentary procedure.

## 1.6 FACULTY COMMITTEES

Faculty members make a significant contribution to the governance of the College through participation on a variety of College-wide committees. Faculty Committees are empowered to make decisions appropriate to their respective mandates. Faculty Committees also represent the Faculty in overseeing their respective functions and components of the College.

### 1.6.1 COMMITTEE STRUCTURE

- a. Each committee establishes rules and procedures for conducting its business. Committees must meet at least once each semester during the academic year. They may meet as often as required, on call by the Chair, on request of one-third of the committee members, or at the request of the Full Faculty, the Chief Academic Officer or the President.
- b. The members of each committee are elected by the Faculty at large, elected by the Departments, or appointed by title. Each elected member serves a term of two (2) years unless otherwise specified in this Handbook. Committee members cannot succeed themselves unless otherwise specified in the respective committee description outlined in this Faculty Handbook. No more than two members of any department may serve on any standing committee, except that no more than one member of any department may serve on the Academic Affairs or Personnel Committees.
- c. An elected member may not serve concurrently on more than two (2) committees.

- d. Elected faculty members serve staggered terms. For initial election, one-half of the members elected will serve one-year terms; the other half will serve two-year terms. Thereafter, all terms will be for two (2) years. Terms officially begin on the first day of the Fall Semester.
- e. Student representatives elected to committees are to serve one-year terms, beginning on the first day of Fall Semester. A student may not serve concurrently on more than one (1) committee.
- f. Elections for faculty and student members of the various committees will be held each Spring Semester. Elections for replacements may be held as needed.
- g. In the event that a committee member must be absent from meetings for a semester or more, a special election will be held to fill the vacancy for the rest of the term.
- h. Committee Chairs may invite anyone to a committee meeting if the person has a proposal to put before the group or has a special interest in a matter under discussion. Committee members may propose to the Chair any person(s) whom they would like to have invited to particular meetings.
- i. The Faculty will vote on all committee recommendations and proposals involving development or modification of academic rules, regulations, and requirements, including adoption of new courses and programs. Action by the Faculty will take place at regularly scheduled or specially called faculty meetings.

#### 1.6.2 COMMITTEE FUNCTIONING

- a. The senior returning faculty member on the committee will convene the first meeting of the academic year.
- b. Committee chairpersons are elected at the first meeting of each year, which should take place no later than October 1. The chairperson must be tenured or on a tenure-track contract. The chairperson schedules regular meetings to review and discuss relevant matters and to fulfill the charge of the respective committees.
- c. A quorum, defined as a simple majority of voting members, is necessary for Committee action.
- d. Committees will take action on a matter when there has been prior notice of at least one (1) week to committee members. Such notice may be through distribution of an agenda or consideration of an item at a previous meeting. In the absence of previous notice, action can be taken on a matter only if there is agreement of 2/3 of all voting members present at the meeting.

- e. The maximum time for the length of each committee meeting is set at two (2) hours. Continuation of a meeting past the two (2) hour maximum requires a unanimous agreement of all voting members present at the meeting.
- f. Any Committee may establish ad hoc committees from among its membership to aid in Committee deliberations.
- g. Committee Chairs vote only to make or break a tie. Similar to all Committee members, Chairs may express specific concerns to be included in Committee minutes.
- h. Attending members and precise Committee votes (e.g., 8-3) will be reported in Committee minutes. Minutes will be provided to the Office of Academic Affairs and the Chair of the Academic Affairs Committee. Each Committee will submit a formal report that summarizes its activities for the year to the Chief Academic Officer and Chair of the Academic Affairs Committee by April 30.
- i. Robert's Rules of Order apply in any instance where a committee has not established an alternative procedure.

## 1.7 ACADEMIC AFFAIRS COMMITTEE

The Academic Affairs Committee both advises and represents the Faculty on all issues of academic concern.

### 1.7.1 COMMITTEE FUNCTIONS

The Academic Affairs Committee

- a. Develops goals for the academic component of the College in the context of a long-range plan, develops priorities and strategies for the attainment of those goals, and evaluates the progress toward achieving the long-range plan. The Committee shall identify problems and obstacles and suggest means to surmount them. In addition, the Committee shall prioritize needs for faculty and support staff positions.
- b. Gathers, assesses, and communicates academic information needs to the Director of the Library and the Chief Information Officer. The Committee also advises the Director of the Library and Chief Information Officer concerning the development of appropriate policies.
- c. Participates in decision making regarding student recruitment and admissions, financial aid, student retention, academic services, and academic advising.
- d. Recommends establishment/revision of student admission standards to the

Faculty.

- e. Recommends to the Faculty policies and procedures for academic support services.
- f. Develops and oversees an effective program of academic advising.
- g. Adjudicates student requests for exceptions to established academic rules and regulations, including graduation requirements.
- h. Recommends changes in institutional graduation requirements.
- i. Sets priorities for the use of academic facilities.
- j. Reviews academic matters as requested by the Faculty, the Chief Academic Officer or the President.
- k. Approves any and all academic changes to the academic catalog.

#### 1.7.2 COMMITTEE MEMBERSHIP

The Academic Affairs Committee consists of six (6) members of the Faculty, elected at-large in a full faculty meeting.

The Chief Academic Officer also serves on the Committee ex officio and without vote.

The Chair of the Academic Affairs Committee will be elected by the full faculty from the six faculty members of the Committee. In order to facilitate communication, the Chair will meet monthly with the President of the College. The Chair will also set the schedule for College Faculty Meetings for the year and the agenda for full faculty meetings in conjunction with the Chief Academic Officer and will preside over meetings of the full Faculty.

### 1.8 FACULTY PERSONNEL COMMITTEE

#### 1.8.1 COMMITTEE FUNCTIONS

The Faculty Personnel Committee is responsible for the evaluation of faculty members, for review of all requests for promotion in rank, tenure, and sabbatical leave, and for the making of recommendations to the Chief Academic Officer.

The Committee will meet in March in order to nominate to the Faculty in its regular April meeting members to serve on the various Committees in the following academic year. The Chair of the Committee will solicit from the full-time faculty, through email or other means, the names of those qualified full-time faculty members who

wish to be included on the printed ballot. After the election, the Committee will certify the eligibility of the elected candidates according to criteria in all applicable sections of the Faculty Handbook. Any problems will be communicated to the affected faculty members and resolved by election at the following faculty meeting.

#### 1.8.2 COMMITTEE MEMBERSHIP

Faculty Personnel Committee consists of five (5) tenured faculty members at the rank of associate professor or higher, who are elected at-large, for two-year terms, by the full Faculty. Department Chairs are not eligible for membership on this committee. Two additional faculty members will also be elected to serve as alternates. Faculty members who are applying for promotion or sabbatical cannot serve on the committee during the year in which they apply.

#### 1.9 FACULTY SERVICES COMMITTEE

The Faculty Services Committee represents the Faculty on matters of shared governance, Faculty Handbook integrity and revision, and conditions of employment such as faculty benefits, load, and pay.

##### 1.9.1 COMMITTEE FUNCTIONS

Specific duties of the Faculty Services Committee include, but are not be limited to, the following:

- a. Ensure Handbook compliance in matters of governance by
  - i. Examining alleged violations
  - ii. Notifying the responsible party
  - iii. Proposing corrective action
  - iv. Reporting alleged violations to the administration and the faculty
  - v. Consulting outside agencies as appropriate to achieve resolution
- b. At the beginning of the fall semester, the committee will review the minutes of the full faculty meetings from the previous academic year to ensure approved changes have been included in the current handbook.
- c. Review proposed changes to the Faculty Handbook and make recommendations to the full Faculty (consistent with procedures outlined on p.1 Handbook Change Procedures).
  - i. Acknowledge, in writing, receipt of proposals within five working days
  - ii. Review proposals and notify author of the committee's recommendation
  - iii. Report receipt of proposals to the Faculty in monthly reports
  - iv. Report a recommendation on proposed changes to the Faculty in a timely

- manner, consistent with the number and complexity of the proposals
- d. Advocate faculty positions in regard to Handbook revisions and address and resolve such revisions with the President or his/her designees.
  - e. Assess the provision of benefits and compensation and represent the Faculty in advocating changes viewed as necessary or desirable.
  - f. Conduct faculty evaluations of the Chief Academic Officer and other administrative officers in accordance with sections 1.1.1 and 1.1.3.

#### 1.9.2 COMMITTEE MEMBERSHIP

The Faculty Services Committee consists of five (5) members of the faculty elected at-large by the Faculty to serve two-year terms. At least three members of the committee must be tenured.

#### 1.10 ACADEMIC STANDING COMMITTEE

The Academic Standing Committee advises the Office of Academic Affairs with regard to the application of rules and regulations concerning academic performance of individual students.

##### 1.10.1 COMMITTEE FUNCTIONS

Specific tasks of the Academic Standing Committee include:

- a. Regularly review policies concerning academic standing in the academic catalog, such as probation and suspension, grade grievance and other academic standards, and make recommendations to the Faculty.
- b. Review student records at the end of each semester and records of students on probation at midsemester.
- c. Make recommendations to Chief Academic Officer concerning placement of individual students on academic probation or academic suspension.
- d. Hear appeals and make final decisions regarding students who have been academically suspended.
- e. Make recommendations to Chief Academic Officer concerning applications for readmission from students who have been academically suspended. The Chair of the committee will be informed of applications through the Office of Academic Affairs. At least two of the faculty committee members must participate in the review.
- f. Review student violations of the Academic Honesty Standard. Hear appeals and make final decisions regarding such violations.

- g. Request resources or documents, as needed, from the Office of Academic Support or the Registrar.
- h. Any three (3) members will serve on an Academic Grievance Board.

#### 1.10.2 COMMITTEE MEMBERSHIP

- a. Five (5) faculty members elected at-large.
- b. One (1) delegate of the Office of Academic Affairs serving ex officio and without vote.
- c. An Academic Grievance Board, which adjudicates final grade grievances filed by students, shall be composed of:
  - i. Any three (3) of the five (5) faculty members of the Academic Standing Committee in rotation,
  - ii. Two (2) student representatives selected by the Student Government Association,
  - iii. In the event that a faculty member needs to recuse him or herself, and if the Committee finds it impossible to convene a grievance board with three faculty members of the Committee, another tenured or tenure track member of the Faculty may be asked by the Committee to serve as an alternate on an ad hoc basis.

#### 1.11 EVENING AND OFF CAMPUS PROGRAMS COMMITTEE

##### 1.11.1 COMMITTEE FUNCTIONS

The Evening and Off Campus Programs Committee participates in decision-making regarding all evening and off campus programs and initiatives, including online and adult education offerings, to ensure that such programs comply with Faculty Handbook policies and procedures, and College academic standards.

