



***Benedictine College  
Faculty Handbook  
2023-2024***

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## **ORGANIZATION OF THE COLLEGE**

Benedictine College, a coeducational college formed by the merger of St. Benedict's College and Mount St. Scholastica College, was incorporated July 1, 1971. It is a college of liberal arts and sciences. All matters pertaining to the operation of Benedictine College ultimately come under the jurisdiction of its own Board of Directors.

### **The Governing Board**

The governing body of Benedictine College is the Board of Directors. Board members are identified in the College Catalog.

Board membership is divided into three classes: three members of St. Benedict's Abbey chosen by its members constitute Class A; three members of Mount St. Scholastica chosen by its members constitute Class B; Class C members are elected by the entire Board.

The Board meets three times a year: October, February, and June, or at such other times as it deems appropriate. The Executive Committee of the Board meets between full board meetings and, subject to limitations specified by the Board, has all of the powers and duties of the full board.

The Executive Committee of the Board has power to act for the Board in the intervals between its regular meetings. The Chair of the Board is *ex officio* Chair of the Executive Committee. The President and the Dean of the College are *ex officio* members of the Executive Committee.

More detailed information regarding the structure and operation of the Board of Directors is contained in the By-laws of the College, a copy of which is located in the President's office.

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## **MEMORANDUM OF UNDERSTANDING**

### **FROM THE BOARD OF DIRECTORS OF BENEDICTINE COLLEGE TO THE PRESIDENT**

The Board of Directors, after appointing the President, has reserved to itself the power to establish the academic, fiscal, personnel, and other policies of Benedictine College. The following are examples of such policies and are not exhaustive and shall not in any way limit the powers of the Board of Directors.

#### **A. Fiscal**

1. Arranging for an independent audit of business operations and receiving a confidential management report.
2. Approval of the annual operating budget and any extraordinary expenditure.
3. Supervision of funds.

#### **B. Personnel**

1. Administration
  - a. Approval of the President's appointment of administrators in charge of academic affairs, student affairs, business affairs, development and public relations, and religious affairs.
2. Faculty
  - a. Approval of requisite minimal qualifications for various ranks.
  - b. Approval of official salary scale and policies on fringe benefits, illness, and retirement.
  - c. Approval of academic rank and granting tenure.
  - d. Approval of sabbatical and other leaves-of-absences.
3. Non-academic
  - a. Approval of policies for the employment of non-academic personnel.
  - b. Serving as a court of final appeal in disciplinary matters concerning faculty, as well as other faculty grievances.

#### **C. Educational Policies**

1. Approval of College-wide degree requirements and major calendar changes.
2. Approval of adding or dropping academic majors or programs.
3. Approval of long-range plans submitted by the President.

#### **D. Student Life**

1. Approval of major policies regarding the use of dormitories and dining locations.

## **Administrative Organization**

- **President:** The President is the chief executive officer of the College appointed by and directly responsible to the Board of Directors. The President is responsible for the operation of all aspects of the College. The President is advised by a cabinet, made up of the following officers:
- **Dean of the College:** The Dean of the College is the chief academic officer of the College and is responsible for the academic programs and academic support services. The Dean of the College acts as administrative head in the absence of the President.
- **Chief Business Officer:** The Chief Business Officer is directly responsible for the college financial, accounting, and budgetary systems. The Chief Business Officer serves as the official representative and authorized officer of the College in all business transactions.
- **Vice President of Student Life, Dean of Students, and Athletic Director:** These officials are collectively responsible for student life and extracurricular activities, intercollegiate and intramural athletics, housing, student health, counseling, and College ministry.
- **Dean of Enrollment Management:** The Dean of Enrollment Management is responsible for all aspects of recruiting and enrolling students to the undergraduate program of Benedictine College. The Dean of Enrollment Management oversees the allocation of the financial aid budget, which is administered by the director of financial aid.
- **Vice President for Institutional Advancement:** The Vice President for Institutional Advancement is responsible for alumni relations and development activities for the College.
- **Vice President for College Relations:** The Vice President for College Relations is responsible for the marketing and communications activities of the college.

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## **POLICY REGARDING FACULTY**

### **Faculty Classification: Ranks**

The College grants academic rank to faculty members on the assumption they will be retained on the faculty as long as the College's program needs their services, as long as their services prove satisfactory, and they demonstrate capacity for professional growth. It is understood, however, that faculty size remains related to the size of the student body.

The higher academic ranks require that the candidate shall have as a prerequisite a specified number of years of teaching experience. This experience may have been obtained at Benedictine College or at another comparable institution. New faculty members, especially in professional and technical fields, may be given credit for previous relevant experience and recognition achieved outside the teaching field itself. The degree of consideration that will be given in all such cases will be determined by the Dean of the College. Prior experience incurred somewhere other than the College is not automatically applied for purposes of promotion and tenure and the granting of such credit is in the sole discretion of the College. Except in unusual cases, faculty hired at the rank of Assistant Professor given years of credit toward promotion to Associate Professor will be given at least an equal number of years of credit toward tenure. It is expected that a person will not come up for promotion to Associate Professor before they have been evaluated for tenure. New

faculty may be hired at the rank of Associate Professor or Professor in a probationary status in regard to tenure: such persons will be evaluated for tenure no later than in their third year at the College, so that actual tenure, if granted, would start no later than their fourth year at the institution.

The faculty is organized administratively in departments and by academic rank. Faculty ranks at the College are as follows: instructor, assistant professor, associate professor, professor, and professor emeritus/emera. Lecturers are unranked, generally part-time faculty. It is expected that all faculty, even unranked and part-time faculty, who teach for the college will have at least a Master's degree in a field relevant to the subject they are teaching. There are some exceptions to this rule. Certain applied activity courses—such as instrumental music lessons and physical education activity courses—may be taught by those without a Master's degree but with experiential qualifications. Lecturers in foreign language at the introductory level may be accredited through Common European Framework of Reference for Languages at the highest level in lieu of a Master's degree. The standards for evaluating experiential qualifications are developed by the departments that make use of such faculty members and are approved by the Dean of the College. Nursing clinical instructors may also be experientially qualified in situations specified by, and subject to the standards developed by, the state Board of Nursing. Certain science labs may be overseen by a lecturer without an advanced degree if that person is operating under the direct supervision of the course instructor. Other situations—such as the opportunity to appoint an artist in residence—will be evaluated on a case-by-case basis.

Faculty teaching in the MBA program at the College should have an earned doctorate in their field to qualify them for their assignments; or have exceptional expertise. Exceptional expertise is defined as (1) at least a Master's degree (or equivalent professional certification such as CPA) in a discipline or field related to the area of teaching responsibility; (2) professional experience at time of hiring that is both consistent with the area of teaching responsibility, and significant in duration and level of responsibility; and (3) continuous development activities/ lifelong learning to maintain intellectual capital (or currency in the teaching field) consistent with teaching responsibility. The appointment of an adjunct faculty member is recommended by the School of Business and made by the Dean of the College on the recommendation of the Graduate Studies Committee.

The School of Education is responsible for establishing minimum qualifications for adjunct faculty including application/screening procedures and appropriate staff development and expectations for adjunct faculty as well as for providing appropriate supervision, all aimed at ensuring high quality teaching and learning experiences. Adjunct faculty in Education should have earned doctorates in the field they are teaching or advanced degrees with exceptional expertise in that field. Exceptional expertise for adjunct faculty in education includes:

- Doctoral Level Degree and documentation of P–12 experience
- Master's Level Degree and documentation of P–12 experience, and one or more of the following:
  - Expertise/experience in the education program's priorities, such as special education, leadership, curriculum, assessment, and/or technology,
  - Demonstrated expertise in a field where few alternative resources exist,
  - A demonstrated national or state-wide reputation in his/her field and extensive experience working in higher education.

All ranks are expected to show acceptance of the educational philosophy and mission of the College as set forth in the Catalog and other official College publications and a commitment to continuing professional development in the fields appropriate to the faculty member's discipline. Other qualifications for each of these ranks are listed below.

### **Ranked Faculty**

- 1. Lecturer** – All part-time members of the faculty who have not previously held academic rank at Benedictine College are considered unranked and are designated as lecturers. Ordinarily, a part-time member of the faculty teaches fewer than twelve semester hours per semester and is not engaged in major administrative or other special functions in the College.
- 2. Instructor** – Appointment to the rank of instructor ordinarily presupposes the following qualifications:
  - a. Possession of at least the Master's degree or the appropriate degree required for teaching in certain technical or professional fields.
  - b. Proven or potential teaching ability.
  - c. Capacity to progress toward assistant professorship according to established norms.
- 3. Assistant Professor** – Appointment to the rank of assistant professor ordinarily presupposes the qualifications for the rank of instructor and the following additional qualifications:
  - a. Possession of at least a Master's degree in academic field or the appropriate degree ordinarily required for teaching in certain technical and professional fields. For faculty members in this rank, the College regards the possession of the Doctorate as highly desirable. In general, the College, in relation to promotion standards, will consider favorably the possession of multiple Master's degrees.
  - b. For faculty applying for promotion to Assistant Professor, a minimum of three years of satisfactory service in the rank of instructor must normally be completed before application can be made for promotion; the promotion decision is thus usually made in the faculty member's fourth year at the rank of instructor. In interpreting this norm, first attention is given to the quality of teaching. In the case of new appointments, account may be taken of various forms of relevant experience and professional recognition. Other factors taken into consideration in applying the minimum three years criterion include possession of the Doctorate or terminal degree, professional research or writing, or other academic activities.
  - c. Possession of those qualities of character and competence expected in an educator and exemplar to students, as well as the ability to work effectively and collegially within the College academic community.
  - d. Evidence of interest and competence in scholarly activities. While the College's primary dedication is to teaching, rather than research, it is expected that to some degree all faculty members holding higher academic ranks will insure their continued professional development through participation in the work of learned societies and through some degree of scholarly productivity.
  - e. Evidence of a significant level of faculty service (See section on Faculty Service.), and excellence in performance of other College responsibilities, such as service on College committees, moderator of clubs, sponsoring speakers or artists, etc.



4. **Associate Professor** – Appointment to the rank of associate professor ordinarily presupposes the qualifications for the rank of assistant professor and the following additional qualifications:
  - a. Consistently high quality of teaching effectiveness.
  - b. Actual possession of the Doctorate or of a terminal degree normally required for this rank by good academic practice. In exceptional cases, fully demonstrated ability in scholarly research or some other comparable form of professional achievement may replace the requirement of the doctoral degree.
  - c. A minimum experience of five years of College service at the rank of Assistant Professor, three years of which must be at this institution. These years of service must normally be completed before application for promotion, so the promotion decision would usually be made in the faculty member's sixth year at the rank of Assistant Professor. In the case of new appointments, account may be taken of various forms of relevant experience and professional recognition.
  - d. Evidence of continuing and increasing achievement in the area of scholarly and professional activities by serving on panels, publishing, presenting papers, professional performances, etc.
  - e. Evidence of discharge of other College responsibilities, curricular and extracurricular. (See paragraph 3. e. above.)
  
5. **Professor** – Appointment to the rank of professor ordinarily presupposes the qualifications for the rank of associate professor and the following additional qualifications:
  - a. A minimum experience of five years in the rank of Associate Professor at the College. These years of experience must normally be completed before application for promotion, so eligibility for the promotion would usually not be before the faculty member's sixth year at the rank of Associate Professor.
  - b. Fulfillment of all the requirements of the lower academic ranks.
  - c. Exemplary contribution to the purposes of the College through excellence in teaching, continuing achievement in scholarly and professional activities, and sustained accomplishments in administrative assignments.
  
6. **Professor Emeritus/Emerita** – Appointment to the rank of professor emeritus/emmerita ordinarily presupposes the following qualifications:
  - a. Retirement from full-time College teaching.
  - b. Distinguished teaching service and/or scholarly work at Benedictine College.
  - c. Demonstration of a career that is congruent with the College mission.
  - d. This rank is not automatically conferred upon retirement. It requires recommendation of the Rank and Tenure Committee and of the current departmental chair in the department in which the candidate served, followed by approval of the recommendation by the President and Board of Directors.
  - e. Appointment to this rank carries the following privileges:
    - i. The right to represent Benedictine College at public functions.
    - ii. The right to take part in academic, cultural, and social events at the College with whatever financial exemptions other faculty members enjoy.
    - iii. The right to take part in academic events and processions, such as honors programs, commencement exercises, alumni events.
    - iv. Listing in the College Catalog.

- v. Library privileges.
- f. The privileges described in paragraph 6.e. are not contractual rights and are subject to change at the discretion of the College based on evolving circumstances at the College.

### **Professionally Qualified Track**

Faculty who are hired primarily on the basis of their professional (as opposed to academic) qualifications will be placed on the professionally qualified track rather than the tenure track at the time of their hire. The purpose of the professionally qualified track is to accommodate faculty who may not have terminal degrees but possess significant professional or clinical expertise and/or experience that is particularly suited to the fields in which they teach.

The decision to place a faculty member either on the tenure track or on the professionally qualified track is made at the discretion of the Dean of the College, taking into account the recommendation of the department chair. It is envisioned that all full-time faculty with a rank higher than Instructor at the college will be placed on either the tenure or the professionally qualified track at the time of hire. Untenured faculty who are not tenure track at the time of the adoption of this policy may request to be placed on the professionally qualified track.