##### 1.11.2 COMMITTEE MEMBERSHIP

The Evening and Off Campus Programs Committee shall elect a chairperson from one of the Faculty members of the committee. The committee consists of the following members:

- a. Five (5) Faculty members elected at large.
- b. The Chief Academic Officer may appoint a delegate to the committee, who will serve ex officio and without vote.



## 1.12 GRADUATE PROGRAMS COMMITTEE

### 1.12.1 COMMITTEE FUNCTIONS

The Graduate Programs Committee reports to the Faculty by publishing its minutes and bringing new program and course proposals before the Faculty for approval. It develops, reviews and implements policies and procedures pertaining to graduate-level instruction, programs, and curriculums, and upon review recommends new graduate-level courses or programs to the Faculty for approval. The committee is convened by the Vice President for Academic Affairs to hear all graduate student appeals and grievances. The Committee nominates members for the Institutional Review Board for election by the Faculty.

### 1.12.2 COMMITTEE MEMBERSHIP

The members of the Graduate Programs Committee are the Directors of the Graduate Programs. The Directors of the Graduate Programs are elected by their respective department faculty and approved and appointed by the Chief Academic Officer. An additional faculty member from each department with graduate programs shall serve as a voting member of the Committee. The additional member shall be elected by the faculty of the departments that house graduate programs. Those elected should be currently teaching or have taught in the graduate programs of the departments.

The following shall serve as ad hoc members of the Graduate Programs Committee:

- Vice President for Academic Affairs (Chief Academic Officer)
- A representative from Enrollment Management whose primary assignment is graduate admissions and recruitment
- A currently enrolled graduate student, nominated and approved by the Graduate Committee, and serving a one year term
- Directors of additional Wesley College sites

## 1.13 FACULTY LECTURE AND CULTURAL ARTS COMMITTEE

This committee develops and administers the programming for Wesley College's Cultural Arts Series. The committee also administers a guest lecture series which invites notable scholars outside the Wesley academic community to lecture on campus. The Committee's duties include the writing of necessary grants in coordination with Chief Academic Officer in seeking funds for the series. The Series also receives funding from the Office of Academic Affairs.

### 1.13.1 COMMITTEE MEMBERSHIP

Four (4) members of the Faculty elected at large for three-year terms.

## 1.14 SCHOLAR'S DAY COMMITTEE

### 1.14.1 COMMITTEE FUNCTIONS

Specific duties of the Scholar's Day Committee include:

- a. Determine a date and publicize the Scholar's Day event, encouraging students and faculty advisors to apply
- b. Create an application process
- c. Provide support to students
- d. Organize the event and enlist facilitators and evaluators
- e. Bring proposed policy or procedural actions to the Faculty

### 1.14.2 COMMITTEE MEMBERSHIP

- a. Six members elected by the full faculty, representing at least five different academic departments
- b. Members serve two-year terms
- c. The committee will elect a chair
- d. Committee members may serve up to two (2) consecutive terms

## 1.15 CORE CURRICULUM COMMITTEE

The Core Curriculum Committee is responsible for reviewing and recommending proposed courses, based on Core outcomes, for the Core curriculum; approving courses, based on Core outcomes, for the first-year seminar; providing assistance to chairs with transfer reviews; overseeing assessment of the Core curriculum, including Core outcomes; developing programming to enhance the Core curriculum; overseeing policies and procedures related to the Core curriculum; ensuring that current Core curriculum learning outcomes and first year seminar outcomes are accessible on Wesley.net.

During the review process, the Core Curriculum Committee will respect and honor their colleagues' knowledge and expertise and their academic freedom to choose appropriate content and instructional methods and to design effective assessment strategies.

### 1.15.1 COMMITTEE FUNCTIONS

- a. The Core Curriculum Committee
  - i. Solicits first-year seminar and template-based course proposals from all tenured and tenure-track faculty members by Sept 15 (fall) and Feb 1 (spring).
  - ii. Receives first-year seminar and template-based course proposals from faculty by Oct 15 (fall) and March 1 (spring).
  - iii. In reviewing first-year seminars and template-based courses, the Core Curriculum Committee will adhere to the following process:
    - a. If the course satisfies first-year seminar or template course outcomes, the Committee will forward the course to the Chief Academic Officer by Dec 15 (fall) and May 1 (spring).
    - b. If the course does not satisfy first-year seminar or template course outcomes, the Committee will return the proposal to the professor who submitted it before the last day of finals for each semester, with suggestions for revision to meet those outcomes.
- b. Courses will be approved for a three-year period.
- c. The Core Curriculum Committee will develop a rotation of courses for the first-year seminars and forward it to the Chief Academic Officer.
- d. In reviewing course proposals, other than first-year seminars, the Core Curriculum Committee will adhere to the following process:
  - i. If a new course satisfies Core outcomes, the Committee will forward its recommendation for inclusion in the Core curriculum to the Academic Affairs Committee. In addition, the proposer will complete and forward a new course proposal to the Academic Affairs Committee.
  - ii. If an existing course satisfies Core outcomes, the Committee will forward its recommendation for inclusion in the Core curriculum to the Academic Affairs Committee.
  - iii. If a course does not satisfy Core outcomes, the Committee will return the proposal to the professor who submitted it, with suggestions for revision to meet those outcomes.
- e. The Core Curriculum Committee initiates a five-year review of
  - i. Core course syllabi to ensure that the content continues to fulfill specified Core outcomes and that any modifications that may have occurred sustain the Core status of the course.
  - ii. Core outcomes. Any suggested changes to Core outcomes must be approved by the full Faculty.

- iii. Core requirements. Any changes to Core requirements must be approved by the full Faculty.

#### 1.15.2 COMMITTEE MEMBERSHIP

Six full-time tenured or tenure-track faculty members

#### 1.16 INSTITUTIONAL COMMITTEES AND BOARDS

Faculty also serve on committees and boards serving broader institutional needs and mandates.

##### 1.16.1 INSTITUTIONAL COMMITTEE AND BOARD STRUCTURE AND FUNCTION

The structure and function of institutional committees and boards are the same as outlined in Section 1.6.1.

##### 1.16.2 INSTITUTIONAL COMMITTEE AND BOARD GUIDELINES

The guidelines for institutional committee and board functioning are the same as outlined in Section 1.6.2.

#### 1.17 STUDENT AFFAIRS COMMITTEE

The Student Affairs Committee oversees and promotes the alignment of co-curricular programs and policies with the educational mission of the College.

##### 1.17.1 COMMITTEE FUNCTIONS

The primary duties of the Student Affairs Committee are to:

- a. Review proposed and existing policies concerning student organizations, programs and services including but not limited to religious life, student government, athletics, and standards of conduct, as presented in student handbook and college catalog and recommend acceptance, rejection, or amendment to the final decision-making authority.
- b. Annually review the college catalog and student handbook for consistency in student life policies.
- c. Review student affairs matters as requested by the Faculty.
- d. Propose policies, programs, or actions aimed at enhancing the educational value of the co-curricular experience.

### 1.17.2 COMMITTEE MEMBERSHIP

The Student Affairs Committee shall consist of nine (9) members and elect a chair from one of the faculty members of the committee. The committee consists of the following members:

- a. Three (3) faculty members
- b. Two (2) members from the Office of Student Affairs staff appointed by the Dean of Students
- c. Campus Minister
- d. Three (3) student representatives appointed by the Student Government Association.

The Dean of Students also serves on the Committee ex officio and without vote.

### 1.18 STUDENT MEDIA BOARD

#### 1.18.1 BOARD FUNCTIONS

Oversees and evaluates all student publications (*The Whetstone*, *The Eukairia*, etc.) and radio and television productions with particular concern for ethical and legal issues.

#### 1.18.2 MEDIA BOARD MEMBERSHIP

The Media Board consists of the Chair of the Multimedia Communication department, the advisers to the various media outlets, two (2) faculty members elected at large by the Faculty for two-year terms, and the student editors/directors of the various media outlets.

### 1.19 INSTITUTIONAL REVIEW BOARD FOR THE PROTECTION OF HUMAN SUBJECTS

#### 1.19.1 COMMITTEE FUNCTIONS

The Institutional Review Board (IRB) shall oversee research involving human subjects to the extent that it reviews, for approval or rejection, proposals by students and faculty for research projects involving human beings. Human subjects are protected primarily through informed consent, although other ethical issues may arise.

## 1.19.2 COMMITTEE MEMBERSHIP

The IRB shall consist of at least five voting members as required by Federal policy. Four will be elected from the full time Faculty and will serve staggered two-year terms, and one will be appointed by the President from outside the College to represent the concerns of the community. The following qualifications will be ensured:

- a. The community appointee must not be otherwise affiliated with the institution, and may not be part of the immediate family of a person who is affiliated with the institution.
- b. At least one member of the committee must be one whose primary concerns are in scientific areas.
- c. At least one member of the committee must be one whose primary concerns are in non-scientific areas.
- d. In order to fulfill U.S. Department of Health and Human Services requirements for research involving children with handicaps or mental retardation, and to prepare for the possibility that research at this institution could involve such subjects, at least one member should be a person primarily concerned with the welfare of these subjects.
- e. The IRB will not be composed of members of one profession. The IRB membership should be sufficiently diverse and qualified in its expertise and individual background to authoritatively review proposed research, safeguard the rights and welfare of diverse and potentially vulnerable human subjects, and to ascertain the standards of professional conduct and practice.
- f. It is advisable that research involving any vulnerable group be reviewed by a committee whose membership includes someone with expertise or interest in the concerns of that specific community, and such concerns should be included in the formulation of the Committee.
- g. The IRB may, at its discretion, invite individuals with competence in special areas to assist in the review of issues beyond or in addition to the expertise of the Committee. These individuals shall be non-voting members of the Committee for the specific review(s) warranting their inclusion.
- h. Every effort should be made to ensure that the IRB is comprised of both men and women, so long as no selection is specifically made on the basis of gender.

- i. The IRB may not have a member participate in the IRB's initial or continuing review of any project in which the committee member has a conflicting interest, except to provide information requested by the IRB.
- j. The composition of the Committee may change to meet Federal guidelines.

**CHAPTER 2**  
**THE COLLEGE FACULTY: PRACTICES AND PROCEDURES**

2.1 DEFINITION OF FACULTY STATUS

2.1.1 RANKED FACULTY, FULL-TIME

The College defines a faculty member as a full-time professional holding academic rank whose primary responsibility is teaching and who holds a current "Faculty Employment Agreement" signed by the Chief Academic Officer and the President of the College. A faculty member's title will include reference to the primary academic discipline in which she or he is qualified to teach.

In determining years of service for promotion and tenure consideration, the full-time appointment as described above will count as one (1) academic year. (Moved from 2.7.1)

The College bases all decisions regarding faculty employment, re-employment, promotion, tenure, and salary on the following factors: academic achievement, teaching, scholarship, service, consistency with the educational philosophy of the College, and length of institutional service. Section 2.1.4 (below) defines these factors.

2.1.1.1 TENURED AND TENURE TRACK FACULTY

The College gives Tenure Track Appointments to ranked faculty members at the time of appointment. Tenure Track Appointments enable a faculty member to apply for tenure upon successful completion of the requirements listed in Section 2.4 of this Handbook. The College gives Continuous (Tenured) Appointments to ranked faculty members who have attained tenure status as provided for in Section 2.4 of this Handbook. Continuous Appointment entitles faculty members to appointment renewal by the College unless separated pursuant to the provisions of Section 2.10.3.3 and Section 2.10.4 of this handbook.

Faculty members who are tenured or are on tenure track hold academic rank with the following titles:

- a. Assistant Professor
- b. Associate Professor
- c. Professor



#### 2.1.1.2 NON-TENURE TRACK FACULTY

Faculty members who are ineligible for tenure hold academic rank with the following titles:

- a. Instructor: The College may assign this title to persons who are appointed to teach for a limited period of time and who do not have the customary academic credentials to hold the rank of assistant professor or higher. An Instructor will normally hold the Master's Degree. Exceptions may be made in cases of outstanding expertise or experience.
- b. Visiting Faculty: The College may assign this title to individuals who are appointed to teach for a limited period of time. All such appointments are full-time appointments with respect to duties, rights and responsibilities. There shall be a limit of two consecutive years to such an appointment unless otherwise agreed to by the Department Chair, a majority of the Department faculty, and the Chief Academic Officer.

#### 2.1.2 SPECIAL STATUS FACULTY

##### 2.1.2.1 EMERITUS FACULTY

In consultation with the Department Chair, the Chief Academic Officer may recommend the appointment of a retiring (or retired) faculty member, who has a minimum of ten years of service to the College, to the rank of Professor Emeritus. Emeritus status is conferred by the President upon recommendation of the full Faculty and with the approval of the Board of Trustees.

##### 2.1.2.2 FACULTY STATUS FOR ADMINISTRATORS

Faculty status, which does not imply the rights and obligations of full-time faculty members, may be granted to administrators with appropriate qualifications with the advice and consent of the full Faculty. The administrator's title will include reference to the primary academic discipline in which he or she is qualified to teach.

##### 2.1.2.3 PART-TIME FACULTY APPOINTMENT

A part-time appointment is one at less than 1.0 Full-time Equivalent (FTE). At the time of a part-time appointment, the appointee and the College will reach a clear understanding in writing of the specific terms of the appointment. Employment agreements for part-time faculty are issued from the Office of Academic Affairs.

Approval to teach specific courses will be determined by the appropriate Department Chair in consultation with the appropriate Academic Dean.

### 2.1.3 ADJUNCT FACULTY APPOINTMENT

The Office of Academic Affairs issues employment agreements for adjunct faculty as a means to meet a temporary instructional need of the College. The College employs such instructors under an Adjunct faculty Contract and compensates them on a contact-hour basis. Compensation is currently based on degree and years of service.

Approval to teach specific courses will be determined by the appropriate Department Chair in consultation with the Chief Academic Officer.

### 2.1.4 QUALIFICATIONS FOR FACULTY RANK

#### 2.1.4.1 ACADEMIC ACHIEVEMENT

Academic achievement refers to the attainment of the appropriate terminal degree in one's primary teaching field. Under normal circumstances, appointments will not be made above the rank of Instructor unless the candidate holds the Ph.D. (or its equivalent) in the discipline of the appointment. The College recognizes only advanced degrees that are earned from regionally accredited universities.

In some disciplines, other forms of achievement may be considered. It is assumed that in these situations a faculty member utilizes an area of professional competence as an extension of creative expression, research, or classroom instruction.

#### 2.1.4.2 TEACHING

Teaching is the purposeful intervention in the life of another for the improvement of the human condition. The job of teaching is central to the mission and goals of the College. It should be understood and implemented as a multidimensional endeavor that achieves the learner outcomes defined in the core curriculum. Evidence of successful and meritorious teaching includes, but is not limited to, the following:

- a. Student evaluations of courses and field work
- b. Student recommendations
- c. Colleague observations
- d. Recognition by colleagues
- e. Independent student scholarship
- f. Curriculum development
- g. Off-campus recognition
- h. Academic advisement and counseling
- i. Contribution to institutional change
- j. Interdisciplinary instruction
- k. Honors and awards for teaching
- l. Developing instructional materials
- m. Postgraduate student performance
- n. Course outlines

#### 2.1.4.3 SCHOLARSHIP

Scholarship is a creative, knowledge-producing endeavor that has demonstrable value to students, the program, the institution, one's peers, and the public. Examples of scholarly activities include, but are not limited to, the following:

- a. Publication in scholarly and intellectual journals, books and monographs;
- b. Published plays, stories, novels, or poems;
- c. Presentation of papers or posters at professional conferences, seminars, meetings or conventions;
- d. Completion of unpublished work;
- e. Work in progress, including exploratory research;
- f. Artistic achievements as demonstrated by recitals, shows, performances, and exhibitions
- g. Editorial service for scholarly journals
- h. Reviews of manuscripts and books in the discipline
- i. Grant awards and fellowships
- j. Reputation among colleagues as demonstrated by letters, citations, reviews, and other honors
- k. Participation in proceedings of learned societies
- l. Consultative work or institutional research enhancing one's scholarship
- m. Speeches, workshops, and presentations
- n. Research preparatory to teach outside one's academic expertise or specialty

#### 2.1.4.4 SERVICE

Service is work done by faculty on behalf of the College that advances the mission and goals of the College. Engaged faculty continually seek out service opportunities within their institution, within their discipline or profession, and within their community. Demonstrable service includes, but is not limited to, the following:

- a. Active service on faculty and College committees, boards, and task forces (both elected and appointed);
- b. Leadership at the department or program level;
- c. Active participation on state, regional, and national committees or panels;
- d. Administrative work (e.g., chairing a department, committee, or task force);
- e. Collaborative or individual initiatives that support, extend, or strengthen one's program or the institution;
- f. Service to professional and learned societies;
- g. Advising student organizations;
- h. Service to off-campus populations or work with the local and/or regional communities that reflect Wesley's mission and goals.

#### 2.1.4.5 CONSISTENCY WITH THE EDUCATIONAL MISSION AND GOALS OF THE COLLEGE

The mission, goals, and philosophy of the College are described in the first section of the College Catalog. The College also expects that all members of the Faculty will maintain appropriate ethical relationships and behavior in the performance of their duties. The AAUP Statement on Professional Ethics is hereby included by reference.

#### 2.1.4.6 LENGTH OF INSTITUTIONAL SERVICE

Appointment or promotion to faculty rank depends on full time college teaching experience, both at Wesley College and at other institutions, and the length of service in one rank prior to promotion.

Experience and time in rank refers only to continuous full-time service as a faculty member whose primary responsibility is/was teaching. Continuous service is that period of time that begins upon the date of eligibility for salary and benefits, as attested in the faculty member's employment contract. Upon conversion to a tenure-track contract, the years of service as a visiting faculty member, or other form of non-tenure-track full-time faculty contract, shall be counted as full-time service toward promotion and tenure unless otherwise stated and agreed to in the letter of appointment. A faculty member's continuous service record shall be interrupted only by dismissal for just cause, voluntary resignation, retirement, or failure to return upon expiration of a leave of absence.

At the time of initial appointment, the Chief Academic Officer may credit a faculty member with prior teaching experience at other institutions for the purpose of an accelerated application for tenure or promotion. The Chief Academic Officer shall base such credit on a review of the appointee's record of experience and shall document such credit in the faculty member's personnel file.

An instructor who meets the criteria for the rank of assistant professor may apply for promotion at any time that she or he meets those criteria without regard to length of service at the rank of instructor. An assistant professor becomes eligible to apply for promotion to the rank of associate upon completion of three years of service in the rank of assistant professor, making application in the fall of the fourth year in rank. An associate professor becomes eligible to apply for promotion to the rank of professor upon completion of five years of service in the rank of associate professor, making application in the fall of the sixth year in rank. Truly extraordinary achievement may warrant early consideration. Faculty members should apply for tenure in the fall of their sixth year of full-time service to the College.

#### 2.1.4.7 GRANDFATHER CLAUSE

Faculty rank granted prior to the 2005-2006 Faculty Handbook shall not be rescinded for failure to meet the qualifications enumerated in Section 2.3.2.2.

## 2.2 GENERAL FACULTY WORKLOAD

### 2.2.1 INSTRUCTIONAL LOAD

The standard teaching load at Wesley College is twelve (12) contact hours of classes with a maximum of three (3) preparations. Classes will normally be scheduled over four or five days. Faculty members who teach more than twelve (12) hours shall be additionally compensated based on rank. Faculty members who teach more than three (3) preparations (three credit hour courses) will be compensated at a rate of 1/3 credit hour for each credit hour requiring an additional preparation. This additional compensation will not apply to overload hours. The Chief Academic Officer will grant approval for a faculty member to carry more than a fifteen (15) credit hour teaching load in any semester only in cases of extreme emergency. In such an instance, the faculty member and the appropriate Department Chair will concur with the Chief Academic Officer that such a necessity exists. In no case shall overloads be granted beyond six credits.

### 2.2.2 SCHOLARSHIP

The College expects every faculty member to conduct a self-directed and on-going program of productive scholarship as defined in section 2.1.4.3 (above).

### 2.2.3 SERVICE

The College expects every faculty member to conduct a self-directed and on-going program of service to the College, the community, and to her or his discipline and profession as defined in section 2.1.4.4 (above). Conscientious participation in faculty and committee meetings is a professional duty.

### 2.2.4 ACADEMIC ADVISEMENT

As part of their regular responsibilities, faculty members are expected to serve as advisors to students assigned to them. Faculty members may also be asked to serve as faculty advisors to student groups and organizations. In addition, faculty members are expected to schedule office hours as noted in section 2.11.10.

## 2.2.5 OUTSIDE EMPLOYMENT

The College expects the remuneration of full-time faculty to be sufficient to preclude the need for outside employment. Moreover, should its full-time faculty members engage in any outside employment, that employment must not conflict with their responsibilities to the College. The College also expects that all faculty members will do nothing in any outside employment which will adversely affect the College; nor may they use any College resources for personal or non- College business or purposes. Courses taught at other institutions will be counted within the constraints of the overload policy stated in section 2.2.1. Faculty members must inform the Chief Academic Officer of their intent to carry any outside employment. Should supplemental employment have a detrimental effect on job performance at Wesley, the faculty member will be asked to resign one of the positions.

## 2.3 CRITERIA FOR APPOINTMENT AND PROMOTION OF ACADEMIC FACULTY

### 2.3.1 GUIDELINES FOR APPOINTMENT

Appointment to academic rank shall be consistent with those standards set forth in section 2.3.2.2 (paragraphs b., c., and d.). Procedures for initial appointment are found in section 2.8.