Faculty are evaluated using the same timeline, policies, procedures, and criteria as those on the tenure track, with the following exceptions. Regarding criteria, faculty on the professionally qualified track are not expected to have a terminal degree in their field. Furthermore, the criteria regarding scholarship is to be weighted less in evaluations, with other criteria—especially teaching—suitably weighted more, so that the summary criteria are undiminished in rigor. Regarding procedures, a professionally qualified track faculty member who meets the minimum requirements for this track will be granted, in lieu of tenure, a rolling renewable three-year contract. In addition, faculty on the professionally qualified track are considered eligible for promotion to Associate Professor based upon the criteria discussed above. A professionally qualified track faculty member who fails to meet the minimum requirements for this track will be given a one-year terminal contract at the end of which the faculty member's appointment ends.

### **Tenure**

Tenure is the right of a faculty member to hold a teaching position without arbitrary, capricious, or discriminatory reduction from the faculty member's prior year's salary and not to suffer loss of such position except for adequate cause in accordance with the College's policy on Serious Discipline/Termination or due to a financial exigency or academic reorganization. Tenure is a means of assuring continuing academic freedom for individual faculty members and for the College as a whole.

Tenure at Benedictine College represents a commitment on the part of the College and on the part of the tenured faculty member.

The College, having had ample opportunity to assure itself of the performance of a probationary faculty member and having concluded that such performance meets or exceeds its requirements in all respects, commits to the faculty member that, except under specific circumstances, it expects to offer the faculty member annual contracts until the faculty member retires or leaves the College.

The faculty member who accepts tenure commits to Benedictine College that he or she will continue to meet at least the same level of competence in teaching performance that warranted the granting of tenure. The faculty member also commits to Benedictine College that he or she will freely accept and will perform in a professional manner the staff and organizational responsibilities assigned by the College consistent with a faculty appointment and will so act to reflect credibly on the College.

Beginning with full-time appointment to a tenure-track position with the rank of full-time Instructor or a higher rank, the probationary period for a faculty member whose entire teaching experience is at Benedictine College shall not exceed seven years. When, after a term of probationary service of more than three years in one or more institutions, a faculty appointment is for a probationary period of not more than four years, thereby the person's total probationary period in the academic profession is extended beyond the normal maximum of seven years.

Tenure is a commitment to the full-time teaching faculty, therefore, calculation of the time towards tenure only includes those years that a faculty member has devoted 3/4 or more of his or her time to teaching and the contract clearly indicates that it is a tenure-track appointment.

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## **POLICIES REGARDING PROMOTIONS AND TENURE**

### **Tenure Review**

The Rank and Tenure Committee, Department Chairs, peers, students, and administrators participate in evaluating faculty performance. Criteria for judgment on satisfactory progress toward tenure shall be those criteria indicated in this Handbook for evaluating faculty performance. If tenure is granted, it will be upon completion of the probationary period of teaching. Tenure is approved by the Board of Directors based on written recommendations from the President, the Dean of the College, and the Rank and Tenure Committee.

In appraising the services of a member of the faculty, competence and professionalism is expected in all major areas of responsibility and consideration is given to the individual's overall contribution. Although excellence in all the major areas listed below represents the ideal goal, it is recognized that the contribution of the individual will generally be greater in some areas than in others. Appraisal information is sought from students, colleagues, and academic administrators.

### **Criteria**

Those making decisions or recommendations for reappointment, advancement in rank, or the granting of tenure or compensation will consider the criteria listed below. The same criteria that apply for reappointment are used to determine a faculty member's advancement in rank, with the added expectation that the faculty member fulfills the qualifications for the rank sought.

- 1. Teaching Effectiveness** – It is expected that all teaching faculty will hold their classes regularly for the scheduled length of time and arrive punctually. In addition, successful candidates will provide evidence of:
  - a. Clearly articulated learning objectives;
  - b. Demonstrated progress toward meeting those objectives;
  - c. Organized presentation of class material;

- d. Efforts to improve teaching skills, as informed by student feedback on course evaluations, feedback based on class visits from the department chair, peers, and the Dean;
  - e. Promotion of independent thought and judgment among students;
  - f. Ability to stimulate student interest and understanding of the subject and students' motivation to learn.
- 2. Scholarship** – Successful candidates will provide evidence that:
- a. They continue to develop understanding and skill in their discipline;
  - b. They are actively involved in productive research with other colleagues and/or students that contributes to their discipline or education in general;
  - c. They actively participate in learned and professional societies.
- 3. Advising and Counseling Effectiveness** – Full-time faculty members, after their first year of service, are normally expected to assume responsibility for advising students. Department chairs are responsible for assuring competent advising of declared majors in their departments. The Registrar, or one to whom the task is delegated, assigns advisees to faculty members as new students are admitted to the College. Successful candidates will provide evidence that:
- a. They have the ability and willingness to assist students in their academic careers;
  - b. They are interested in the total development and integration of the students' abilities;
  - c. They cooperate and consult with other faculty and staff concerning student's aims and progress;
  - d. They provide assistance to students in their development of a sound philosophy of life that is in accord with Catholic and Benedictine principles.
- 4. Effectiveness in Administration** – Successful candidates will provide evidence that:
- a. They fulfill their administrative responsibilities in a way that fosters the willing cooperation of colleagues;
  - b. They respond to administrative requests for data, reports, recommendations and services in a prompt and cooperative manner;
  - c. They promote the efficient and economical operation of the College.
- 5. Engagement in the Life of the College and Community** – Successful candidates will provide evidence that:
- a. They accept and carry out committee assignments. Faculty members are expected to contribute to the work of at least one standing College committee;
  - b. They regularly participate in faculty meetings and in extracurricular duties as circumstances require;
  - c. They actively support the aims and goals of the College both on campus and in the local community;
  - d. They accept a high degree of personal responsibility and moral probity consistent with the purpose of Benedictine College;
  - e. They exhibit a spirit of collegiality consistent with status as members of the community;
  - f. They provide service to external communities and constituencies;
  - g. They contribute to the intellectual vitality of the College;

- h. They participate in some College-sponsored activities, even if participation is limited to attendance (e.g., plays, concerts, athletic events, etc.).
- i. Faculty attendance is required at the following College functions:
  - i. Faculty Workshops (except those indicated as optional),
  - ii. Freshman orientation academic sessions,
  - iii. Opening Mass, in academic attire,
  - iv. Regularly scheduled faculty meetings, department, and committee meetings,
  - v. Interview for Presidential Scholarship Weekend,
  - vi. Discovery Day,
  - vii. Honors Banquet,
  - viii. Baccalaureate, in academic attire,
  - ix. Commencement, in academic attire.

If a faculty member cannot be present for an event listed above, he or she must notify the Dean of the College in advance.

### **Required File Materials**

- 1. Current Curriculum Vitae** – The applicant should submit a current curriculum vitae that includes information up through the start of the semester in which the application is made.
- 2. Official Transcripts** – The applicant should be sure that the College has official transcripts from all institutions from which the applicant has received a degree or academic credit. For most persons these have been part of their file since they were employed at Benedictine.
- 3. Faculty Annual Review (FAR)** – The faculty member’s FARs are automatically put in the faculty member’s personnel file in the Dean’s Office but the applicant should be certain that the reports have been submitted and are in his or her file.
- 4. Syllabi** – These will be provided from the Dean’s Office, but the faculty member should check to make sure syllabi from all the courses they have taught in the last two years are present in their file.
- 5. Peer Classroom Evaluation and Peer Classroom Observation** – All tenure-track faculty members must have one class observation per year from another faculty member and make at least one visit per year to a class taught by another member of the faculty. The untenured faculty member will then submit a written reflection of insights gained from those visits, focusing on ways that his or her own teaching might be improved. Candidates are encouraged to consult their department chair for recommendations of appropriate faculty to observe.
- 6. Peer Course Materials Evaluation** -- All tenure-track faculty members must secure at least one peer evaluation of their course materials (e.g., syllabi, course objectives, exams, assignments, rubrics, etc.) for one course per semester. At least one of these evaluations must be from an evaluator outside the candidate’s department.

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## **PROCEDURES & RECOMMENDATIONS FOR APPLYING FOR TENURE & PROMOTION**

When the minimum qualifications have been obtained, faculty members may request promotion or tenure. All applications for tenure, promotion, and sabbatical leave are due in the office of the Dean of the College by the end of business hours on December 30 of the calendar year prior to desired action. The Rank and Tenure committee will review the qualifications and cumulative records of faculty members seeking advancement and forward its written recommendations and justification to the President.

It is the faculty member's responsibility to apply for tenure prior to or during the year in which a final decision must be made. The College does not recognize *de facto* tenure and substantial compliance with these policies precludes any claim of entitlement to tenure by the applicant. A tenure-track faculty member who is not awarded tenure before or during the year in which the decision must be made will be given a one-year terminal contract at the end of which the faculty member's appointment ends.

- 1. Probationary Requirements** – All untenured faculty members on tenure-track will be reviewed by the Rank and Tenure Committee (a) during the semester following their first full academic year at Benedictine College, (b) during the midpoint academic year between their first academic year and the academic year during which they are eligible to apply for tenure, and (c) following their application for tenure.
  - a. Student Evaluations – All untenured faculty members must be evaluated in all courses every semester.
  - b. Chair Classroom Evaluation and Chair Annual Evaluation – The Department Chair should evaluate all untenured faculty members of the department once each year in the classroom and submit one annual evaluation. The Chair will submit the written evaluation for the member's Rank and Tenure file. The classroom visit should not be announced to the faculty member in advance, and the evaluations of that visit should be incorporated into the Chair's annual evaluation of the faculty member. The faculty member and department chair are expected to arrange a suitable time frame during which the visit may take place in order to avoid circumstances, such as observing during an exam day, etc. In addition, the faculty member may request an additional class visit from the department chair if the candidate believes that the first visit was not representative. Finally, if the tenure-track faculty member is the department chair, then a tenured faculty member shall conduct the annual visit.
  - c. Dean's Classroom Evaluations – The Dean of the College should evaluate all untenured faculty members during their first year with the College and, again, during their final year of tenure review. This evaluation should include at least one classroom visit and the Dean will submit a written evaluation for the faculty member's Rank and Tenure file on the form provided.
  - d. Portfolio – For each of the three reviews, each candidate will be required to provide a portfolio documenting progress toward tenure. The portfolios should consist of the following:
    - i. The First-Year Portfolio: Prior to the first year review (usually in the first semester of the candidate's second academic year), the candidate proposes and justifies goals and measures for success for teaching, research, and service based on the information gathered in the first year and the standards for tenure and promotion outlined in the

- Handbook. The justification should not only promote the candidate's perceived strengths, but should also articulate plans for addressing areas of improvement.
- ii. The Mid-Point Portfolio: Prior to the mid-point review the candidate makes a case that significant progress toward his or her goals has been made and that there is reason to believe that a positive decision regarding tenure and promotion is likely. Where there are shortcomings, the candidate articulates a plan to address them.
  - iii. The Final Application: As part of the final application for tenure, the candidate makes the case that the goals have been achieved and he or she has satisfied the standards for tenure and promotion outlined in the Handbook.

## **2. Supporting Documents**

- a. Evidence of teaching effectiveness, examples of which include, but are not limited to, the following:
  - Student feedback, including student course evaluations and department chair classroom visits
  - Course syllabi
  - Technology applications
  - Teaching portfolios (teaching loads, course preparations, sample assessment instruments, etc.)
  - Supervision of independent studies, practica, etc.
  - Receipt of teaching awards or honors
  - Participation in instructional workshops/seminars, etc.
  - Development of innovative teaching techniques/methods
  - New program/course development
  - Department-approved pedagogical activities
- b. Evidence of scholarly achievements accomplished while at Benedictine College. This would include copies of books, published papers, programs of meetings where papers were presented, programs of performances or exhibits, etc. Different disciplines will have widely varying material that will fall into this category.
- c. Evaluation of the applicant's professional work by a peer from outside Benedictine College.
- d. Copies of innovative teaching tools developed by the faculty member.
- e. Copies of grant proposals submitted by the applicant to organizations or financial sources outside the college.
- f. Copies of major administrative reports written while at the College, perhaps as part of a person's committee work.
- g. Direct evidence of unusual involvement in the general life of the College.
- h. Letters or other evidence of unusual involvement in the community outside the College.
- i. Support from faculty colleagues in the form of peer classroom reviews; letters of support are important in the promotion and tenure process.
- j. Any other items that document the applicant's accomplishments in the five major areas listed in the Handbook.

## **3. Required Materials To Be Included With Final Application**

- a. Faculty Letters of Evaluation – A faculty member applying for tenure or promotion should have at least two faculty members write letters of evaluation. These letters should address the faculty member's performance with respect to the criteria for tenure and promotion given in the Faculty Handbook. Each letter does not have to address all the criteria but between

the two letters each of the major criteria should be addressed. It is recommended that at least one of the faculty members writing such letter of evaluation be a person competent in the academic discipline of the faculty member making the application. These two letters must be from persons neither of whom is the department chair of the applicant because this person will submit a letter in his or her official capacity.

- b. Department Chair Final Evaluation – In addition to the faculty letters of evaluation mentioned above, the applicant for tenure or promotion must have a written evaluation submitted by the applicant's department chair. If the applicant is the chair of the department, the applicant should have another full-time member of the department submit a letter of evaluation.