### 2.3.2 GUIDELINES FOR PROMOTION

Promotion to any rank above that of instructor serves as a form of recognition of individual merit and thereby strengthens individual departments and the College. With respect to individual merit, promotion should be regarded both as recognition that an individual has achieved and maintained a level and quality of professional excellence appropriate to the rank sought and as a judgment that the individual is capable of maintaining and improving that level of work in the future. Recommendations for promotion should, therefore, provide specific reasons why colleagues should be promoted rather than merely ask if reasons exist why they should not be promoted. In light of these considerations, not all faculty members should expect to receive promotion to senior ranks during the course of their career at the College.



### 2.3.2.1 EDUCATIONAL QUALIFICATIONS FOR PROMOTION

- a. As used in this section, the term “doctoral degree” shall refer to the conventionally defined Ph.D., Ed.D., or similar degree, including foreign degrees ruled equivalent by the administration based upon U.S. Equivalency Services (World Education Services, [www.wes.org](http://www.wes.org)).
- b. A faculty member must possess the doctoral degree or its equivalent as defined in (a.) above in order to be eligible for promotion beyond the rank of instructor, except as provided in (c.) or (d.).
- c. A faculty member lacking the doctoral degree may offer an equivalent body of independent scholarship or creative work in order to demonstrate a mastery of subject matter sufficient to be considered for promotion. Such a body of scholarship would ordinarily include a published book or a series of articles or papers in scholarly journals. A faculty member in the performing or fine arts, or in a comparable discipline, may offer a body of creative work that has received independent professional recognition. In all cases, the burden of proof that the body of work is truly equivalent rests with the faculty member and with the recommending department.
- d. The educational qualifications set forth in (b.), (c.) and (d.) of section (2.3.2.2) may be waived only for those faculty members who satisfy the requirements set forth in (g.) section (2.3.2.2).

### 2.3.2.2 PROMOTION CRITERIA

- a. Any instructor, assistant professor, or associate professor who meets the educational qualifications set forth above and who satisfies the criteria for the next higher rank shall be eligible for promotion.
- b. Criteria for rank of assistant professor shall include:
  - i. A demonstrated ability (1) to organize and carry out courses of instruction in a manner that is intellectually sound and effective in terms of student learning, and (2) to assume a broad range of professional responsibilities for the educational development of students;
  - ii. A demonstrated ability to undertake a potentially productive program of intellectual inquiry, research, or creative work (the completion of the doctorate will normally satisfy this criterion);
  - iii. A demonstrated willingness to accept and discharge service responsibilities within the department or College.

- c. Criteria for the rank of associate professor shall include:
  - i. A demonstrated and continuing ability (1) to develop areas of instruction in a manner that is intellectually sound and effective in terms of students learning, and (2) to discharge in an effective manner a broad range of professional responsibilities for the development of students;
  - ii. A demonstrated ability to undertake and successfully carry out a productive program of intellectual inquiry, research, or creative work and to do so with a degree of intellectual or creative excellence;
  - iii. A demonstrated and continuing service to the department and the College in a manner that makes a significant contribution to the overall excellence of the institution.
- d. Criteria for the rank of professor shall include:
  - i. A demonstrated and continuing ability (1) to develop areas of instruction in a manner that is intellectually excellent and significantly effective in terms of student learning, and (2) to make a substantial contribution to the educational development of students;
  - ii. A demonstrated and continuing ability to undertake and successfully carry out a serious and productive program of intellectual inquiry, research, or creative work and to do so in a way that makes a contribution to the intellectual, scholarly, or artistic community;
  - iii. A demonstrated and continuing service to the department and the College in a manner that makes a significant contribution to the overall excellence of the institution.
- e. The criteria contained in (b.), (c.) and (d.) should not be interpreted to exclude any meritorious service not mentioned that contributes to the achievement or excellence in the areas of teaching, scholarship and service.
- f. For disciplines to whose activities the above criteria cannot be reasonably adapted, equivalent criteria shall be determined by the discipline or department in question. In all cases, the burden of proof that the criteria are equivalent shall rest with the discipline or department in question.
- g. A person who does not meet the criteria described above may be eligible for promotion if exceptional circumstances are judged to warrant advancement. Such circumstances would include an exceptional record of achievement in the areas of teaching and service, combined with evidence of a satisfactory record of scholarly activity. The burden of proof that such

achievements are of truly exceptional quality rests with the faculty member.

### 2.3.2.3 APPLICATION OF PROMOTION CRITERIA

- a. In this section, the term “recommendation” shall refer to a written statement conveying: (a) the recommender’s decision or recommended decision concerning a personnel matter, (b) the specific reasons for the recommended decision or decisions, and (c) the evidence and other pertinent data supporting the decision or recommended decision. For purposes of this section, “recommender” shall be defined as that person or committee obliged by the College policies and procedures to provide a personnel decision or recommendations.
- b. Evidence of accomplishments in teaching, scholarship and service since the time of initial appointment or since the last promotion, whichever is more recent, shall be given primary consideration in all recommendations.
- c. Recommenders shall take into consideration all supporting evidence presented by the candidate. Examples of the types of evidence ordinarily considered appropriate in each area are listed above in Sections 2.1.4.2 (Teaching), 2.1.4.3 (Scholarship), and 2.1.4.4 (Service). These lists should not be taken to exclude any evidence of meritorious accomplishment not specifically mentioned. While some type of evidence may be more important than others, it is the function of the recommender to judge the weight and quality of each item of evidence.
- d. Using the criteria set forth above, all recommendations shall be based upon qualitative as well as quantitative considerations in the areas of teaching, scholarship and service. Primary but not exclusive weight shall be given to the areas of teaching and scholarship, except as provided in paragraph (g) of section 2.3.2.2. In evaluating a candidate’s work to determine whether a favorable recommendation is warranted, all recommenders shall consider, and all recommendations shall explicitly address, the following questions and provide supporting evidence with respect to teaching, scholarship and service, unless promotion is sought under the exception established in paragraph (g) of section 2.3.2.2.
  - i. Has the candidate’s past work achieved a level and quality of excellence appropriate to the rank sought?
  - ii. Does the candidate demonstrate promise of continuing growth and excellence in the future?

#### 2.3.2.4 PROCEDURES GOVERNING REQUESTS FOR PROMOTION

- a. A faculty member will apply for promotion in rank by submitting a letter of request, current vitae, and portfolio to the Chief Academic Officer by October 1.
- b. Upon receipt of a request for promotion, the Chief Academic Officer shall request a written evaluation of the candidate from the Department Chair. The Chair's evaluation should encompass the entire period under review. A copy of such evaluation will be sent to the individual seeking promotion.
- c. Prior to October 15 each year, the Committee Chair shall convene the Faculty Personnel Committee to consider all requests for promotion.
- d. Members of the Faculty Personnel Committee shall have access to all evaluative data concerning the candidate for promotion in rank and additional information it wishes to review as it formulates a decision. The Committee will invite each candidate to an interview and will arrange an interview with any candidate who requests one. Such an interview, however, is not necessary.
- e. Prior to December 15 of each year, the Faculty Personnel Committee shall complete their review of candidates for promotion and forward written recommendations to the Chief Academic Officer with a copy to the respective candidate.
- f. The Chief Academic Officer shall review all evaluative data and forward a recommendation based upon the recommendation of the Faculty Personnel Committee to the President of the College for final review and decision. If the opinion of the Chief Academic Officer differs from that of the committee as to recommendation, the Chief Academic Officer should state such in writing, and this should accompany the Faculty Personnel Committee's recommendation to the President. The Faculty Personnel Committee should also be provided with a copy of the Chief Academic Officer decision to support or not support the recommendation of the Committee.
- g. Institutional recommendations are transmitted to the \*Academic Affairs Committee of the Board of Trustees and to the full Board of Trustees for final consideration.
- h. All decisions of the Board of Trustees will be communicated in writing to the candidate by the Chief Academic Officer prior to the issuance of contracts on March 15. Adverse decisions will cite reasons for denial.
- i. A candidate denied promotion may reapply in the future.
- j. Promotions in rank become effective at the beginning of the next academic year.

## 2.4 TENURE RECOMMENDATIONS AND DECISIONS

### 2.4.1 POLICIES CONCERNING QUALIFICATIONS AND CRITERIA

In tenure reviews, decisions made by the College are of extreme importance in the institution's pursuit of academic excellence. Achievement of tenure should never be regarded as a routine or automatic award. It must, rather, reflect and affirm professional competence and performance measured against national standards at comparable institutions.

The College's decision to grant tenure assumes that the faculty member's services will continue to be needed and that the institution's financial resources are sufficient to meet a long-range commitment. It is also assumed that the faculty member's level of performance will be maintained or improved.

A Candidate for tenure must, at a minimum, meet the criteria for promotion to the rank of Associate Professor specified in Section 2.3.2.2 (g).

Several additional factors affect eligibility for and awarding of tenure:

- a. Only Assistant Professors, Associate Professors, and Professors who meet the criteria specified are eligible for tenure. Instructors, part-time and adjunct faculty members will not be considered for tenure.
- b. A faculty member who is eligible for tenure and whose initial appointment is at the rank of Assistant Professor or higher shall generally serve six (6) academic years or twelve (12) regular semesters to be eligible for tenure. Consideration will occur during the sixth year, but the awarding of tenure will become effective at the beginning of the following academic year. In unusual circumstances, tenure may be awarded to faculty members prior to the end of the sixth year.
- c. The six-year period must be continuous with the exception that a maximum of one (1) year's interruption because of a leave-of-absence or of part-time service will be permitted. This interruption will not count as part of the six-year period. In the case of a semester's leave of absence, the faculty member may choose to apply for tenure at the beginning of the sixth or seventh year of service.
- d. A maximum of three (3) years of credit may be allowed for service at other institutions or for service at the rank of Instructor at Wesley College. Credit for prior service shall be defined in writing by the Chief Academic Officer and approved by the President of the College at the time of initial appointment as Assistant Professor or higher.
- e. The maximum time which may be served at the rank of Assistant Professor or

above without the award of tenure shall be seven (7) years. The maximum time that may be served in any combination of non-tenured full-time instructional appointments, including Instructor, shall be ten (10) years.

- f. A faculty member at any rank who is denied tenure shall be retained on the Faculty until the end of the academic year following the one in which there was notification of the denial.
- g. Faculty tenure previously granted shall not be rescinded for failure to meet the enumerated qualifications.