### **Outline of the Decision Process**

1. The faculty member will give his or her application and supporting documents to the Dean of the College by December 30. The Dean of the College will forward the materials to the Rank and Tenure Committee. The entire process will be carried out in accordance with the schedule established in advance by the Dean of the College.
2. Members of the Rank & Tenure Committee will review the application and supporting documents. Each member will make a written recommendation and a vote will be taken. All materials, written recommendations, and the result of the vote will be given to the Dean of the College.
3. Based on a review of the materials and the written recommendations and vote of the Rank and Tenure Committee, the Dean of the College will make his or her own written recommendation. All materials will then be forwarded to the President of the College.
4. The President of the College will review all recommendations and provide his or her own written recommendation. All materials will then be forwarded to the Board of Directors.
5. In light of its review of the previous recommendations, the Board of Directors will make a final decision at their February meeting. The decision in granting or denying an application for tenure or promotion is in the sole discretion of the Board of Directors.
6. Notification of the result: The applicant for tenure or promotion will be notified in writing of the result of her/his application within a week of the February meeting of the full Board of Directors. Such notification will come from the office of the Dean of the College.

At any time prior to completion of the probationary period, the Board of Directors may, upon recommendation of the President, declare that the probationary period of any particular faculty member has been fulfilled.

### **PROCEDURES FOR APPLYING FOR PROMOTION TO THE RANK OF PROFESSOR**

A full-time faculty member with the qualifications listed above (under Ranked Faculty, 4. Professor) may apply for promotion to full professor. Required materials include:

1. A letter of application that discusses how one has met the five criteria listed above in PROCEDURES & RECOMMENDATIONS FOR APPLYING FOR TENURE & PROMOTION,
2. A current curriculum vitae,
3. Two letters of support from faculty peers, and



4. A letter of evaluation from the applicant's department chair (if the applicant is the department chair, a letter from a departmental colleague may be substituted for the chair evaluation).

The application deadline and the outline of the decision process are the same as those listed in PROCEDURES & RECOMMENDATIONS FOR APPLYING FOR TENURE & PROMOTION.

### **Faculty Service**

In addition to excellence in teaching, faculty are also required to serve the College and students in the following ways:

1. Full-time faculty members, after their first year of service, are normally expected to assume responsibility for advising students. Department Chairs are responsible for assuring competent advising of declared majors in their departments. The Registrar, or one to whom the task is delegated, assigns advisees to faculty members as new students are admitted to the College.
2. Faculty members are expected to contribute to the work of at least one standing College committee.
3. Faculty are expected to interview for Presidential Scholarship Weekend.
4. Faculty may sponsor Discovery Projects, independent study programs, or undergraduate research. Student research projects, if they involve the use of departmental or College resources, must be agreed to by the Department Chair.
5. Faculty may serve as club moderator, faculty sponsor of publications, or as a volunteer athletic coach.
6. Faculty may represent the College at local community affairs. Faculty members are encouraged to respond favorably to requests for their services by local community and church groups, provided that the faculty member's primary obligation to teaching and research is not jeopardized.
7. Faculty may assist the Admission Office in its efforts to recruit students, especially in representing departments and programs to prospective students.

The vitality of extracurricular activities depends very much on the participation of faculty and staff. Every faculty member is expected to participate in some College-sponsored activities, even if participation is limited to attendance (e.g., plays, concerts, athletic events, etc.).

Normally, full-time faculty are expected to be on campus for a full working day on all days when classes are in session, and Discovery Day, unless they are attending a meeting or engaged in College business elsewhere. Faculty should plan to be on campus in their offices in August on the Monday and Tuesday before classes begin and in January on the Tuesday before classes begin so they can be available to advisees and students.

### **Continuing Part-Time Faculty Service**

While the College recognizes that continuing part-time faculty are not obligated to the same level of service as those with full-time teaching appointments, the expectation is that these faculty members participate as fully as possible.

1. Participation by persons holding continuing part-time appointments includes the following: Attendance at regular faculty meetings, and when possible department meetings, participation in the faculty/community workshop at the beginning of the year, and attendance at the opening Mass, Baccalaureate Mass, and Commencement.

2. Occasional service on a faculty or College committee or by interviewing for Presidential Scholarship Weekend.
3. Willingness to direct a Discovery project, independent study, or research.
4. Assistance to Admission staff in a manner consistent with their part-time employment.
5. Maintaining regular office hours consistent with the number of hours taught and the needs of students.
6. Endeavoring to be supportive and participate in various College social, cultural, and religious functions.

### **Punctuality**

Good order requires punctual attendance by both student and professor.

It is assumed that faculty will model the habit of punctuality for their students by beginning and ending all classes promptly at the time scheduled.

If the faculty member has not begun class within 15 minutes of the time scheduled and no message has been sent from the Dean of the College or another faculty member giving further instructions, the students will be legitimately excused for that period.

Faculty attendance is required at the following College functions:

- a. Faculty Workshops (except those indicated as optional),
- b. Freshman orientation academic sessions,
- c. Opening Mass, in academic attire,
- d. Regularly scheduled faculty meetings, department, and committee meetings,
- e. Interview for Presidential Scholarship Weekend,
- f. Discovery Day,
- g. Honors Banquet,
- h. Baccalaureate, in academic attire,
- i. Commencement, in academic attire.

### **Absences**

Faculty are expected to be on campus to teach their scheduled classes, except in cases of personal or family emergency, professional meetings, or other scholarly obligations the timing of which is outside the faculty member's control, and other situations giving rise to excusable absences (e.g., short-term disability, administrative leave, etc.). The following guidelines should be utilized by a faculty member who will be absent from a regularly scheduled class:

1. When a faculty member finds he or she will be unexpectedly absent, the Department Chair and Dean of the College must be informed of the circumstances. In such cases, the Department Chair will notify the class(es) of the faculty member's absence and of the assignment(s) that the students are to perform or other alternative arrangements.
2. When a faculty member knows in advance of an absence, he or she should obtain permission for the absence from the Dean of the College and make arrangements for a substitute instructor, arrange to provide students with a meaningful educational experience, or reschedule the missed class(es). Whenever possible, members of a department should arrange with each other to serve as substitutes in cases of required absences from classes.

## **Student Evaluations**

All tenured faculty must be evaluated by their students once a year, either fall or spring semester using the IDEA system. All courses in that semester should be evaluated. All untenured and adjunct faculty members must be evaluated in all courses every semester. Evaluations may be conducted during the summer sessions at the request of the faculty member. Student evaluations are coordinated through the Director of Institutional Research. Independent study courses, internships, and labs associated with lecture courses do not need to be evaluated. If in doubt, check exceptions with the Dean's Office.

The Dean's Office will maintain an electronic copy of the course instructor summary survey report for all active faculty for seven years. Faculty may access their reports via the Campus Labs site.

## **Faculty Contracts**

All faculty members are under contract with the College. Contracts are renewed each year. All appointments to the faculty of the College are made by the President, or the appropriate Cabinet member authorized by the President to issue such contracts, and such appointments shall clearly specify the general conditions attached to the appointment, including the appointee's status regarding tenure. No contract is valid or binding on the College unless in writing and signed by the President (or an authorized designee).

All contracts may be terminated by mutual agreement at any time. Other than for adequate cause as described in the Serious Discipline/Termination section, they may not be terminated by either party alone except at the end of the regular contract year, unless a particular contract clearly specifies an exception to this principle.

Faculty contracts for the following academic year are issued on or before March 15. The faculty will be informed of the overall salary adjustment pool and the anticipated across-the-board salary adjustment percentage by March 15. A faculty member must sign and return the contract offer within the date specified in the contract offer, which will normally be fifteen days after the contract date. Any faculty member who desires to continue with the College and contends that the contract offer represents an arbitrary, capricious, or discriminatory reduction from his or her prior year's salary or reduction in rank, may file a grievance in accordance with the Faculty Grievance Policy. In instances where a faculty member does not file a timely grievance or accept the contract offer by the date specified in the proposed contract without the prior agreement by the Dean of the College, the faculty member will be deemed to have resigned from the College effective at the end of their current contract.

## **Reappointment**

Faculty members are reappointed when, in the judgment of the President after consultation with the Dean of the College and the Department Chair, they are adequately performing their duties. Annual reappointment occurs by issuing the faculty their contracts.

## **Salary Increments**

Increments in salary for faculty members are determined annually. Ultimately, salary increases necessitate available funds in the annual budget as prescribed by the Board of Directors and are not guaranteed.

Recommendations for salary increases are made by the Dean of the College and are reviewed by the President. The President approves or disapproves recommended salary increases, and the President's decision is final. Efforts are made by the administration to see that salary levels are competitive in relation to faculty salaries at comparable institutions. Other factors that are considered include, but are not limited to, Benedictine College's size, its geography, equity within academic ranks, and recognition of years of service. Faculty members who are members of religious communities are paid salaries on the same basis as are other faculty.

### **Sabbaticals**

Sabbatical leaves may be granted to tenured faculty (including those in administrative positions) for the purpose of their professional enrichment and the improvement of their services to the College, subject to the following conditions: Neither student programs nor the College should suffer any grave academic inconvenience by such absence, and the applicant must use his or her leave for research, formal study, or other approved purposes.

1. Procedures for requesting a sabbatical leave:
  - a. The applicant will first consult with the Chair of his or her department as to the feasibility of the proposed sabbatical. The Chair will then complete and sign the form verifying that the sabbatical will not cause grave academic inconvenience to the applicant's department. If the applicant is a Chair, he or she will consult with the Dean of the College, who will complete and sign the form. Applications are to be received by the Rank and Tenure Committee no later than December 1 of the academic year prior to the year for which the leave is requested. A plan for increasing the faculty member's professional growth and value to the College is included as part of the application along with a brief cover letter and the Chair form. Applications will be evaluated and ranked by the Rank and Tenure Committee based on the thoroughness and persuasiveness of the application, as well as the likely contribution of the sabbatical project to the applicant's teaching and/or scholarship.
  - b. Faculty members serving as administrators apply to their immediate supervisors. The President of the College applies to the Board of Directors.
  - c. Recommendations from the Dean of the College, the Department Chair, and a letter of application and plan are submitted to the President. The President makes the final recommendation to the Board of Directors.
  - d. Applicants will normally be notified by the Dean of the College immediately after the February Board meeting as to the decision of the Board.
2. Sabbatical leaves may be granted to applicants who have completed six years of full-time employment at Benedictine College or at least six years since having taken an earlier sabbatical leave.
3. The sabbatical applicant may request one semester at full pay or two semesters with half pay.
4. At the end of a sabbatical, a report is submitted to the Dean and to the President. Sabbatical leaves are considered as service for the purposes of advancement in salary and rank.
5. Sabbatical leave recipients are obligated to return to the College for a minimum full-time service of two years following a sabbatical leave. A person who has been granted a sabbatical leave and fails to return to the College is obligated to repay, within three years, whatever monies were paid during the period of the sabbatical leave. This obligation is pro-rated if the faculty member or administrator serves some but not all of the stipulated two years.
6. A sabbatical leave stipend is paid to the recipient on the assumption that he or she is not employed at a full salary by another agency during the sabbatical period. If the recipient

receives a grant or external payment, the sabbatical stipend is reduced to affect a net income equal to regular salary plus cost of living differences and moving expenses for the faculty member.

7. At the expiration of the sabbatical leave, and in the absence of another mutual agreement between the recipient and the College, the recipient shall be reinstated in the same assignment held prior to granting of the leave. Persons replacing those on sabbatical leave shall be notified in writing that the assignment shall be only for the duration of the sabbatical leave.
8. No more than 10% of the tenured faculty members may be on sabbatical leave at any given time.

### **Faculty Development**

\$200 Fund – Each faculty member receives \$200 each year from the faculty development fund. Most faculty members use these funds to buy books or pay for professional memberships. To be reimbursed, the faculty member simply emails receipts in PDF format to the Dean’s Office specifying that it should be paid out of the “\$200 fund.”

### **Travel Grants**

Refer to the latest information from the Faculty Development Committee available on Blackboard > Faculty Forum.

### **Extramural/Professional Activities**

While Benedictine College recognizes the value of faculty members engaging in outside activities that enhance their academic and professional development, such activities should not interfere with faculty members’ primary professional obligations to Benedictine College. When faculty members wish to engage in anything other than incidental activities in research, counseling, the offering of professional services, or any job that will take them away from the primary commitment to the College for pecuniary gain or otherwise, the conditions of such undertakings shall be approved in advance by the President of the College to ensure that there is no conflict of commitment or conflict of interest.

When the faculty member is engaged in extramural or professional activities unrelated to his or her assignment or position with the College, he or she speaks or writes as a citizen and should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. Therefore, the faculty member should do their utmost at all times to be accurate, exercise appropriate restraint, respect the opinions of others, and make it clear that they are not speaking in their official capacity for the College.

No faculty member, in any opinion or certification that is to be used for advertising or commercial promotion of any product, service, or business organization, may use the official title of the College or any of its parts, or refer to their professional connection with the College without permission from the Dean of the College and the express approval of the President.

Faculty members may not solicit gifts on behalf of the College without approval by the Vice President for Advancement.

All grants and contracts awarded to faculty members are to be promptly reported to the Dean of the College.

## **Termination of Appointment by Faculty Members**

Faculty members may terminate their appointments effective at the end of an academic year, provided that they give notice in writing at the earliest possible opportunity, but not later than May 15, or thirty (30) days after receiving notification of the terms of appointment for the coming year, whichever date occurs later. Faculty members may properly request a waiver of this requirement of notice in case of hardship or in a situation where they would otherwise be denied substantial professional advancement or other opportunity.

## **Faculty Searches**

In all cases, vacancies within departments return to the College for possible reallocation or elimination.

When searches commence for new faculty members, it is the goal of the College to identify, recruit, and retain highly qualified, diverse, and talented faculty who embrace the mission of the College for position openings. The following “Guidelines for Conducting a Faculty Search” are designed to assist in the faculty hiring process.