#### 2.4.2 PROCEDURES GOVERNING TENURE CONSIDERATIONS

- a. A faculty member who wishes to be considered for tenure must submit a letter of request and a current vita to the appropriate Academic Dean.
- b. All requests for tenure consideration must be received by October 1 each year.
- c. Upon receipt of a request for tenure, the Chief Academic Officer shall request a written evaluation of the candidate from his/her Department Chair.
- d. Prior to October 15 each year, the Faculty Personnel Committee shall convene to consider all requests for tenure.
- e. Members of the Faculty Personnel Committee shall be provided access to all evaluative data concerning a faculty member requesting tenure. The Committee may request additional information it wishes to review as it formulates a decision. An interview with the committee will be arranged for each candidate who requests one.
- f. Prior to December 15 of each year, the Faculty Personnel Committee shall complete their review of candidates for promotion and forward written recommendations to the Chief Academic Officer with a copy to the respective candidate.
- g. The Chief Academic Officer shall review all evaluative data and forward a recommendation based upon the recommendation of the Faculty Personnel Committee to the President of the College for final review and decision. If the opinion of the Chief Academic Officer differs from that of the committee as to recommendation, the Chief Academic Officer should state such in writing, and this should accompany the Faculty Personnel Committee's recommendation to the President. The Faculty Personnel Committee should also be provided with a copy of the Chief Academic Officer's decision to support or not support the recommendation of the Committee.

- h. Recommendations are transmitted to the \*Academic Affairs Committee of the Board of Trustees and to the Board of Trustees for final consideration.
- i. All decisions of the Board of Trustees will be communicated in writing to the candidate by the Chief Academic Officer prior to the issuance of contracts on March 15. Adverse decisions will cite reasons for denial.
- j. The awarding of tenure becomes effective at the beginning of the next academic year.

## 2.5 FACULTY EVALUATION

The College expects faculty members, as a condition for retention, promotion, and tenure, to demonstrate thoughtful engagement in on-going self-evaluation by means of a working portfolio. The portfolio should serve both as a tool for reflection and as a means for personal, departmental, and institutional assessment of professional progress. Measures of progress derive from the mission of the College, departmental and program objectives, and personal professional goals.

The portfolio maintained by each faculty member will document her or his reflection on her or his performance, achievement, and growth in the areas of teaching, scholarship, and service. The College gives teaching the highest priority.

### 2.5.1 EVALUATION PROCESS

This section outlines the on-going and annual evaluation process that informs decisions on retention, promotion, tenure and sabbatical leaves discussed elsewhere in this handbook. The Faculty also expects that its members will use this evaluation process for self-improvement and professional growth.

#### 2.5.1.1 THE ANNUAL PORTFOLIO

Every faculty member will keep, as the primary vehicle for annual assessment, an annual portfolio on a calendar year basis. The annual portfolio is added to a cumulative portfolio to be presented to the Faculty Personnel Committee for the third-year review or when applying for promotion, tenure, or sabbatical. The yearly portfolio is provided to the Department Chair by March 1. The portfolio should include:

- a. a reflective narrative that discusses personal goals in the context of departmental and institutional objectives for the three areas of faculty work, efforts to achieve these goals, progress and successes, areas that need improvement, and plans for progress;
- b. evidence of effort, progress, and achievement in teaching, scholarship, and

- service;
- c. student evaluations; and
- d. classroom observation reports from the Department Chair (if available)
- e. optional peer or mentor evaluations.

#### 2.5.1.2 STUDENT EVALUATION

The Office of Academic Affairs will administer a system of written student evaluations of faculty instructional performance by means of an institutional form approved by the Faculty. Student evaluations of faculty will occur at the end of the semester.

First-year faculty will be evaluated during the Fall and Spring semesters by students in two classes in each of those semesters. All other non-tenured faculty will be evaluated by students in at least two classes in each academic year, either during the same semester or divided between semesters. Tenured faculty will be evaluated by students in two classes every other academic year during either the fall or spring semester.

Faculty have the option to write a response to their student evaluations for their portfolios.

Student evaluations are primarily intended to provide feedback to faculty members on their classroom performance.

#### 2.5.1.3 DEPARTMENT CHAIR EVALUATION

Department Chairs will provide feedback regarding performance of faculty members throughout the academic year on both a formal and informal basis. The Department Chair will complete a formal, written evaluation, based on the portfolio, classroom observations, and appropriate evidence of performance from colleagues, students, and administrators. The evaluation will be narrative in form and will address performance, progress, and areas of concern in teaching, scholarship, and service. A faculty member may respond to this evaluation in writing.

The Chair will provide this formal, written evaluation to the faculty member by April 1. The faculty member will return signed copies of the evaluation, along with any written response, to the Chair by April 15.

Department Chairs are required to observe each first-year faculty member in the department in each semester of the first year. Chairs must observe each non-tenured department member in the classroom setting annually. The Department Chair will normally attend a full class meeting.



## 2.5.2 THIRD YEAR REVIEW

Each full-time member of the Faculty will submit her or his portfolio for review by the Faculty Personnel Committee by October 1 of the third year of full-time employment at Wesley College. By December 15, the Committee will provide an assessment of professional performance to the faculty member and to the Chief Academic Officer for inclusion in the member's personnel file. The assessment will note satisfactory or exemplary progress as well as areas of concern. The Committee will, by means of this assessment, recommend re-appointment or non-reappointment to the Chief Academic Officer.

## 2.6 FACULTY DEVELOPMENT

The College demonstrates its commitment to a program of faculty development by providing funding for members of the Faculty who are engaged in active scholarship, broadly conceived. Faculty members may receive financial support from the College for activities such as: participation in seminars, workshops, and conferences, particularly where the faculty member will present scholarly work; research or creative work related to one's discipline; and travel related to scholarly work in one's discipline.

Requests for consideration of faculty development funds should be addressed to the Chief Academic Officer and copied to the department chair by September 15 for the fall semester, January 30 for the spring semester, and March 15 for the summer semester. Should the dates fall on a weekend, the deadline will be the following Monday. Exceptions may be granted by the Chief Academic Officer. Allocation of funds will depend on availability and evaluation by the Chief Academic Officer. Though requests for funding are necessarily competitive, the Chief Academic Officer will attempt to provide development opportunities for as many faculty members as possible.

### 2.6.1 SABBATICAL LEAVE PROGRAM

Tenured, full-time faculty members are eligible to apply for sabbatical leave upon the satisfactory completion of six years of continuous full-time service since their initial appointment or last sabbatical. A sabbatical leave is a benefit awarded on the basis of merit to increase faculty productivity by offering members the opportunity for intellectual refreshment and uninterrupted research. Sabbaticals may be awarded annually, depending on available funding, with sufficient advance notice to permit faculty members to seek funding support for their research and travel.

The period of leave may be for two semesters at one half salary or for one semester at full salary. Faculty benefits and privileges, including fringe benefits, opportunity for promotion, and any adjustment in salary, shall be continued during the sabbatical leave as if the faculty member were continuing in her or his normal duties at the College.

Faculty members will submit applications for sabbatical leave to the Chief Academic Officer no later than November 1 of the academic year prior to the anticipated

sabbatical. The application should include a description of the proposed sabbatical indicating scholarly projects or travel itinerary.

The applicant must request the Department Chair to submit a statement to the Chief Academic Officer stating how the leave will affect the academic load of the Department, whether a temporary replacement will be necessary, and how a replacement may be found.

The Chief Academic Officer notifies the Faculty Personnel Committee of the sabbatical leave request. Upon review of the sabbatical leave request and the recommendation of the Faculty Personnel Committee, the Chief Academic Officer forwards his or her recommendation, along with the recommendation of the Faculty Personnel Committee, to the President.

The candidate for leave will be notified of the decision by the Chief Academic Officer on or before March 15.

The following criteria will be used to determine sabbaticals:

- a. Scholarly merit of the sabbatical project. Sabbaticals will not be awarded to complete degrees or certifications.
- b. Service to the College in the form of new classroom teaching material or methods gleaned from research or prestige brought to the College through the publication of scholarly work.
- c. Materials to submit for publication, exhibition, or performance

No more than 10% of the full-time Faculty may be granted sabbatical leaves in any academic year. The faculty member applying for sabbatical leave shall agree to continue service to the College for one academic year immediately following their return. If the faculty member fails to return or fails to remain in service for one full year, the individual must repay the College for the cost of the sabbatical. To indicate acceptance of this provision the faculty member will sign a promissory note to the College prior to the sabbatical leave.

Additionally, no faculty member on sabbatical leave may accept employment elsewhere. However, a faculty member shall be permitted to accept awards, grants, or research fellowships which aid in the fulfillment of the approved sabbatical project.

The recipient of the sabbatical leave shall report, in writing, to the \*Academic Affairs Committee of the Board of Trustees during the year following the sabbatical. The recipient will also give an oral presentation on the sabbatical leave to the Faculty.

In all cases sabbatical leaves shall be based upon the foregoing criteria.

## 2.6.2 LEAVES OF ABSENCE (WITHOUT PAY)

Faculty members seeking leaves of absence, without pay, should direct requests to the Chief Academic Officer. The College and the faculty member recognize that leaves for professional and personal reasons may at times be beneficial to both the individual and the College. Such leaves may be for professional development, the completion of graduate degree requirements, research, faculty exchange with another institution, public service, personal health, child-birth, or other family or personal needs.

During an unpaid leave of absence, authorized in writing by the Chief Academic Officer and for the purpose of professional development, the faculty member shall be entitled to regular faculty benefits and privileges. Both the faculty member and Wesley College shall continue their annual contributions to the faculty member's medical, dental, life, and disability insurance, and retirements programs, unless the faculty member has provided written authorization to Wesley College to interrupt his or her participation in these programs, extending up to but not beyond the completion of the unpaid leave of absence.

## 2.7 TYPES OF CONTRACTS

### 2.7.1 FULL-TIME CONTRACT

A full-time contract is for 1.0 Full-Time Equivalent (FTE) for the fall and spring semesters of an academic year. The standard teaching load at Wesley is set forth in Section 2.2.1.

In determining years of service for promotion and tenure consideration, the full-time contract as described above will count as one (1) year. An unpaid leave of absence shall not cause the "clock" to begin again at the conclusion of the leave for the purposes of promotion, tenure, or sabbatical considerations.

### 2.7.2 PART-TIME CONTRACT

A part-time contract is one at less than 1.0 Full-Time Equivalent (FTE) for the fall and/or spring semester of an academic year.

The College will not count a part-time contract toward years of service for promotion and tenure consideration. Persons holding part-time contracts of any type are not eligible for tenure.

### 2.7.3 EMPLOYMENT AGREEMENT FOR TENURE-TRACK FACULTY

Faculty employment agreements for tenure-track personnel are for one (1) academic year only and specify the first and last dates of the period of appointment. At the expiration of the time period specified in the agreement, the faculty member will

not be re-employed unless there is a new and separate offer by the Chief Academic Officer and the President and acceptance thereof by the faculty member.

Following the evaluation process, the Chief Academic Officer will notify a full-time tenure-track faculty member if his/her contract will not be renewed for the following academic year in conformity with the following schedule:

- not later than March 1 of the first academic year of service;
- not later than December 15 of the second academic year of service;
- at least twelve months before the expiration of an appointment after two or more years at the institution.

#### 2.7.4 EMPLOYMENT AGREEMENT FOR TENURED FACULTY

Appointments for tenured faculty members are continuous, except in the cases of dismissal for cause or discontinuance of a teaching position.

#### 2.7.5 PROCEDURAL CONCERNS FOR EMPLOYMENT CONTRACTS

Faculty employment contracts specify the faculty member's rank and discipline, period of employment, salary, and acknowledgment of professional responsibilities and duties.

Employment contracts shall be distributed to returning faculty members no later than March 15 each year.

A handbook covering the forthcoming contract year will be distributed no later than March 1.

Employment contracts become valid only when all copies have been signed by the Chief Academic Officer, the President, and the faculty member, and when a signed copy of the contract has been returned to the Office of Academic Affairs no later than March 30. If a faculty member fails to return the signed contract by March 30, the College may consider that the College's offer is rejected and that the faculty member desires to terminate his or her employment at the conclusion of the current academic year. In that event, the College will forthwith so notify the faculty member.

Faculty members who do not plan to return to employment at Wesley are requested to inform the Human Resource Officer and Office of Academic Affairs, in writing, of this intention at the earliest possible date.

## 2.7.6 EMPLOYMENT AGREEMENTS FOR OVERLOADS AND/OR SUMMER TEACHING

Employment agreements for overloads and/or summer teaching are issued separately by the Chief Academic Officer. Compensation is currently based on degree, rank, and experience.

## 2.8 FACULTY RECRUITMENT POLICIES AND PROCEDURES

### 2.8.1 SEARCH AND SELECTION PROCEDURES

When funding of a new full-time faculty position is anticipated, or an existing position becomes vacant, the following recruitment policies and procedures shall apply:

- a. After consultation with the Chief Academic Officer, the Chair of the Department shall submit to the Office of Academic Affairs a description of the teaching position, the minimum and desirable qualifications of candidates, and the recommended faculty rank.
- b. In consultation with the Department Chair, the Chief Academic Officer shall appoint a search committee. This committee shall include the Department Chair and at least two (2) faculty members.
- c. The Chief Academic Officer shall provide the Human Resource Officer with the information necessary for preparation of an advertisement. Following review of this advertisement by the Chief Academic Officer and Department Chair, the Human Resource Officer shall place the advertisement in appropriate media.
- d. A hard copy of the faculty handbook will be given to on-campus candidates by the Office of Academic Affairs
- e. Following the on-campus interviews, the review committee shall meet and make its recommendations to the Chief Academic Officer. Within 5 business days of consultation with the search committee, the Chief Academic Officer shall make the final decision to accept or reject the chosen candidate, and shall make an offer to the candidate if the Chief Academic Officer accepts the candidate.
- f. As part of the hiring process, the Chief Academic Officer must inform the candidate that he/she has the right to negotiate for up the three (3) years credit toward tenure and promotion.
- g. In the event of a sudden and unexpected faculty vacancy, the President and/or the Chief Academic Officer may modify the above-described procedure as deemed necessary in order to fill a position and meet the College's instructional obligations.

## 2.8.2 APPOINTMENT PROCEDURES

- a. An appointment letter signed by the Chief Academic Officer and the President shall be sent to the appointee for return within a specified period of time. If the appointee does not respond during this period, the offer of employment may be withdrawn. This provision will be stated in the letter of transmittal included with the employment agreement.
- b. Appointments to the Faculty will be reported to the Board of Trustees by the President.
- c. Reimbursement for travel and related expenses authorized by the College and incurred by prospective faculty members for personal interviews on the campus shall be made in all cases.

## 2.8.3 EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION

Wesley College has often reaffirmed its long-standing policy of nondiscrimination in employment. The College subscribes to full implementation of and compliance with both the spirit and the letter of all governmental laws and regulations which provide equal employment procedures in hiring, training, promotion, and advancement of employees on the basis of ability and merit without regard to race, religion, color, age, sex, national origin, sexual orientation or handicap.

The College is committed to full compliance with the Presidential Executive Order 11246 as amended, Titles VI and VII of the 1964 Civil Rights Act, Title IX of the Education Amendments of 1972, Section 504 of Title IX, and other pertinent laws, amendments, and Executive Orders.

The President has designated the Vice President for Finance and Director of Human Resources to serve as the institutional Equal Employment Opportunity Coordinator. Employees or applicants who have complaints of any unfair or discriminatory employment practices against them or others should report such complaints to the EEO Coordinator immediately.

All official notices, published advertisements, and applications for employment at Wesley College shall bear a prominent notation that Wesley College is "An Equal Opportunity/Affirmative Action Employer."

The EEO Coordinator bears the primary responsibility to monitor, investigate, and periodically report compliance, violations, and affirmative progress in equal employment opportunities to the President and to governmental agencies.

#### 2.8.4 EMPLOYMENT OF RELATIVES

Relationship by consanguinity or by affinity shall not, in itself, affect appointment, employment, promotion, or eligibility for tenure of faculty members at Wesley College.

However, two (2) persons who are related by affinity or consanguinity will not hold positions in which one is supervisory to the other and/or has responsibility for making recommendations or decisions concerning title, promotion, salary, or tenure for the other.

Persons related by affinity or consanguinity within the third degree include: spouse or domestic partner, parent, grandparent, great- grandparent, grandparent or great-grandparent of spouse, uncle or aunt, uncle or aunt of spouse, brother or sister, brother-in-law or sister-in-law, niece or nephew, spouse of niece or nephew, son or daughter, son-in-law or daughter-in-law, grandson or granddaughter or their spouses, and great- grandson or great-granddaughter or their spouses.

#### 2.9 FACULTY PERSONNEL RECORDS

##### 2.9.1 CONTENTS OF FACULTY PERSONNEL FILES

Only the following shall be maintained within a faculty personnel file:

- a. Curriculum Vitae (updated annually and including permanent address)
- b. Official transcripts of all degree work and other formal study
- c. Letters of nomination and recommendation from search process.
- d. Faculty evaluation data and faculty responses to them, as specified in the evaluation section (2.5.1).
- e. Appointment letter and contracts
- f. Tax withholding information
- g. Information regarding fringe benefits
- h. Commendations and reprimands, including all associated documentation

## 2.9.2 PROCESS GOVERNING ALL FACULTY PERSONNEL FILES

The following process shall govern the creation and maintenance of all faculty personnel files:

- a. All required forms and elective participation agreements shall be maintained and updated in a file in the Office of the Human Resource Officer.
- b. Upon appointment to a faculty position, the vita, official transcripts, letters of recommendation, appointment letter, contract and a summary of the search and selection process shall be maintained in the Office of the Human Resource Officer.
- c. The Human Resource Officer shall insert payroll withholding information as well as information related to fringe benefits.
- d. Information related to performance and employment shall be placed in the personnel file on a continuing basis. In all cases, faculty will be given copies of performance evaluations, commendations, and reprimands. Each faculty member shall be given the opportunity to add supplemental remarks in written form. In no event will any material be placed in the file without the knowledge of a faculty member.
- e. All faculty members shall have the right to review their files. Such requests will be honored by appointment.
- f. Other than the faculty member, only the President, Chief Academic Officer, and the Human Resource Officer shall have access to the contents of faculty files at the College.
- g. No personnel file will be removed from the Office of the Human Resource Officer without the knowledge of the faculty member whose file is being removed.
- h. Duplicate files containing all information except required forms and elective participation agreements shall be housed in the Office of Academic Affairs.



## 2.10 SEPARATION FROM THE INSTITUTION

### 2.10.1 RESIGNATION

Faculty members who do not plan to return to employment at the College are requested to inform the Office of Academic Affairs, and the Human Resource Officer, in writing, of this intention as soon as possible.

### 2.10.2 RETIREMENT

Individuals who decide to retire are requested to inform the Office of Academic Affairs, and the Human Resource Officer, in writing, of this intention as early as possible.

### 2.10.3 NON-REAPPOINTMENT

#### 2.10.3.1 NOTIFICATION OF NON-REAPPOINTMENT FOR NONTENURED FACULTY MEMBERS

The College seeks to recruit, retain, and promote a diverse, well-qualified faculty that provides excellent classroom instruction to its students and that models scholarly and professional excellence for the student body and the community at large. Sometimes, in spite of everyone's best efforts, it becomes apparent that a faculty member is not performing to expectations.

The College bases re-appointment decisions on formal, professional evaluations. The evaluation process shall include formal classroom observations (cf. Section 2.5.1.3), an evaluation interview with the Department Chair, student evaluations, and a comprehensive annual evaluation written by the Department Chair. The Chief Academic Officer will discuss any serious deficiencies in the performance of professional obligations with the faculty member. The faculty member has the right to respond in writing, for inclusion in the personnel file, to each piece of the evaluation process.

Non-reappointment amounts to the termination of employment. The Chief Academic Officer will not normally deny reappointment to a tenure-track faculty member without the advice and consent of the Department Chair. In the event of a decision not to reappoint, after documentation and notification of professional deficiencies, the Chief Academic Officer will notify the faculty member of non-reappointment in accordance with the timeline that appears in Section 2.7.3, above. The faculty member will be provided upon request with a statement of the reasons for the decision.

Any tenure-track faculty member, who is notified of non-reappointment in accordance with the timeline provided in Section 2.7.3 above, and who believes that the decision not to reappoint is based on reasons other than documented deficiencies involving professional performance, personal misconduct, or a discontinuance of a position, may request that the decision be reviewed by the Faculty Personnel Committee. The Chief Academic Officer will notify the Committee of such a request no later than the following working day.

Upon review of the personnel file and evaluation portfolio of the faculty member, the Faculty Personnel Committee may recommend that the notification of non-reappointment be rescinded or that it be allowed to stand. If the Faculty Personnel Committee recommends in favor of non-reappointment, the matter is closed. If the Faculty Personnel Committee recommends the reappointment of the faculty member, the final determination will be made by the President.

#### 2.10.3.2 DISMISSAL OF FACULTY MEMBERS DUE TO DISCONTINUANCE OF A TEACHING POSITION

Tenured or non-tenured faculty members may be dismissed at the end of the term specified in the employment agreement because of discontinuance of a teaching position. Discontinuance of a teaching position shall be preceded by notification of the Faculty by the Chief Academic Officer of intent, proof of financial exigency, and solicitation of alternatives prior to the final decision. Discontinuance of a program or other restructuring of academic offerings requires majority faculty approval. Notification will be by March 15 of the year prior to the discontinuance of the program and will come from the Chief Academic Officer. Tenured faculty may utilize the appeal process as outlined below (Section 2.10.3.3).

The position of the faculty member concerned will not be filled by a replacement within a period of three (3) years unless the released faculty member has been offered reinstatement and a reasonable time in which to accept or decline the offer.