1. Ordinarily, a search for a faculty position will be conducted by the chair of the department seeking to fill the position. Searches for department chairs are chaired by a faculty member designated by the Dean of the College.
2. The continuing department chair and the Dean of the College, in consultation, will select members of the search committee. All continuing full- and part-time members of the department should take an active role in the search process. Search committees should normally include at least one faculty member from outside the department. If the department conducting the search does not have any female or minority members participating in the search, a female or minority faculty member from outside the department should be invited to join the search committee.
3. All advertising for positions is coordinated by the office of the Dean of the College. The department chair, in consultation with the Dean of the College, will prepare an advertisement and together they will determine where to place it and any other methods to be used to locate suitable candidates.
4. The chair will designate an administrative assistant to coordinate applications through Paylocity for each candidate.
5. When the deadline for applications occurs, the committee will meet and review the candidates' files and prepare a short list of names for consideration. They will notify all rejected applicants as soon as possible.
6. The chair and the committee will undertake further review of the candidates on the short list by phone and other means. They may wish to prepare a list of specific questions to ask each candidate. It is also a good practice to contact one or more of the applicant's references.
7. After this review, the committee will meet to reduce the list to typically two or three candidates who will be invited to campus.
8. By this time, the chair should have discussed with the candidate the expectations of the position so as to determine if the candidate is willing to accept the position should it be offered.
9. The chair will advise the Dean of the College that the committee is ready to invite candidates to campus for interviews.

10. The chair or the Dean's Office will make arrangements for the campus visit. These arrangements should be made far enough in advance so as to take advantage of the best airline fares, if needed.
11. The chair will endeavor to make the campus visit for each candidate as identical as possible, i.e., meet with the same people, have the same lecture opportunity, etc.
12. Ordinarily, a campus visit will include interviews with the President, Dean of the College, chair, each member of the search committee, students, and any others the committee or the candidate considers appropriate.
13. The campus visit should also include a presentation to students, an opportunity to teach a class, or some similar forum to judge that aspect of the candidate's suitability.
14. The committee may wish to include a campus tour, some time in the library, and a tour of the city as a part of the process.
15. After all candidates have been to campus, the committee will meet and endeavor to reach consensus on a recommendation and submit it to the Dean of the College.
16. The chair will convey the recommendation of the committee, including any minority concerns, to the Dean of the College who will make the offer, pending the approval of the President. The President of the College has final authority in filling faculty vacancies.
17. After a contract has been sent, the Dean of the College will immediately apprise the chair and may ask the chair to follow up with a call.
18. Job offers shall be contingent on a successful completion of a background check as described in the "Background Investigations" section of the Employee Handbook.
19. The chair will be responsible for notifying all unsuccessful candidates once a signed contract is received and the College has confirmed that the candidate chosen for hire has successfully passed his or her background check.
20. Internal Candidates: At times there may be one or more internal candidates for an advertised position. In so far as it is practical, internal candidates will be treated in the same manner as outside candidates, however, it is understood that some steps may not be necessary for internal candidates. The Dean of the College and chair together will make a decision as to what will be required of an internal candidate in a given search and will convey their decision to the candidate. Should an internal candidate be a current member of the department, he or she will not serve as a member of the search committee.
21. Preferential Hiring Policy: Benedictine College has a preferential hiring policy with regard to members of the sponsoring religious communities. Any committee engaging in a search will consult that policy and will follow it.

### **Moving Expenses**

Refer to the Employee Handbook for the latest policies regarding moving expenses.

### **Academic Freedom**

The Board of Directors of Benedictine College affirms its basic commitment to the maintenance of optimal conditions for teaching, research, and learning at Benedictine College. All faculty members are entitled to discuss freely in the classroom all matters germane to the subject of instruction. Faculty members should take care not to violate academic freedom by treating extensively of matters extraneous to the subject.

In their teaching and research, faculty members should be guided by the search for knowledge and truth, not by benefactors, public opinion or partisan policy, nor by any interest group. It is the right of every faculty member of the College to be protected by the College as a whole from all such inappropriate pressures and harassments.

Faculty members should be involved in the search for knowledge and truth while fulfilling their course assignments. The specific material covered in a course is not to be determined by the opinion of administrators, directors, fellow faculty members, or students, so long as it is appropriate to the course objectives, description, or syllabus adopted by the College or school and so long as it adequately prepares students for subsequent courses. Faculty members can and should present to students accepted, as well as, newly discovered facts and laws, new developments or new applications of old knowledge, and accepted, as well as new hypotheses and theories that may be advanced in explanation of facts and laws.

The central freedom of an individual in the College lies within the framework of human activity and human life, and hence is subject also to limitations and norms:

1. Teaching, student counseling, research and scholarly activity, and service to the College and community must be carried on within the framework of legal norms, the ethical requirements of the respective disciplines and professions, and the mission statement of the College.
2. All persons joining the faculty of the College are expected to understand and respect the fact that they are coming into an institution in which Christian scriptures and tradition are recognized as a source of knowledge as valid as natural human experience or reason, and where theology is recognized as a discipline. This expectation, of course, does not prevent them from stating and explaining their own personal views under the norms of this policy.
3. While faculty members are expected to challenge students to reexamine their beliefs and opinions, they are also expected to protect the rights of students. Faculty members must be careful not to attempt to use their positions to force upon students their own personal views and partisan loyalties.
4. Faculty members shall be entitled to full freedom in research and publication of the results, always assuming that such activity will not detract from the time and effort required for the task of instruction.

As required by law, the College has adopted a Notice of Non-Discrimination, Equal Employment Opportunity Notice, Non-Discrimination and Harassment Policy and Procedures, and Sexual Harassment Policy and Procedures. (See Employee Handbook.) Actions or words used in the context of the academic and teaching environments that serve legitimate and reasonable educational purposes will not be deemed by the College to constitute prohibited conduct or harassment. Nor will the expression of the beliefs and/or teachings of the Catholic Church, as set forth by the Magisterium, be regarded by the College as constituting prohibited conduct or harassment.

### **Faculty Grievance Policy**

A faculty member who feels he or she has cause for grievance involving any matter not otherwise specifically covered by a specific College policy and procedure may file a grievance in accordance with the following procedures.



Because the College desires that faculty grievances be resolved at the lowest level of administration possible, the faculty member should first pursue the grievance through normal administrative channels by speaking to the Department Chair and Dean of the College in that order. A formal grievance is initiated by filing a written statement summarizing the parties to the grievance, nature of the grievance, pertinent information and supporting information, and the resolution desired by the faculty member. The grievance must be filed with the Dean of the College within twenty (20) calendar days of the action being grieved, absent extenuating circumstances. If the grievance is with the Dean of the College, the President shall serve in place of the Dean in the grievance process. The Dean of the College shall review or investigate the matter and respond within twenty (20) calendar days of receipt of the grievance. During the Dean of the College's review or investigation, the party(ies) against whom the grievance has been filed will have the opportunity to review the grievance and provide a written statement regarding their position on the matter. The Dean of the College will provide a written response on the grievance, supporting reasons and evidence, and action taken. The written response will be given to all parties involved.

If the faculty member is still not satisfied after exhausting normal administrative channels and the Dean of the College's response, he or she may pursue the grievance by petitioning the Faculty Grievance Committee within ten (10) calendar days after receipt of the Dean of the College's response. The petition shall set forth in detail the parties to the grievance, nature of each grievance, and any information the faculty member believes is pertinent to the dispute. Additionally, the faculty member shall attach copies of the original grievance, previous responses, and communications received or submitted through normal administrative channels. The party(ies) against whom the grievance has been filed will be asked to provide their previous written statement as well as any other information that they believe is pertinent to the dispute. The Committee will decide whether the petition shall be rejected or warrants further consideration and investigation. The Committee shall normally complete its review or investigation and reports its findings and recommendation in writing to the faculty member, other parties to the grievance, and the President within twenty (20) calendar days after receipt of the grievance. The President will normally within twenty (20) calendar days after receipt of the Committee's report, notify the Committee, faculty member, and parties to the grievance in writing that the Committee's findings and recommendations have been accepted, modified, or rejected including an explanation of the reasons for such action. The Committee and parties to the grievance shall have ten (10) calendar days after receipt of the President's notice to submit a written statement to the President requesting reconsideration of his or her decision, with reasons provided for this reconsideration. The Committee and parties to the grievance will be notified within twenty (20) calendar days of the President's decision. This decision is final.

If the grievance is against the President, the faculty member has the right of appeal to the Chair of the Academic Affairs Committee of the Board of Directors after exhausting the Faculty Grievance Committee procedures outlined above. The appeal to the Chair of Academic Affairs Committee of the Board is in lieu of the Faculty Grievance Committee's report being given to the President. The Chair of the Academic Affairs Committee of the Board may either decide the matter based on written and/or oral statements from the parties to the grievance or may call a special meeting of the Academic Affairs Committee of the Board to consider the matter. Each party to the grievance shall be provided equal time to personally represent the issue to the Academic Affairs Committee of the Board at this meeting. The Academic Affairs Committee of the Board will

provide a written decision to all parties to the grievance within ten (10) days of this meeting. This decision is final.

### **Non-Reappointment of Probationary Faculty**

The College may terminate the contracts of probationary faculty members during the term of the contract only for adequate cause and according to the procedures set forth herein for termination of appointment. The College may decline to renew the contract of such a faculty member without cause so long as adequate notice of non-renewal has been provided. Official notice of non-renewal must be given in writing by the Dean of the College or President, no later than:

1. March 1 of the first academic year of service, if the appointment expires at the end of that year; or, if a one-year appointment terminates during an academic year, at least three months in advance of its termination.
2. December 15 of the second academic year of service, if the appointment expires at the end of that year; or, if an initial two-year appointment terminates during an academic year, at least six months in advance of its termination.
3. At least twelve months before the expiration of an appointment after two or more years in the institution.

### **Serious Discipline/Termination**

Ordinarily, serious discipline or termination will not be initiated until after the faculty member and appropriate administrators have attempted to resolve the dispute by mutual agreement. The termination of a contract before the end of a specified term, the failure to renew a contract with a tenured faculty member, or serious discipline of a faculty member shall not occur without adequate cause. Adequate cause shall include, but is not limited to, one or more of the following reasons:

1. Long-term inability to meet faculty responsibilities due to medical reasons.
2. Financial exigency or removal of the subjects taught by the faculty member from the offerings of the College.
3. Unsatisfactory teaching, as confirmed by the College administration using information assembled from the Department Chair, other faculty, students, and administrators.
4. Significant dereliction in discharging College obligations.
5. Serious violation of policies and procedures of the College, such as those governing sexual harassment, including, but not limited to those policies and procedures set forth in this Faculty Handbook and the Employee Handbook.
6. Failure to satisfactorily carry out the aims and objectives of the College; personal conduct that will reflect unfavorably on the College or inhibit its effectiveness in carrying out its aims and objectives.
7. An action that is seriously contrary to clearly established principles of professional ethics or of the mission statement of the College.

Serious discipline may involve a reduction in salary, relief from duties without pay, demotion in rank, or other action seriously impacting the economic security or status of a faculty member where such action is for disciplinary reasons as opposed to unsatisfactory performance.

Ordinarily, the College's procedures governing serious discipline/termination will be promptly initiated. In the event the President determines that serious, immediate harm would come otherwise to the faculty member, to students, to other individuals, or the College, the President may impose

an immediate, interim suspension of the faculty member that shall take effect prior to completion of the College's procedures governing serious discipline/termination. Notice of such immediate, interim suspension together with a specific statement of the reasons for such action shall be promptly provided to the faculty member affected thereby. The immediate, interim suspension may be lifted at the discretion of the President prior to completion of the College's procedures governing serious discipline/termination but otherwise shall remain in effect unless and until the College's procedures governing serious discipline/termination result in a finding in favor of the faculty member.

### **Procedures for Serious Discipline/Termination**

Except in cases of financial exigency or removal of the subjects taught by the faculty member from the offerings of the College, any matter involving termination of a contract before the end of a specified term, failure to renew a contract, and serious discipline for adequate cause will be preceded by a written notice including a statement of reasons approved by the President, and the individual concerned will have the right to be heard by a hearing committee of his or her peers. The faculty member shall request a hearing within ten (10) calendar days from the date of the notice. The termination or serious discipline, other than immediate suspension (as set forth above), will not become effective until after the ten-day period to request a hearing has expired or the hearing and appeals procedures have been exhausted, whichever is earlier. Should the hearing and appeals process find for the faculty member, any pay that was withheld as the result of immediate suspension will be reinstated retroactive to the initial date of the suspension.

The hearing committee will consist of the Dean of the College (who will serve as Chair), two tenured faculty members recommended by the faculty member, and two tenured faculty members appointed by the Dean of the College. In the event the Dean of the College is unable to serve, the President may appoint another member of the administration to serve in the Dean's stead. A member of the committee may remove himself or herself from the case if he or she wishes to be disqualified by bias or interest. Each party will have a maximum of two challenges to the committee membership without stated cause except that the seat filled by the Dean of the College (and/or another member of the administration in the event the Dean is unable to serve) is not subject to challenge.

1. The hearing shall be held no sooner than twenty (20) calendar days after the faculty member receives the written notice specifying the statement of reasons for imposition of termination/serious discipline.
2. During the hearing, the faculty member will be permitted to have an academic advisor or counsel of the faculty member's own choice. In the event the faculty member chooses to have legal counsel, the faculty member has sole responsibility for compensating such counsel.
3. An audio record of the hearing will be made and, upon request, a copy will be available to the faculty member without cost.
4. The burden of proof that adequate cause exists rests with the College and shall be satisfied only by clear and convincing evidence in the record considered as a whole, except to the extent applicable law requires the use of a different standard (i.e., such as preponderance of the evidence in cases involving sexual harassment).
5. The hearing committee may grant adjournment to enable either party to investigate evidence as to which a valid claim of surprise is made.
6. The faculty member will be afforded an opportunity to obtain necessary witnesses and documentary or other evidence, and the administration of the College will, insofar as it is

possible for it to do so, secure the cooperation of such witnesses and make available necessary documents and other evidence within its control.

7. The faculty member and the administration and their representatives will have the right to confront and cross-examine all witnesses. Where the witnesses cannot or will not appear, but the hearing committee determines that the interest of justice require admission of their statements, the hearing committee will identify the witnesses, disclose their statements, and if possible provide for interrogatories.
8. In the hearing of charges of incompetence, the testimony must include that of qualified faculty members from this or other institutions of higher education.
9. The hearing committee will not be bound by strict rules of legal evidence and may admit any evidence that is of probative value in determining the issues involved.
10. The hearing committee may promulgate procedures to govern the conduct of the hearing and submission of evidence and argument.
11. At the conclusion of the hearing process, the hearing committee shall issue to the faculty member and President a written report that includes findings of fact and a determination as to whether or not adequate cause exists for the termination/serious discipline imposed. The hearing committee's findings of fact and determination shall be based solely on the evidence and arguments submitted by the parties during the hearing process.
12. If the hearing committee's report concludes that adequate cause for termination/serious discipline does not exist, the President may, within ten (10) calendar days of the date of the hearing committee's report, serve on the faculty member a notice of rejection stating the reasons for the President's rejection of the hearing panel's determination. The faculty member shall have the right to appeal the President's rejection of the hearing committee's decision to the Board of Directors, as outlined in Number 14.
13. Except for such simple announcements as may be required, e.g., covering the time of the hearing and similar matters, public statements and publicity about the case by either the faculty member or administrative officers will be avoided so far as possible until the proceedings have been completed, including consideration by the Academic Affairs Committee of the Board of Directors.
14. If the hearing committee determines that adequate cause for serious discipline/termination exists, or if the President rejects the hearing committee's determination that adequate cause for serious discipline/termination does not exist, the faculty member may appeal the determination or rejection to the Academic Affairs Committee of the College's Board of Directors. The faculty member must give notice of his/her intent to appeal no later than ten (10) calendar days after the determination or rejection is filed. Such notice shall be provided to the President, in writing, and shall state with specificity the grounds upon which the faculty member is appealing. Upon receipt of the notice, the President shall cause the notice of appeal and the record of evidence and arguments from the hearing to be provided to the faculty member and transmitted to the Chair of the Academic Affairs Committee of the Board. The hearing record includes all the evidence introduced at the hearing as well as an audio recording or transcript of the hearing itself, together with the hearing panel's findings." The Academic Affairs Committee shall review the hearing record of the case and reach a recommendation as to whether to affirm the hearing committee's determination, or the President's rejection as the case may be, reverse the same, or modify the same. The Chair of the Board may participate in the Academic Affairs Committee's deliberations but shall not have voting rights. The Academic Affairs Committee's review shall be confined to the hearing record. The Academic

Affairs Committee will apply a clear error standard of review to the hearing panel's findings of fact and a *de novo* standard of review to the hearing panel's interpretation and construction of applicable policies, rules, regulations, and standards. In conducting its review, the Academic Affairs Committee may invite the faculty member and President to present oral argument or further written statements, but whether and to what extent such argument and statements will be permitted is solely within the discretion of the Academic Affairs Committee. In the event the Academic Affairs Committee permits oral argument or further written statements, both the faculty member and the President shall have an equal right to appear or submit statements, as the case may be. While the review of a hearing committee's determination is pending, the President and faculty member are prohibited from engaging in any *ex parte* communications with the Academic Affairs Committee, the Board President, and/or the Class A and B Board Members to the extent such communications relate to the subject matter of the serious discipline/termination or the hearing committee's determination."

15. At the conclusion of its review, the Academic Affairs Committee: "At the conclusion of its review, the Academic Affairs Committee shall forward its recommendation to the Class A and Class B members of the Board of Directors, along with the hearing record and a record of any additional oral argument or written submissions that Academic Affairs Committee received from the parties." The Class A and Class B members of the Board of Directors will review the recommendation and vote to affirm the hearing committee's determination, or the President's rejection as the case may be, reverse the same, or modify the same. In the event that a majority of the total number of Class A and Class B members of the Board of Directors cannot agree, the recommendation of the Academic Affairs Committee shall stand as the resolution of the appeal. After receiving the decision from the Class A and Class B members of the Board of Directors, the Chair of the Academic Affairs Committee shall issue and serve on the faculty member and President a written statement setting forth the determination of the appeal. The Class A and Class B members of the Board of Directors' determination shall be subject to further review only as permitted by the Alternative Dispute Resolution section of this handbook.

### **Alternative Dispute Resolution**

#### **THE FOLLOWING PARAGRAPHS CONSTITUTE A BINDING ARBITRATION PROVISION**

The College and faculty member agree to submit to binding arbitration any individual claim, dispute, or controversy between the College and a faculty member arising out of and seriously impacting the employment relationship, including, but not limited to, claims of employment discrimination, breach of employment contract, wrongful discharge, denial of tenure, violation of academic freedom, arbitrary or discriminatory reduction of pay, and alleged tortious conduct, such as, but not limited to, defamation, misrepresentation, fraud, or other claims. However, claims for workers' compensation benefits and claims relating to non-renewal of contract during the probation period for reasons other than unlawful discrimination under applicable statutes, and minor disputes not affecting the faculty member's compensation or employment status shall be excluded from arbitration. In the event the claim, dispute, or controversy arises from a termination/serious discipline that involved findings and a determination by a hearing panel, the arbitrator's review of whether adequate cause for such termination/serious discipline exists shall be confined to review

of the record developed before the hearing panel unless a party can show (1) fraud or misconduct by the opposing party or (2) newly discovered evidence that, with reasonable diligence, could not have been discovered prior to the hearing panel's determination.

The College and faculty member agree that this arbitration agreement shall not govern or apply to any claim, dispute, or controversy between the College and more than one faculty member. Any claim, dispute, or controversy between the College and more than one faculty member, including, but not limited to, class action lawsuits, joint or multi-plaintiff lawsuits, motions to consolidate individual lawsuits, or disputes about the scope or enforceability of this provision, shall be adjudicated solely in the District Court of Atchison, Kansas, or the federal court for the District of Kansas with jurisdiction over claims arising in Atchison, Kansas.

For purposes of this arbitration agreement, the term "College" includes Benedictine College, its current and former administrators, officers, directors, employees, agents, and affiliates.

The faculty member agrees and understands that by accepting an appointment, they agree to the terms of this arbitration agreement.

The arbitration shall be administered by American Arbitration Association ("AAA") pursuant to the AAA rules for resolving employment disputes, as modified by this agreement. The AAA rules are available on the AAA's website [www.adr.org](http://www.adr.org). With respect to the substantive claims asserted, the arbitrator must follow and apply the substantive law of the State of Kansas (without regard to conflicts of laws) and federal law (to the extent federal law is applicable). Either party may conduct discovery as part of the arbitration to the same extent allowed in court proceedings.

The arbitrator shall be empowered to resolve the dispute with the same set of remedies that would be available if the particular claim, dispute, or controversy were heard in court, except that any relief shall only be granted to the extent necessary to provide relief warranted by the party's individual claim. The College does not consent, and the arbitrator shall have no authority to, conduct a class action arbitration, a private attorney general arbitration, or any arbitration involving joint or consolidated claims under any circumstance. If the immediately preceding sentence is found to be unenforceable, then the entirety of this arbitration agreement shall be null and void, subject to a party's right to appeal the court order invalidating the preceding sentence. All issues are for the arbitrator to decide, except that issues relating to the validity, enforceability, or scope of this arbitration agreement shall be determined by a court and not by the arbitrator.

The demand for arbitration must be filed within the time limit established by the applicable statute of limitations for the asserted claims or within one year of the conduct that forms the basis of the claim if no limitations period is applicable. Failure to demand arbitration within the prescribed time period shall result in a waiver of any claim(s). The arbitrator's decision shall be final and binding upon the parties.

The arbitration will take place in Atchison, Kansas, or such other location as is mutually agreed to by all parties.

This arbitration agreement shall survive termination of the faculty member's appointment.

The College and faculty member agree this arbitration agreement is made pursuant to a transaction involving and substantially affecting interstate commerce.

Any final award may be entered as a judgment or order in the federal court for the District of Kansas with jurisdiction over Atchison, Kansas. This arbitration agreement is contractually enforceable and deemed incorporated into the appointment and employment relationship between the faculty member and the College. This arbitration agreement shall be interpreted, construed, and enforced in accordance with the FAA and other applicable federal law and, to the extent state law applies, the laws of the State of Kansas. Except as set forth above, if any portion of this arbitration agreement is deemed invalid or unenforceable, it shall be severed and will not invalidate the remaining portions of the arbitration agreement.

### **Faculty Organization and Governance**

Teaching faculty are an integral part of the total operation of the College and are called upon from time to time to assist in areas of the College where, in the judgment of the appropriate administrator, their presence and participation can make a significant impact. Any organized or regular participation by teaching faculty in areas within the College other than academic is to be approved by the Dean of the College.

In implementing the overall policies and objectives set by the Board of Directors, the Faculty is scheduled to meet at least eight times a year, at which time academic committee actions and recommendations are voted upon; discussions are held; reports are given; and speakers are presented. Meetings may be cancelled if there are no business items on which to proceed. Attendance at these meetings is obligatory for all full-time and continuing part-time faculty members. When attendance is impossible, the Dean of the College must be notified.

Active participation in matters presented for a vote is open to all staff holding academic rank as well as members of the President's Cabinet and the "Director" level staff positions who report directly to Cabinet members. In matters that are clearly academic, only staff holding academic rank will be entitled to vote.

Student delegations may be invited to faculty meetings to make pertinent presentations and be present for discussion and question-answer sessions, but not for debate and vote. The Dean's Council will initiate or act upon the request for such student representation.

### **Procedures for Faculty Meetings**

Meetings will be run by the elected Faculty Meeting Chair who will serve a two-year term. The faculty member elected to this position must be tenured.

The elected Parliamentarian will advise the chair and individual faculty members on matters of procedure. The parliamentarian will serve a two-year term.

### ***Motions and Agenda Preparation***

1. Agenda items and motions should be submitted to the Dean's Administrative Assistant in advance of the meeting, up until 11 days prior to the meeting.
2. Motions may be initiated by individual faculty members, faculty committees, or the Dean of the College. See the "Faculty Organization and Governance" section for more information.
3. All motions should use the motion template and be submitted in Word format. This is available in Blackboard > Faculty Forum.
4. Once received by the Dean's Administrative Assistant, each motion will be posted in "Faculty Meeting Team" in Microsoft Teams for comment. The sponsoring committee or individual

should review and/or participate in this online discussion prior to the meeting of the full faculty.

5. The final agenda will be set by the Dean of the College, the Meeting Chair, and Parliamentarian.

### ***Meeting Timeline***

<b>Time</b>	<b>Item</b>	<b>Responsible Individuals</b>
As received	Proposed motions posted for online discussion	Dean's Admin. Assistant
11 days prior, i.e., the Friday a week and a half before a Tues meeting.	Deadline for submitting all agenda items and motions	
6 days prior	Prepare agenda, outline meeting	Dean, Faculty Meeting Chair, Parliamentarian
4 days prior	Agenda and previous meeting's minutes emailed to all faculty	Dean's Admin. Assistant
Day of	Previous minutes, agenda, motions, and other relevant material preloaded onto meeting room	Dean's Admin. Assistant
Within 3 days after	Draft Minutes filed in the Faculty Meeting Microsoft Team	Dean's Admin. Assistant

### ***Agenda***

The typical meeting will proceed according to the following agenda:

- I. Call to Order
- II. Prayer
- III. President's Report
- IV. Approval of Previous Minutes
- V. Unfinished Business and General Orders – any issues not concluded during the previous meeting and the motions placed on the agenda to be addressed at the current meeting
- VI. Dean's Report
- VII. Committee Reports – typically these reports will not contain motions
  - a. Assessment Committee
  - b. Faculty Development Committee
  - c. Curriculum Committee
  - d. Student Affairs Committee
  - e. Rank and Tenure Committee
  - f. Faculty Advisory Committee to the President
  - g. Dean's Council
  - h. Honors Committee
  - i. Service-Learning Committee



- j. Other Committees
- VIII. New Business – motions from the floor not listed on the agenda
- IX. Announcements
- X. Adjourn

### ***Rules of Order***

Meetings will be run by the Meeting Chair and follow *Robert's Rules of Order Newly Revised 12<sup>th</sup> Edition*. The purpose of the *Rules* is to run the meetings fairly and effectively.

### **Committees**

At Benedictine College, service on various committees of the College is a part of the administrative duties of all full-time and continuing part-time faculty members as specified in their contractual agreement. Regular and thoughtful committee participation is an important factor in the development of the College as well as of the individual faculty member.

Standing committee appointments are made by election; advisory and special committees (including task forces) are appointed by the President, the Dean of the College, other appropriate administration officers, or by election.