### 2.10.3.3 DUE PROCESS FOR DISMISSAL FOR CAUSE

Dismissal for cause does not apply to the non-renewal of non-tenure contracts that occurs in accordance with the stipulations in Sections 2.7.3 and 2.10.3.1 unless the conditions noted in Section 2.10.3.1 are met. Adequate cause for dismissal will be related, directly and substantially, to the fitness of faculty members in their professional capacity as teachers and scholars. Dismissal will not be used to restrain faculty members in their exercise of academic freedom or other rights of American citizens.

Adequate cause normally includes the following:

- a. Flagrant violation of professional ethics,
- b. Incompetence,
- c. Willful failure to carry out professional obligations or assigned responsibilities,
- d. Falsification of information relating to professional qualifications,
- e. Inability to perform assigned duties satisfactorily because of incarceration,
- f. Personal deficiencies that prevent satisfactory performance of responsibilities

Dismissal will be preceded by:

Steps associated with progressive discipline between the Department Chair or Chief Academic Officer and the faculty member (oral warning of problem with possible solutions; written warning including likely consequences, dismissal or other disciplinary action) will normally occur as the behavior is being dealt with. It is hoped that an early solution can be achieved and a professional development plan be established to prevent any activity from reaching the dismissal stage.

Discussions between the faculty member and the Department Chair or Chief Academic Officer looking toward a mutual settlement must occur.

Should the discussion between the faculty member and the Department Chair or the Chief Academic Officer be unsuccessful, an informal inquiry by the Faculty Personnel Committee shall be conducted. This Committee shall attempt to effect an adjustment and, failing to do so, shall determine whether in its opinion dismissal

proceedings should be undertaken, without its opinion being binding on the President's decision whether to proceed.

The President (or designee) must provide the faculty member with a statement of particular charges, in consultation with the Department Chair and the Chief Academic Officer. The statement of charges will be included in a letter to the Faculty member indicating the intention to dismiss, with a description of the charges and with notification of the right of a formal hearing. The faculty member will have ten working days to request a hearing.

If a hearing is requested, the President will ask the Faculty to nominate seven faculty members, at least five of whom will be tenured, to serve on the hearing committee. These members of the Faculty shall be determined to have no bias or untoward interest in the case. The faculty member and the President will each have one challenge from among the nominees without stated cause. The President will then name a five-member hearing committee from the remaining nominees. The hearing committee will elect its own chair.

Pending a final decision on the dismissal, the faculty member will be suspended only if immediate harm to her- or himself or to others is threatened by continuance. If the President believes such suspension is warranted, consultation will take place with the Faculty Personnel Committee concerning the propriety, the length, and other conditions of the suspension. Ordinarily, salary will continue during such a period of suspension.

The hearing committee may hold joint pre-hearing meetings with both parties to simplify the issues, effect stipulations of facts, provide for the exchange of documentary or other information, and achieve such other appropriate pre-hearing objectives as will make the hearing fair and expeditious.

Notice of hearing will be made at least 20 days in advance and in writing. The faculty member may waive appearance at the hearing, instead responding to the charges in writing or otherwise denying the charges or asserting that the charges do not support a finding of adequate cause. In such a case, the hearing committee will evaluate all available evidence and rest its recommendation on the evidence in the record.

In addition to the members of the committee, only the person requesting the hearing and his or her representative, the President and/or his or her designee, and witnesses called by the committee are permitted to attend the hearing.

Charges contained in the initially formulated statement of grounds for dismissal may be supplemented at the hearing by evidence of new events occurring after the initial communication to the individual which constituted new or additional cause for dismissal. If such supplementary charges are adduced, the committee shall provide the individual with sufficient time to prepare his or her defense.

The individual faculty member shall have the aid of the committee when needed in securing the attendance of witnesses. The individual or his or her representative and the President and his or her designated representative shall have the right within reasonable limits to question all witnesses who testify orally.

The committee will use its best efforts to provide an opportunity for those involved to confront all witnesses, but where this cannot be achieved despite the efforts for the hearing committee, the identity of such non- appearing witnesses, and any written evidence they may have furnished, shall be disclosed to all interested parties during the hearing.

The committee is not expected to follow formal rules of court procedure, but is expected to exercise reasonable effort to protect the rights of all parties involved including the reception of evidence.

A verbatim record of the hearing will be taken.

The burden of proof that adequate cause for dismissal exists rests with the institution.

The committee shall formulate its recommendation in private, on the basis of the hearing. The committee shall proceed to arrive at its recommendation promptly without having the record of the hearing transcribed when it feels that a just decision can be reached by this means; or it may await the availability of a transcript of the hearing. It shall make explicit findings with respect to each of the grounds for removal presented.

The President and the individual faculty member shall be notified of the committee's recommendation in writing and a copy of the record of the hearing shall be available to both parties. The recommendations of the hearing committee shall be used by the President to make his or her decision. The decision of the President shall be communicated to the faculty member involved within fifteen (15) working days.

If the decision of the President is appealed to the Board of Trustees, or if the Board of Trustees chooses to review the case, the President shall transmit to the Executive Committee of the Board of Trustees the full report of the hearing committee, stating its recommendation and his or her own decision. The review shall be based on the record of the previous hearing, accompanied by opportunity for argument, oral or written or both, by the principals at the hearing or by their representatives. The decision of the hearing committee should either be sustained by the Board of Trustees or the proceeding be returned to the committee with objections specified. In such a case the committee should reconsider, taking account of the stated objections and receiving new evidence if necessary. It should frame its decision and communicate it in the same manner as before. Only after study of the committee's reconsideration should the Board of Trustees make a final decision

overruling the committee. The decision of the Board of Trustees on review shall be final. It shall be communicated to the President and through him or her to the person involved.

#### 2.10.4 GRIEVANCE PROCEDURES

##### 2.10.4.1 PURPOSE AND PROCESS

The purpose of faculty grievance procedures is to provide a framework for an on-campus evaluation and recommendation by a Grievance Committee in cases involving claims of unlawful discrimination or significant violations of the Faculty Handbook. Faculty members have a right to invoke the grievance procedures in cases involving denial of promotion or tenure, compensation claims or claims of unlawful discrimination if they have substantial grounds for believing their rights have been violated. Unlawful discrimination involves violations of constitutional protection based on age, color, race, religion, sex, national origin, sexual orientation, or handicap. Simple displeasure with a decision is not sufficient grounds for invoking the full grievance process.

The first step in the review procedures is for the faculty member to seek a resolution of the matter with the person(s) directly involved. If such an attempt is not successful, the faculty member may consider appealing to one level of administration above the level of the dispute. If neither step is successful in resolving the matter, the faculty member may contact the College EEO Officer for review of the matter and consideration of college level review procedures. If the faculty member wishes to have an on-campus hearing of the matter by peers, then he/she must provide the EEO Officer with a written request for a hearing, including a statement of the complaint, naming the principals involved and clearly describing the nature as well as the effect of the alleged action. A principal is a person who may be expected to give pertinent testimony or evidence concerning the complaint.

Any complaint must be filed with the EEO Officer within thirty (30) days of the occurrence of the event which gives rise to the complaint or within thirty (30) days of the complainant's learning of the information which gives rise to the complaint, whichever last occurs.

##### 2.10.4.2 SELECTION AND COMPOSITION OF A GRIEVANCE COMMITTEE

The Grievance Committee shall consist of five (5) full-time, tenured faculty members randomly selected by the faculty member in a process coordinated by the EEO Officer. The EEO Officer shall be responsible for maintaining a complete and accurate list of all faculty members for use in the selection process. The Committee shall elect a Chair from among its members. The Chair shall preside at all Committee meetings or continuations thereof.

There shall be two (2) exceptions to the completeness of the faculty list. First, the

principals involved in a case, as determined jointly by the EEO Officer and the faculty member, shall be excluded. Second, faculty members shall not serve concurrently on more than one (1) Grievance Committee. Any question regarding a faculty member's eligibility for membership on a Grievance Committee shall be resolved by the EEO Officer.

The EEO Officer shall prepare cards with each eligible faculty member's name (or numbers corresponding to a list) on an individual card. The aggrieved faculty member shall meet with the EEO Officer to confirm the accuracy and completeness of the name or number cards. In the presence of the faculty member, the EEO Officer shall place the cards in a container and shake the container sufficiently to assure a random drawing. The faculty member shall then draw the names of five (5) faculty members.

The EEO Officer shall inform the five (5) faculty members in writing of their selection. The faculty member and accused persons shall also be informed of the Committee's composition. Work on a Grievance Committee is considered to be an important service to the institution. Unless excused by the EEO Officer, faculty members are expected to serve if selected. A faculty member shall have three (3) working days from the date of receipt of the EEO Officer's letter to indicate, in writing, his/her belief that extenuating circumstances require that he/she be excused. The EEO Officer shall respond to such requests within two (2) working days. If the EEO Officer excuses a faculty member, then the faculty member shall continue the drawing process and the procedure herein described shall apply to the newly selected member.

As soon as the members of the Grievance Committee are identified, the EEO Officer shall specify a time and place for the initial meeting of the Committee. The specific date shall be within twenty (20) working days of the academic calendar from the date of the faculty member's written statement of the complaint to the EEO Officer. It shall be the EEO Officer's responsibility to provide the Committee with a copy of the written complaint together with any relevant exhibits, coordinate selection of a Chair and secretary from among committee membership, and assist in arrangement of the formal hearing. In all situations, the responsibility of the EEO Officer shall be to advise the Committee with reference to administrative policies and governmental regulations.

The Chair of the Grievance Committee is empowered to make all decisions about the conduct of the investigation and hearing, including setting additional deadlines or adjusting the deadlines given in this section for good reason in light of the circumstances of the case. Counsel to the College shall be made available to the Chair to advise on appropriate procedural and legal matters.

The Chair and Committee members may request additional documentation, may conduct interviews, and may seek all appropriate information concerning the case. The Committee shall have the power to subpoena persons and information.

Upon reviewing the initial evidence, the Committee may decide to proceed with a hearing, to send the case back for further dispute resolution efforts, or to dismiss the matter for lack of substance. This decision should occur within five weeks of the original complaint. If the Committee decides to proceed with a hearing, the process must go forward to a conclusion by the Committee and a final decision by the President.

#### 2.10.4.3 HEARING PROCEDURES

- a. Service of notice of a hearing with specific reasons for such a hearing shall be made in writing at least ten (10) working days prior to the hearing by the EEO Officer. Such notice, together with the names of the members of the Grievance Committee, shall be delivered to the faculty member, the accused, all principals involved in the complaint, and the members of the Review Committee.
- b. Due to the confidential issues which may be raised, the hearing shall be private.
- c. Both the faculty member and the administrative officer primarily involved in the hearing may have an advisor present during the proceedings. Principals may not serve as advisors. Advisors may not actively participate in the proceedings. With approval of the Committee Chair, however, an advisor may be called upon for testimony and cross-examination.
- d. A tape recording or complete transcript of the proceedings shall be kept and made available, upon request, to the faculty member and the administrative officer, or for any other official purpose.
- e. An oath or affirmation shall be administered to all witnesses by a person authorized by law to administer oaths in the State of Delaware.
- f. The Grievance Committee may grant adjournments at any time the Committee agrees an interruption in the proceedings is desirable.
- g. Witnesses for the faculty member and/or the administrative officer will be admitted to the hearing only when their personal participation is required.
- h. The faculty member and the administrative officer shall have the right to confront and to cross-examine all witnesses. If the witness cannot or will not appear, the Committee may by affidavit take the witness' testimony. The Committee will identify the witness, disclose his/her statement, and if possible, provide for interrogatories. In any case in which the witness is not actually present, the Committee shall give such weight to any written statement as fairness and the totality of the circumstances dictate, given the



inability of the parties to conduct cross-examination.