The committee system is based on the understanding that no faculty member should serve on more than two advisory/specialized committees, nor have more than three total committee assignments. No department may have more than one member on a committee at a time. No faculty member may serve on more than one standing policy committee at a time. After completing a three-year term, faculty members are ineligible to serve on policy committees for two years. In the situation where a faculty member cannot complete his or her term on a committee, the Faculty Development Committee will determine the next eligible runner-up from the last faculty election for the position and that person will be appointed to complete the term.

Any new specialized/advisory committees must be approved by the faculty as a whole. Any new standing committee must first be approved for a three-year trial period, and then at the end of that time, re-approved by at least two-thirds of the faculty in attendance at the meeting in which the question is brought to a final vote.

### **Academic Committees & Committee Structure**

The faculty sponsors six standing faculty policy committees. The standing committees are comprised of four faculty members on three-year terms. (The Student Affairs Committee also has a student member, selected annually; the Discovery Committee has two student members.) Meeting minutes must be posted in a timely fashion to the Faculty Forum on Blackboard.

- 1. Assessment Committee** – This committee is responsible for managing the Benedictine College Assessment System. The members are elected and the Dean appoints a tenured faculty member to serve as long-term standing Chair. The Associate Dean and Director of Institutional Assessment serves as an *ex officio* member of this committee. The committee
  - a. Oversees assessment of the general education program by compiling and analyzing instructor-submitted assessment results, presenting data related to student learning to the faculty (after each semester), and soliciting feedback from the faculty on general education program assessment.

- b. Oversees the Program Review System, which assists programs (academic programs and NMAPs) with self-evaluation and continuous improvement. Program review activities are led by a “program review manager” for each program (either the department chair for the program or a chair-appointed faculty member), with the assistance of the committee. In support of program review, the committee:
    - i. Collects annual reports for each program by July 1, reviews the reports and provides feedback to program review managers by August 15. Annual reports and feedback are to be shared with the Dean of the College.
    - ii. Monitors program assessment activities, as entered in each program’s assessment organizer.
    - iii. Collects periodic comprehensive program review reports (occurring twice per 10-yr accreditation cycle) by July 1, reviews the reports and provides feedback to program review managers by August 15. Periodic comprehensive program reviews and feedback are to be shared with the Dean of the College.
  - c. Reviews selected institutional surveys and promotes sound assessment practices across campus.
- 2. Curriculum Committee** – This committee has oversight of the entire curriculum, with a particular emphasis on the general education curriculum. The committee:
- a. Makes recommendations to the Dean of the College regarding the addition of courses to (or their removal from) the College Catalog and/or general education curriculum.
  - b. Approves substantial changes to courses currently in the Catalog, including: changing the course name, changing the course number, changing over 25% of the course description, changing course prerequisites that affect other departments, requesting changes to a course that is currently being offered to students or available to students for registration.
  - c. Every three years revalidates the status of courses in the general education curriculum.
  - d. Approves minor curricular changes at the department level in consultation with the Dean of the College and reports them to the faculty;
  - e. Makes recommendations to the faculty as a whole for significant changes to majors and minors (e.g., addition or deletion of a major or minor, significant change in the requirements for a major); ultimate approval from the Board is required for changes in College-wide degree requirements and the adding or dropping of academic major or programs.
  - f. Makes recommendations to the Dean of the College regarding the removal of a Catalog course from the list of courses offered at the College, if factors other than department needs (e.g., community concerns about course content) motivate the proposed change.
  - g. Makes recommendations to the Dean of the College regarding staffing needs;
  - h. Makes recommendations to the Dean of the College regarding appropriate faculty workload; and
  - i. Makes the recommendation to the the Dean of the College regarding a department’s request to change its name.
- 3. Discovery Committee** – This committee oversees and develops the Discovery Program, including soliciting, reviewing, and funding Discovery Projects, and all Discovery Day activities.

4. **Faculty Development Committee** – This committee functions as the “committee on committees” and also:
  - a. Reviews requests and allocates funds for faculty travel and other faculty development activities supported through the office of the Dean of the College (Faculty Development Fund I);
  - b. Recommends to the administration various matters concerning benefits, as well as other types of compensation;
  - c. Reevaluates committee structure and responsibilities, and proposes changes as necessary. It also maintains and promulgates an accurate list of committee membership across all types of committees;
  - d. Prepares slates of candidates for election to standing committees.
  
5. **Rank and Tenure Committee** – This committee has five elected faculty members from the full-time teaching faculty who have previously been granted tenure or professionally qualified status. Beginning in the Fall semester of the school year, this committee:
  - a. Reviews annually the rank held by all faculty members;
  - b. Receives requests for promotion, tenure, and sabbatical leaves, and, through the Dean of the College, makes recommendations to the President on these requests, including the rank of Professor Emeritus/Emerita;
  - c. Reviews the development and performance of all untenured full-time and continuing part-time faculty, and provides feedback to these faculty members through the Dean of the College; and
  - d. Oversees policy recommendations regarding criteria for tenure, promotion, and sabbatical leaves; merit pay criteria, and related issues.
  
6. **Student Affairs Committee** – This committee addresses issues related to student recruitment, academic standing, athletics, appeals of grades and dismissals, academic honors policy, commencement policy, learning accommodations policies, attendance policy, advising, student facilities (residence halls and non-academic facilities), and financial aid. The Assistant Dean for Student Success serves as an *ex officio* member.

### **Advisory and Specialized Committee Governance Structure**

The following are the current advisory/specialized committees at Benedictine College:

1. **BC Experience Committee** – This committee is responsible for planning and overseeing GNST-1000, Benedictine College Experience, class.
  
2. **Committee on Teacher Education (CTE)** – The CTE is responsible for the standards of instruction in the College’s teacher education program. It reviews, monitors, and approves undergraduate education program changes, and deliberates on and approves applications for admission to teacher education and student teaching. The Committee on Teacher Education (CTE) is a standing committee appointed by the Dean of the College in consultation with the School of Education chair. Members include all full-time education faculty, at least three faculty members from departments that offer secondary education programs, three student representatives, at least three representatives from K–12 partnership schools, and the Associate Dean of the College. The School of Education chair serves as Chair and the assistant licensing officer serves as secretary of the CTE.

- 3. Dean's Council** – The Dean's Council represents the academic area to the Dean, serves in an advisory capacity on academic issues, and advises the Dean in making decisions on academic matters. The Dean's Council is comprised of faculty members chosen by the Dean, two faculty members elected by the faculty at large, and the Associate Dean of the College. The Dean of the College chairs the Council.
- 4. Faculty Advisory to the President** – This committee consults with the President on matters that concern the College, especially in the academic area. The committee is elected by the teaching faculty and meets at the invitation of the President. A majority of the committee membership may initiate a request for a meeting. Three faculty members are elected annually for a two-year term.
- 5. Faculty Grievance Committee** – This committee receives and disposes of grievances filed with it either by rejecting the complaint or, if it is considered valid, by presenting a written report to the President of the College with a request for remedial action. The committee is composed of four faculty members, two elected annually for a term of two years each. The chair of the committee will be appointed by the Dean of the College.
- 6. Graduate Studies Committee** – This committee is charged with the development of all graduate degree programs as well as the policies governing all graduate offerings. All proposed graduate classes must be approved by this committee. The committee is comprised of the Academic Directors of the graduate programs, the respective department chair or unit head of each program, and three other members holding doctorates and representing various academic disciplines, appointed by the Dean of the College in collaboration with the Chair of the Graduate Studies Committee. The Associate Dean of the College is an *ex officio* member of the committee.
- 7. Academic Scholarship Committee** – This committee is a faculty committee advisory to the Dean of the College and President. Its function is to work with the Admission staff in organizing the Presidential Scholarship competition, to create the rules and procedures for the competition itself, and to recommend a list of nominees for the scholarship. The members of the committee are appointed by the Dean of the College.
- 8. Honors Program Committee** – This committee helps in shaping the Honors Program, gives advice to the co-chairs of the Honors Program, and suggests modifications needed as the Program develops. Responsibilities include review and approval of courses submitted as possible Honors courses to submit to the Dean and/Curriculum Committee, developing and staffing the BC Experience retreat for Honors students, assisting in developing policies and procedures regarding such matters as admission/removal from the Honors Program, developing physical resources for Honors students, and developing and promoting training and education for faculty teaching in the Honors Program. They are responsible for reviewing Honors student products, such as applications to the Program, and the capstone projects. The committee collaborates in an ongoing manner with the Assessment and Curriculum committees as well as with department chairs.
- 9. Reasonable Learning Accommodations Committee (RLAC)** – This committee will review individual student documentation regarding disabilities, provide suggestions to the student and the faculty as to potential accommodations, and track the student's academic progress

during his or her time at Benedictine College. Also, the committee will serve as an ombudsman for students with disabilities. Members include the Director of the Counseling Center, the Director of the Special Education program, the Director of Disability Services, the Dean of Enrollment Management, the Vice President of Student Life, and two faculty volunteers as accepted by the committee.

- 10. Teaching Excellence Committee** – This committee promotes the scholarship of teaching and learning on campus by providing opportunities to help faculty improve their teaching, to sponsor workshops and speakers, and to provide instructional design and educational technology support. This committee organizes mentors for new faculty and is a resource for class observation and feedback to new faculty. The Dean of the College will appoint a chair for the committee and three additional faculty members are elected to serve 3-year terms.

### **Administrative Committees**

- 1. President's Cabinet** – This committee meets weekly for a briefing session, review and consultation. Chaired by the President, members include the Dean of the College, Chief Business Officer, Dean of Students, Dean of Enrollment Management, Vice President for Advancement, the Vice President for College Relations, the Vice President of Student Life, and the Athletic Director.
- 2. Retention Task Force** – This group meets regularly throughout the academic year. The task force is composed of the Dean of Enrollment Management, the Vice President of Student Life, the Athletic Director, a faculty representative, and the Director of the Student Success Center. Other members may be appointed as needed.
- 3. Faculty Library Committee** – This committee is chaired by the Library Co-Directors. Most of the members are appointed by the Library Co-Directors. One member is elected by the faculty to serve a 3-year term. The faculty represent a cross-section of disciplines to advise the Library Co-Directors on issues pertaining to the library and its services.

### **Campus Life Committee**

- 1. Convocation and Arts Committee** – This committee plans for, advertises, and oversees numerous cultural activities under the sponsorship of the College. The committee submits for approval and administers the budget for cultural programs and lectures. It prepares a schedule of events for the succeeding year and submits it to the Dean of the College and the Dean of Students for approval. Members include five elected faculty and four appointed students. The committee elects its chair.

### **Ad Hoc Committees**

*Ad hoc* committees are established for a specific purpose and terminated upon the completion of that purpose. *Ad hoc* committees may be established by standing committees, by the faculty as a whole, or at the request of the President or Dean of the College. The Faculty Development Committee should be notified of the formation of *ad hoc* committees.

## **Task Forces**

A task force is appointed by the President on the recommendation of the appropriate administrative officer. Faculty members may request formation of a task force for a specific assignment by submitting a recommendation to the appropriate administrative office.

## **ACADEMIC POLICIES**

- 1. To Initiate Academic Policy Changes or Proposals** – Proposals to change academic policy (by adding to or deleting from current academic practice) and/or proposals for new academic policies may be initiated by any of the following: individual faculty members, faculty committees, department chairs, or the Dean of the College.

If the proposed policy is initiated by an individual department primarily, it must be discussed at the departmental level and receive the approval of the department in question. The chair of the department then recommends the proposed policy to the Dean of the College, who will present it to the appropriate standing committee for consideration.

If the above proposed policy concerns two or more departments, the department heads will recommend the proposed policy to the Dean of the College, who will present it to the appropriate standing committee for consideration.

- 2. To Review/Ratify Academic Policy** – The appropriate standing committee(s) of the faculty review proposed academic policy. If the proposed policy is of major significance, preliminary input is sought from the faculty at faculty meetings, department meetings, or through some other organized means. The faculty will review and vote on the matter and provide its recommendation to the Dean of the College. The recommendation of the faculty is forwarded to the Dean of the College, who forwards the recommendation of the faculty, along with his or her recommendation on the matter, to the President. The President's approval of the proposed policy constitutes approval for that policy except in matters that the Board of Directors has reserved to itself, according to the Memorandum of Understanding. In those matters that require Board approval, the President forwards the recommendations of the faculty and the Dean of the College, along with his or her own recommendation on the matter, to the Board of Directors. In these matters, action of the Board of Directors is necessary for approval.
- 3. To Implement Approved Academic Policy** – Implementation of approved academic policy, in most cases, requires publication in the Benedictine College Catalog or some other official publication of the College.

## **New Majors and Programs**

- 1. Program Proposal** – All new programs or proposals will be introduced to the Curriculum Committee by the relevant department chairperson(s).
- 2. Design** – New programs or majors will
  - a. be academically sound and challenging;
  - b. make adequate provision for appropriate testing and evaluation of student progress;
  - c. be carefully tailored to student, program, and College needs;
  - d. be related to a designated department;
  - e. include assessable student learning goals and a program assessment plan.

3. **Development of Resources** – New programs or majors will
  - a. not duplicate a program or major already offered, either in the department of origin or in any other department of the College;
  - b. consider the current level (F.T.E.) of faculty personnel and/or the impact of possible changes in personnel on the financial condition of the College;
  - c. utilize current faculty competence or present a realistic plan for the acquisition of necessary faculty competence.
  
4. **Proposal** – The following materials should be presented to the Curriculum Committee as an agenda item for approval of new programs or majors:
  - a. A complete description of the proposed program or major;
  - b. A statement concerning:
    - i. how the proposed program or major relates to student, department and College needs;
    - ii. how the proposed program or major relates to faculty competency;
  - c. A projection of any new resources that would be involved in the implementation of the proposed program or major;
  - d. A description of pilot-testing procedures with regard to any of the new courses involved in the new program or major (in the event that pilot-testing procedures were used);
  - e. An analysis of the potential market for the proposed program or major;
  - f. A plan for the acquisition of professional skills and competencies not already possessed by faculty needed for the program or major;
  - g. Utilize appropriate data available from peer institutions through APS.
  
5. **Evaluation/Assessment** – New programs and majors will be routinely evaluated and must have assessment plans on file according to measures approved by the Assessment Committee.

The Dean of the College may request an evaluation of a specific program or major at any time.

Programs or majors approved by the Curriculum Committee, the faculty, the President, and the Board of Directors will be included in the next edition of the College Catalog.

### **New Catalog Courses**

1. **Design** – New catalog courses should
  - a. be academically sound and challenging,
  - b. make adequate provision for appropriate testing and evaluation of student progress,
  - c. be carefully tailored to student, department, and College needs,
  - d. contribute to the efficiency and economy of a major, if appropriate, while maintaining a liberal and enriching character,
  - e. be related to designated department(s).
  
2. **Development of Resources** – New catalog courses should
  - a. not duplicate a course already offered, either in the department of origin or in any other department of the College,
  - b. consider the current level (F.T.E.) of faculty personnel and/or the impact of possible changes in personnel on the financial condition of the College,
  - c. relate positively to actual faculty competence or to faculty competence that can be readily acquired.

### **3. Implementation**

- a. *Pilot-testing*: A new course proposed for the Catalog may undergo pilot testing under a 1770, 2770, 3770, or 4770 pilot-testing number. A course that is being pilot-tested may be offered no more than three times, after which time it must be approved by the Curriculum Committee to be listed in the Catalog or dropped.
- b. *Approval*: The following materials should be presented to the Curriculum Committee for approval of new catalog courses:
  - i. a course syllabus,
  - ii. a statement concerning how the proposed course relates to student, program, and College needs and how the proposed course relates to faculty competence,
  - iii. a projection of any new resources that would be involved in the implementation of the proposed course,
  - iv. a description of pilot-testing procedures and results in the event that pilot-testing was utilized,
  - v. a plan for the acquisition of professional skills and competencies not already possessed by faculty involved in the course,
  - vi. credit-hour compliance form to verify that the course meets this requirement.
  - vii. a recommended course number. This number may not be one that has ever been used by a previous course.

Forms for introducing new courses must be used. These forms may be found on Blackboard under the Curriculum Committee tab on the Faculty Forum. Proposals that are not complete will be returned to the department.

Courses approved by the Curriculum Committee will be sent to the Associate Dean of the College for final approval. Approved courses will be included in the next edition of the College Catalog. A course may not be offered under its new number until it is published in the next College Catalog under its new number.

#### **Approval of Courses to meet General Education Requirements**

If it is desired that a course is to fulfill a general education requirement, then the appropriate form must be submitted to the Curriculum Committee for the desired Foundation or Skill & Perspective. These forms are available at Blackboard > Faculty Forum > Curriculum Committee. These completed and signed forms are due to the Curriculum Committee by January 20<sup>th</sup>.

Note that when submitting a new course to the Curriculum Committee, it is NOT adequate to say in the proposal that this course will also be fulfilling “X” general education requirement. The appropriate general education proposal form must be submitted to the Curriculum Committee for their consideration at the same or later time.

#### **Non-Major Academic Programs**

The College approves non-major academic programs in order to provide academic formation through a set of academic offerings beyond the scope of a traditional major. Non-major academic programs are particularly well-suited to offer interdisciplinary courses of study, to provide rigorous academic enrichment outside the traditional bounds of the disciplines, or to serve cohorts of students that share specific needs.



### **Definition of a Non-Major Academic Program**

A non-major academic program is a planned course of study that is part of the College curriculum, but does not align with a particular academic discipline, and cannot be a student's primary field of study. Non-major academic programs differ from academic departments in that a department represents one or more distinct disciplines of academic inquiry into a field of study (e.g., "Philosophy" or "Sociology & Criminology"). Non-major academic programs differ from the majors supported by academic departments in that a major can be the primary field of study for a baccalaureate degree (e.g., New Evangelization or Elementary Education). A non-major academic program is more than a recommended sequence of courses in that a program has been approved by the faculty, can be included in the College Catalog as constituting part of the curriculum offered by the college, and those who complete the requirements of a program may (or may not) have this completion recognized on their official transcripts. The inclusion of program completion on a transcript is subject to faculty determination; no program will be recognized on the student's transcript without faculty approval.

### **Method of Approving a Non-Major Academic Program**

While non-major academic programs differ from academic departments in that departments represent established disciplines that support academic majors, non-major academic programs are part of the curriculum supported by the College. As a result, non-major academic programs must be approved by a vote of the faculty in the same way that academic majors are approved by the faculty, following the same procedures, except that the approval of the Board of Directors is not required for a non-major academic program.

#### *The Administration of Non-Major Academic Programs*

Because non-major academic programs are not grounded in a particular discipline of academic inquiry, they are not domiciled in an academic department. Instead, programs are overseen directly by the Dean of the College, or by individuals appointed by the Dean. For the purposes of administrative support, approved programs receive the same support from College staff as academic majors or departments. Faculty who teach courses that fulfill core or foundation general education requirements will typically be members of an academic department.

### **Academic Minor**

- 1. Minor Proposal** – All new minors will be introduced to the Curriculum Committee by the relevant department chairperson(s) or appropriate representative(s) if an interdisciplinary minor from the departments making the proposal.
- 2. Design** – The new minor will
  - a. be academically sound and challenging;
  - b. be carefully tailored to student, program, and College needs;
  - c. require at least 15 credit hours; at least 3 of which must be upper division and preferably at least 6 upper division.
- 2. Development of Resources** – New minors will
  - a. not duplicate a minor already offered by the College;
  - b. utilize current faculty competence or present a realistic plan for the acquisition of necessary faculty competence;

- c. consider the current level (F.T.E.) of faculty personnel and/or the impact of possible changes in offerings due to offering of this new minor.
- 3. Proposal** – The following materials should be presented to the Curriculum Committee as an agenda item for approval of a new minor (See the appropriate form in Blackboard > Curriculum Committee “course.”):
- a. A complete description of the proposed minor;
  - b. A list of all required courses, including prerequisites to these courses that may increase the actual number of “required” courses;
  - c. A statement concerning how the proposed minor relates to student, department, and College needs;
  - d. A description of potential student interest in the proposed minor and how this was determined;
  - e. The relation of the minor to the liberal arts mission of the College;
  - f. Statement concerning how the proposed minor relates to faculty competence;
  - g. A plan for acquisition of professional skills and competencies not already possessed by faculty needed for the minor;
  - h. Consideration of the current level (F.T.E.) of faculty personnel and/or the impact of possible changes in personnel on the financial condition of the College.
  - i. Description of pilot-testing procedures with regard to any of the new courses involved in the minor (as appropriate).
  - j. Project of any new resources that would be involved in the implementation of the proposed minor.
  - k. Address how this minor is academically sound (including number of upper division hours).
  - l. Explain why this is the appropriate department for such a minor or why it is appropriate as an interdisciplinary minor.

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## **INSTRUCTIONAL PRACTICES**

### **General Information**

The academic program at Benedictine College puts special demands on the members of the faculty. Its implementation requires instructors to possess an understanding of the values of a liberal arts education and a devotion to that ideal. It presupposes a mastery of one's own academic discipline with appreciation of its relationship to other areas of learning and to higher wisdom. Above all, the program requires careful and expert teaching.

The College policy is to leave classroom methods largely to department and individual ingenuity; however, the following are principles of instructional practice that all faculty should observe. Faculty members at Benedictine College are expected to:

1. Regularly examine their teaching techniques and professional attitude and to seek ways of improving and developing both.
2. File a syllabus for each course taught with the Office of the Dean of the College and their department chair.
3. Demand a reasonable number of written assignments from students in every course.
4. Utilize the appropriate library resources and technology in their area and see that students do the same.

5. Give more than one examination in a course.
6. Base the student's grade in a course on more than one measure of achievement.
7. Help students to see the interrelationship of knowledge and to develop a respect for the various ways of achieving it.
8. Grade all assignments and examinations carefully and return them promptly.
9. Use some form of student evaluation of their teaching. Non-tenured faculty must be evaluated each semester using the forms provided by the Dean of the College. Tenured faculty are required to use this form at least one semester of each year. Faculty members are expected to use information gained from the evaluation forms to improve their teaching skills.
10. Maintain professional dignity in speech, dress, and manner of dealing with students.
11. Comply with College regulations and policies.
12. Exhibit a professional respect for faculty colleagues, students, and administrators.
13. Show sensitivity for the students' dignity as persons and look for ways to help them grow in self-respect and self-confidence.
14. Publicise, post on faculty member's office door, and adhere to office hours as required.

### **Examinations**

A program of examinations is essential to every form of educational procedure. Final examinations are listed on the academic calendar for the final week of each semester and must be given at the assigned times.

A student has the right to see any test, quiz, examination, or other paper that he or she presents in connection with the work of a course and to see the faculty member's evaluation of the paper. Because students' papers, evaluated by the instructor, have significant teaching value, they should be returned to the student as soon as possible. Although the student has the right to review all papers evaluated by the faculty member and to discuss its evaluation in a private conference, the faculty member may retain possession of such papers. An obvious exception is presented by nationally standardized tests, the contents of which are strictly confidential. While final examinations are included within the intent of this resolution, it will be understood that an instructor cannot ordinarily discuss the final examination with any student until he or she has evaluated all his or her final examination papers and completed other procedures incident to the end of the semester.

The last date during the semester to give an exam (not including the final exam) is the last Friday of classes of the semester. The last date to have a major project or paper due during the semester is the last day of classes before Study Day.

### **Information to be Included on Every Course Syllabus**

Each faculty member will be expected to give at least the following information to each of his or her classes on the first class meeting day of each semester in the course syllabus:

1. a. the instructor's name (first and last),  
b. the course number and section,  
c. official name of the course,  
d. official course description as given in the current College Catalog,  
e. semester,  
f. office location, and  
g. office hours.

2. The general education requirements this course satisfies (if appropriate).
3. The student learning goals and learning objectives, including (if appropriate) the specific general education learning goal(s) of each of the Core, Foundations, and/or Skills & Perspectives that are met by the course.
4. The teaching method(s) to be used (lecture, lecture-discussion, dialogue, lecture-small group discussion, student centered, mixed, etc.).
5. Attendance requirement. (See the most recent edition of the Benedictine College Catalog.) Be specific. Do not just say, "See the College Catalog."
6. The basic text or texts and other course materials that will be used.
7. The basis on which grades will be determined including any requirement of oral or written work (oral reports, book reviews, homework assignments, term paper topics, etc.) and the number of examinations during the semester (including the *required final examination*). Note that the Faculty Handbook requires instructors to give more than one exam.
8. The following statement: *Benedictine College complies with federal law requiring reasonable accommodations for individuals with documented disabilities that may affect their performance in a class or otherwise affect the individual's ability to enjoy the programs and services offered by the College. If a student requests an accommodation from a faculty member, the faculty member should direct the student to contact the Director of Disability Services at 913-360-7517.*
9. Outline of the material to be covered in the course (day-by-day or week-by-week). This course outline needs to be specific enough to verify that credit hour compliance is met. Refer to your department's Credit Hour Compliance document when completing your syllabus.

Every semester each class syllabus must be submitted digitally as either a .doc, .docx, or a .pdf file to both your department chair and to the Dean of the College by no later than the 5<sup>th</sup> day of the semester. The file name is as follows: your file with the subject-number and your last name as follows: **CSCI-1000 Ravenberg**. Please do not include a section or any titles. If you teach multiple sections of the same course, only one syllabus needs to be submitted.

Syllabi randomly will be reviewed each semester to ensure compliance with the department's Credit Hour Verification policy (posted online).

### **Grading (For Grade System employed, see the College Catalog.)**

At the end of the first four weeks of a semester, early warning Progress Reports are issued in Navigate. These are particularly important for freshmen who seem unlikely to pass the course satisfactorily without some notable improvement. Comments on Progress Report go to the student, advisor, and, if applicable, to the coach.

Midterm grades are to be posted on RavenZone Self-Service for all undergraduate students. All final grades are posted on RavenZone Self-Service at the end of each semester and at the end of each summer term. The final grade is the only grade recorded on the student's permanent transcript of credits.

### **Semester Grades (Final)**

All Final grades are submitted online through RavenZone > Student Self-Service. **ALL GRADES MUST BE RECORDED ON TIME BY THE DEADLINE SET BY THE REGISTRAR.** It is important that the time schedule is observed in order to notify students

**of their academic standing before they return for the next term** and, if appropriate, to post degrees for graduating seniors in May.

Once the semester grades have been processed, an instructor may not change a grade. She or he has to use a grade change form (available on Blackboard > Faculty Forum > Academic Forms) that must be signed by the instructor, department chair, and the Associate Dean of the College authorizing the change.

**Guidelines for Summer Courses**

It is noted that reviewers from accrediting agencies like to review syllabi from courses that are not standard, such as summer courses, courses that are study abroad, more than four credit hour courses, etc. For this reason, it is particularly important that the following guidelines are followed when creating the syllabus for a summer or “non-standard” class.