- i. The Grievance Committee may admit any evidence considered relevant in the hearing and will not be bound by formal rules of legal evidence.
- j. The findings of fact and the decision of the Grievance Committee shall be based solely on the hearing record.
- k. The faculty member and any involved administrative officer(s) should avoid public statements about the complaint.
- l. Once the hearing concludes, the Grievance Committee deliberates and reaches a conclusion on the case.
- m. The Committee prepares a written report presenting the claim, the findings, and the conclusion including the Committee's recommendation for the resolution of the claim. This report should go to the President and to the claimant within fifteen (15) working days of the conclusion of the hearing.
- n. Within fifteen (15) days of the receipt of the Grievance Committee report, the President issues a decision in writing to the claimant and to the Grievance Committee. The President is not bound by the Grievance Committee conclusion, but must review all documentation and evidence and give the Committee conclusion great weight in arriving at a decision. The President's written decision shall state the rationale of her or his decision. The decision of the President is final.
- o. The time constraints as set forth in these procedures may be extended or adjusted for reasonable cause by the EEO Officer prior to the convening of the Committee or by the Chair after convening the Committee.

## 2.11 FACULTY RIGHTS AND RESPONSIBILITIES

### 2.11.1 ACADEMIC FREEDOM

The 1940 "Statement of Principles on Academic Freedom and Tenure" of the American Association of University Professors is hereby included by reference.

### 2.11.2 ACADEMIC RESPONSIBILITY AND PROFESSIONAL ETHICS

The 1960 AAUP "Statement on Professional Ethics" is hereby included by reference.

### 2.11.3 POLICY ON CONSENSUAL RELATIONSHIPS

Learning and work environments should be as free as possible from conflicts of interest, exploitation, and favoritism.

When one person uses a position of authority to induce another person to enter into a non-consensual relationship, the harm both to that person and to the institution is clear. Even when the relationship is consensual, there is significant potential for harm when there is an institutional power difference between the parties involved, as is the case, for example, between supervisor and employee, faculty and student, or academic advisor and advisee. Such relationships may cast doubt on the objectivity of any supervision and evaluation provided.

No faculty member shall enter into a consensual relationship with a student actually under that faculty member's authority. Situations of authority include, but are not limited to, teaching, formal mentoring, supervision of research, and employment of a student as a research or teaching assistant; and exercising substantial responsibility for grades, honors, or degrees; and considering disciplinary action involving the student.

No faculty member shall accept authority over a student with whom he or she has or has had a consensual relationship without agreement with the Chief Academic Officer. Specifically, the faculty member shall not, absent such agreement, allow the student to enroll for credit in a course which the faculty member is teaching or supervising; direct the student's independent study or thesis; employ the student as a teaching or research assistant; participate in decisions pertaining to a student's grades, honors, or degrees; or consider disciplinary action involving the student.

Students and faculty alike shall be aware that entering into a consensual relationship will limit the faculty member's ability to teach and mentor, direct work, employ, and promote the career of a student involved with him or her in a consensual relationship, and that the relationship shall be disclosed in any letter of recommendation the faculty member may write on the student's behalf. Furthermore, should the faculty member be the only supervisor available in a particular area of study or research, the student may be compelled to avoid or change the special area of his or her study or research.

If nevertheless a consensual relationship exists or develops between a faculty member and a student involving any situation of authority, that situation of authority must be terminated. Termination includes, but is not limited to, the student withdrawing from a course taught by the faculty member; transfer of the student to another course or section, or assumption of the position of authority by a qualified alternative faculty member or teaching assistant; the student selecting or being assigned to another academic advisor and/or thesis advisor; and changing the supervision of the student's teaching or research assistantship. In order for these changes to be made and ratified appropriately, the faculty must disclose the

consensual relationship to his or her superior, normally the department chair or Chief Academic Officer, and reach an agreement for remediation. In case of failure to reach agreement, the supervisor shall terminate the situation of authority.

#### 2.11.4 NONDISCRIMINATION IN EMPLOYMENT

Wesley College is fully committed to equal employment opportunity for all persons. These opportunities apply to all procedures at the College in employment, retention, training, promotion, and tenure considerations on the basis of ability and merit without regard to race, religion, color, age, sex, sexual orientation, national origin, or handicap.

#### 2.11.5 SUPPORT FOR THE INSTITUTION AND ITS PROGRAMS

Faculty members are expected to be supportive of the mission of the College.

#### 2.11.6 AREAS OF FACULTY RESPONSIBILITY

As part of their regular responsibilities, faculty members are expected to provide instruction, to serve as advisors to students if students are assigned to them, to assist with registration, and to serve on committees of the College. Faculty members may also serve as advisors to student groups and organizations.

#### 2.11.7 FAMILIARITY WITH COLLEGE CATALOG

Faculty members are expected to be familiar with academic rules, regulations, and requirements as outlined in the College Catalog. Knowledge of the Catalog is critical in the formal process of academic advisement.

#### 2.11.8 FACULTY ATTENDANCE AT ACADEMIC FUNCTIONS

All members of the Faculty are expected to attend Faculty Workshops, Convocation, and Commencement.

In addition, full attendance and participation of the Faculty are expected at all Departmental and College Faculty Meetings. Faculty members of committees are also expected to attend committee meetings.

#### 2.11.9 FACULTY ABSENCES AND CANCELLATION OF CLASSES

When faculty members cannot meet a scheduled class or laboratory period because of illness or other emergency, they must notify the Department Chair or secretary and make arrangements to meet class objectives. If a faculty member must cancel a class before 8:00 a.m. or after 5:00 p.m., she or he should notify Campus Security in order to have a notice posted for the class.

#### 2.11.10 FACULTY OFFICE HOURS

Each full-time faculty member shall hold at least four (4) office hours per week during the academic year when classes are in session. Faculty members should distribute office hours over at least four (4) days and, in addition, be available by appointment and by email. Office hours will be posted and on file with the Department Chair and the Office of Academic Affairs.

#### 2.11.11 DEVELOPMENT AND DISTRIBUTION OF COURSE SYLLABI

Each faculty member is responsible for designing and distributing to students a clear and concise plan for learning. This plan or syllabus for each course must be distributed at the beginning of the semester. The syllabus must include a statement of learning objectives, a statement of course requirements, and a description of the instructor's attendance requirements and grading policy.

#### 2.11.12 CHECKING OF CLASS ROLLS AND REPORTING OF GRADES

Instructors are not to allow unauthorized students in their classes. A student is authorized to attend a class when his/her name appears on the printed class roll or the student presents to the instructor a schedule indicating registration in the class and approved by the Registrar. All questions concerning the accuracy of a student's registration should be directed to the Registrar.

Faculty members will receive instructions from the Registrar for reporting grades on-line, including a date and time for the return of grades.

#### 2.11.13 ADMINISTRATION OF EXAMINATIONS

- a. Professors must be present throughout an entire examination.
- b. Major examinations (those worth 15% or more of the final grade) are not to be given during the final class week of any semester.
- c. A final examination schedule shall be published by the Office of Academic Affairs near the beginning of each semester.
- d. Final comprehensive projects and/or examinations are to be administered in all classes unless an exception is approved by the Chief Academic Officer.

#### 2.11.14 ASSIGNMENT AND REVISION OF GRADES

The evaluation of students and the award of grades and credit shall be based upon academic performance professionally judged by faculty members and shall not be based on matters irrelevant to that performance. The established grading system at Wesley College is outlined in the College Catalog and as such is incorporated

herein by reference. The College provides a uniform procedure by which a student may pursue a grievance regarding a final grade in any course. This procedure is outlined in the College Catalog and shall be the only procedure used to review and alter final grades.

If a grade has been calculated incorrectly or mistake made in reporting a grade, the faculty member must revise the grade by obtaining a Student Data Revision Sheet from the Registrar and completing the appropriate section. The name of the student, the title of the course, the grade change, and the reason for the change must be provided. The completed Student Data Revision Sheet must then be submitted to the Chief Academic Officer for final action.

#### 2.11.15 EXCUSED AND UNEXCUSED STUDENT ABSENCES

Excused absences are those approved by the Chief Academic Officer or the individual faculty member. Unexcused absences are those not approved by the Chief Academic Officer or the individual faculty member. Excusal sheets issued by the Academic Affairs Office should be retained by the faculty member.

If any student accumulates absences or fails to do class work to the extent that, in the opinion of the instructor, further attendance in the class appears to be of little value to the student or detrimental to the best interest of the class, the instructor will warn the student. Should any absences or failure to do class work be incurred after this warning, the instructor may ask the Chief Academic Officer to drop the student from the class with a failing grade.

#### 2.11.16 PROCEDURES FOR FIELD AND TEAM TRIPS

Field trips are regarded as valuable supplementary learning experiences to classroom activity or to membership in a student activity. Following are the procedures to be followed:

- a. When the trip is directly related to instruction in a particular class or involves the participation of students who will be absent from other classes, approval of the Department Chair is obtained. The trip is then approved by the Chief Academic Officer. The destination, date, hour of departure, and the means of transportation must be stated.
- b. When the trip is an activity of an athletic team, student organization, or club, approval is gained from the Dean of Students and then cleared through the Academic Affairs Office. The destination, date, hour of departure and return, and the means of transportation must be stated.
- c. Transportation arrangements for all trips are made through the Business Office. It is most important to work through this office to ensure proper arrangements and precautions regarding travel expense and insurance coverage for the people involved.

- d. Names of students who anticipate representing the College in any group activity necessitating absence from classes are submitted to the Office of Academic Affairs one week prior to the absence. A list of those students who did in fact represent the College is submitted to the Office of Academic Affairs within 48 hours after the absence. The Office of Academic Affairs forwards such lists to the Faculty. In such instances, it is suggested that the student be given a maximum of ten (10) days to complete missed course work.

#### 2.11.17 ENDORSEMENT OF HONORARY DEGREES

Nominations for recipients of honorary degrees may be submitted by any member of the College constituencies (Students, Alumni, Faculty, Administration or Board of Trustees) to the Faculty. The final confirmation or denial of nominations endorsed by majority vote of the Faculty will be made by the Board of Trustees.