1. The syllabus must be submitted to the Dean’s Administrative Assistant at the beginning of the course.
2. The course must meet the credit hour compliance requirements as set up by the department. It must be obvious that this is fulfilled by the course schedule as given in the syllabus.
3. The course must meet the same student learning goals as the course does when it is offered during the fall or spring semester.
4. It is recommended that the course have the same number of exams as during the traditional semester (but not necessarily the same number of quizzes or assignments).
5. These requirements are the same for courses taught in person, online, as part of a trip, or as a study-abroad program.

**Alerts & Cases**

The Navigate system enables faculty to issue alerts in a timely manner, so that interventions can be made to help students get back on track. Additionally, outstanding student achievement can be noted to provide students feedback when they are performing exceptionally well. The chart below indicates how and when alerts should be issued, and what follow up actions you can expect.

**Which Alert Reason(s) Should I Choose?**

<b>Reason or Concern</b>	<b>Alert to Submit</b>	<b>Who receives this Alert*</b>	<b>Outcome</b>
Student has missed 3 classes at least 2 being “unexcused.”** OR student has nearly maxed out absences for the semester and will be dropped with one more absence.	Attendance Concerns	<b>Director of Student Success Center</b> Academic advisor, coach, athletic director, Accessibility Services Director, residence hall director, student	<b>Case is opened.</b> Triggers communication plan. Outcome will be noted in case file. Email is sent to the student.
Student is not submitting assignments, is doing poorly on assignments, quizzes, exams; is not attentive during class	Academic Performance Concerns	Academic advisor, coach, athletic director, Disability Services Director, student	Student will receive email stating the concern and offering appropriate campus resources; recommended that advisor and coach follow up.

In faculty member's opinion, the student could benefit from tutoring or assistance at the writing center	Suggested Academic Support	Student, coach, athletic director, academic advisor	Student will receive email reminding him/her of the resources available through the Student Success Center and the Writing Center. Faculty member may want to follow up.
A student did very well on an exam or paper, has raised his/her grade since some reporting period, or done something worth noting.	Outstanding Performance in Class	Student, academic advisor, coach	Student receives an email congratulating him/her for his/her outstanding work in this specific class. Advisors are notified so they can congratulate student next time they see student.
Student mentions that finances are a concern	Referral to Financial Aid	<b>Financial Aid Office</b>	<b>Case is opened.</b> Financial Aid Office will follow up with student. No response expected due to confidentiality. Office closes case after follow-up.
Student reports roommate, dorm life, family concerns, mental health issues, etc. (all but Title IX concerns: Title IX concerns should be reported directly to the Title IX Coordinator)	Non-academic or Personal Concerns	<b>Student Success Center</b>	<b>Case is opened.</b> This is routed through Student Success Center Office to the appropriate office. Please include enough detail to indicate what the observed problem is so it can be sent to the appropriate follow-up staff. Student Success Center closes after follow-up.

*\*The list of recipients of Alerts indicates all the potential recipients. Each student's situation will vary, so not all reports will go to all offices listed—e.g., coaches will receive Alerts only for their student-athletes, students who do not receive accommodations will not be reported to the Accessibility Services Office, residence hall staff only receive Alerts for students who live in their halls, etc.*

*\*\*The College does not differentiate between "excused" and "unexcused" absences. These Alerts are intended for a situation in which there are no clear established or explained reasons for the absences. (e.g., No Alert is needed if the absence is for an extended absence due to documented medical issue, etc.)*

## **The Incomplete Grade**

Instructors may assign an "I" grade to a student at the end of the semester at the request of the student **only if the student's record in a given course is otherwise satisfactory but for some reason, satisfactory to the instructor, is unable to complete the work of the course on time.** This request needs to happen on or before Study Day (or the date set) except for extenuating circumstances, such as a serious illness, death in the family, etc. If the instructor supports this request, then the instructor is responsible for obtaining a contract form from Blackboard > Faculty Forum > Academic Forms. The "I" grade must be removed by the end of ***the following semester (the last day of final exams)***. An "I" grade for a class that has not been completed and recorded will be converted to an "F" on the day after final exams of the following semester.

Note that only the Registrar's Office is able to enter a grade of "I" in Colleague and is the only one who can change the final grade from the "I" grade. Out of courtesy, the instructor should notify the student when the grade has been sent to the Registrar.

## **Class Rosters**

The final class lists are the official records of student registration in the class. No further *adds* may be made after the 6<sup>th</sup> class day of the semester without the Associate Dean's permission. If there are any questions, please contact the Registrar. Class rosters are available on RavenZone.

If a student does not appear on the class roster, please make inquiries at the Office of Academic Records and Registration. If a student has never attended a class after a reasonable amount of time, s/he will be dropped from the roster after the instructor notifies the Registrar of this situation. It is critical that students who never attend class are dropped from the roster in a timely fashion. Failure to drop a student from class who has never attended a class may have serious ramifications for financial aid and, if appropriate, athletic eligibility.

## **Changes in Enrollment**

Students (except for first-semester freshmen) may register themselves and make changes to their schedule on RavenZone up until midnight on the third day of classes. Advisors may also make these same changes for their advisees.

After the first Friday of the semester, students may drop classes prior to the add deadline (end of the sixth day of the semester for full-semester classes or end of the fourth day of the appropriate quarter for quarter classes) **WITHOUT** the instructor signature; on the online Drop form **HOWEVER**, an advisor's signature is still required to drop classes.

If a student attends a section of a class different from the one for which he or she is registered, the instructor must require that the student go through the proper procedure to change classes. If an instructor initiates a change for a student to move into another section, the student must still follow the drop/add procedure. This must be done within the first six class days!

For withdrawals made through the first 20 days of class, the course does not appear on the transcript except for students who have withdrawn completely from Benedictine College. Those students who withdraw from the College will have all W's on their transcript. This serves as a record of their attendance at the College. From the 21<sup>st</sup> through the 54<sup>th</sup> day of class, *a student's name is not deleted from the roster* and the student is assigned a non-punitive grade of "W." A faculty-initiated withdrawal, initiated by an instructor after warning the student, or an administrative withdrawal initiated by the Dean of the College or Associate Dean, will be recorded as a "W" if it is done on or before the 54<sup>th</sup> day of class. For a withdrawal after the 54<sup>th</sup> day of class, a course grade of "F" is recorded. Withdrawals not officially registered in the Office of Academic Records and Registration will be given a grade of "F" for the course.

## **International Programs**

Benedictine College has a campus in Florence, Italy. Faculty may apply to teach in this program. Details are available in the Office of the Dean of the College.

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## **DEPARTMENT INFORMATION**

### **Departmental Affairs**

Departmental affairs are conducted through a departmental committee composed of the teaching personnel of the department and may include a representation of students with such voting privileges as the teaching personnel decide. This departmental committee decides on:

1. Courses to be offered within the department and requirements for departmental major, minor(s), and area of specialization(s) (if any) (subject to approval by the Curriculum Committee).
2. Content of courses within the department that are used to fulfill general education requirements in the College.
3. Revisions of the departmental curriculum and new courses that will be submitted for the approval of the Curriculum Committee.
4. A coordinated program of teaching and testing in multi-section courses.
5. Library budget to be requested and its distribution.
6. Personnel requirements of the department.
7. Academic facilities needs of the department.

### **Department Chairs**

Department Chairs are in charge of managing the day-to-day operation of a particular department and report directly to the Dean of the College. The Dean of the College appoints the Department Chair after consultation with all members of the department. Appointments are normally for a four-year term, which can be reviewed effective July 1. Departmental affairs are administered by the Department Chair, who works in concert with the teaching personnel of the department. The duties of Department Chairs include, but are not limited to, the following:

1. To make decisions and recommendations on courses to be offered within the department and teaching schedules; insure that content of the courses fulfill general education course requirements in the College; revise the departmental curriculum and create new courses that are submitted for the approval by the Curriculum Committee; coordinate teaching and testing for multi-section courses; determine personnel requirements of the department; and determine teaching materials, technology, classroom and laboratory equipment needs for the department.
2. To provide leadership in the department. This includes keeping abreast of current scholarship and movements in the field and encouraging the department members to continually examine the appropriateness of its educational goals and the relevancy of the program of studies required for the major. It also includes, but is not limited to, promoting excellence in teaching, research and service; being a key communication link between departmental faculty and the administration; monitoring student affairs; taking the initiative on short-term and long-term planning; and building strong relationships with departmental members and other departments and leaders across campus.
3. To hold regular department meetings and send copies of the minutes to apprise the Dean of the College about the decisions reached in these meetings.



4. Submit the semester schedule of classes as requested by the Registrar. In doing this, the chair should consult with other departments, especially where requirements and/or cross registration necessitate careful articulation of scheduling times.
5. To see that service courses meet the needs of the general student body, not just departmental majors.
6. To consult with the Dean of the College concerning any changes in staffing, request for additional full-time, part-time, or adjunct faculty; and problems related to department personnel. Official requests for new faculty positions must be submitted to the Curriculum Committee for their recommendation by April 1<sup>st</sup> of the academic year prior to when the search and hire for the requested new faculty would occur.
7. To participate in searches for new faculty in the department as outlined under the "Faculty Searches" section of this Handbook.
8. To see that majors are making normal progress towards graduation and are meeting the general education requirements in a timely fashion.
9. To review the curriculum with the members of the department and, in years when a catalog is to be published, to submit to the Associate Dean of the College, in a timely manner, revisions of departmental offerings to be included in the College catalog.
10. To keep abreast of relevant developments in the field.
11. To review and administer the expenditure of the approved budget.
12. To encourage qualified faculty to seek promotion and to recommend them to the chair of the Rank and Tenure Committee by December 30.
13. To guide department faculty in development and review of their Faculty Annual Report (FAR).
14. To annually submit to the Dean of the College a written evaluation of each member of the department. New faculty are to be evaluated in each of their first three semesters of employment with the College. The chair will discuss the evaluation with the individual faculty member, both will sign it, and a copy will be given to the faculty member before it is submitted to the Dean of the College. Copies of this evaluation will be provided to the Rank and Tenure Committee and it will be used in making recommendations regarding reappointment, tenure, and promotion. This evaluation will include, but is not limited to the following:
  - a. Teaching effectiveness and competency (Student evaluations, classroom observation, as well as written and verbal comments from students and colleagues may assist the chair in making this assessment.).
  - b. Contribution to the department.
  - c. Contribution to the life of the College in so far as the chair is able to observe.
  - d. Efforts made towards professional development (includes attendance at professional meetings, presentations, published scholarship, and grants sought and/or received).
  - e. Contribution to the development of Benedictine College's Discovery College initiative.

15. Assessment of the department. This may be delegated to a program review manager but the department chair is ultimately responsible for this.
16. To perform such other duties as may be assigned from time to time by the Dean of the College.

### **School of Education Unit Head Role and Responsibilities**

The chair of the School of Education also serves as Unit Head pursuant to the requirements of accrediting agencies including the Kansas State Board of Education (KSBE). The Unit Head oversees program, personnel, and budget decisions that affect any approved program for the preparation of PreK–12 teachers and administrators. The Unit Head chairs any search for new personnel in the School of Education. As a member of the Dean’s Council and the Graduate Studies Committee, the Unit Head reviews and approves any proposed changes to program requirements that impact approved licensure programs.

### **Departmental Assessments**

Each department must have an approved program assessment plan on file with the Assessment Committee for each program. For a plan of assessment activities to be effective and useful, it needs to be developed based on the needs of the program. A good assessment plan helps programs collect important data on student attainment, leading to curriculum improvement.

Departments establish program outcomes for majors that are addressed through student learning goals and processes. Program assessment plans need to include both direct and indirect measures, a timeline for collecting data, success criteria, and other information as called for by the assessment organizer template of the Assessment Committee.

### **Meeting Times**

The Tuesday 3:50-5:05 p.m. time period is reserved for meetings. No other academic activities, such as exams or study sessions, are to be scheduled at these times. Please see the Academic Calendar for specific meeting dates. The Academic Calendar can be found on Faculty Forum on Blackboard and on the College Website under the Academics link.

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## **INTELLECTUAL PROPERTY**

Generally speaking, and in accordance with widespread academic practice, faculty members retain ownership of books, publications, lecture notes, syllabi, and similar course materials regardless of the medium. The College is deemed to have a non-exclusive license to use such materials for internal educational, instructional, and administrative purposes while the faculty member is employed.

In situations where the College has directed an employee to produce a specific work, or where the College has provided substantial support or specialized services and facilities beyond those normally provided to faculty, the College may elect to retain ownership or to enter into a joint ownership. In the latter two cases, a written agreement of understanding is to be signed in advance by the parties involved.

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## **GENERAL INFORMATION REGARDING STUDENTS**

### **Student Success Center**

The Student Success Center (SSC) supports the academic achievement, personal success, and professional aspirations of our students. The academic assistance and resources provided through the SSC include academic advising, tutoring, test proctoring, help with study skills, time management strategies, accessibility services, and accommodations. Faculty members should direct students to the SSC if they have questions or concerns regarding the assistance or resources provided through the SSC.

To provide reasonable accommodations for students with documented disabilities or for students with other special circumstances, the following is available:

1. Untimed proctoring of tests for both those students who require this as related to their documented disabilities and for international students who may need extended time.
2. Trained tutors who teach to the unique individual learning styles of students.
3. Note takers are made available within classes on an as-needed basis.
4. Coordination of services with the Student Affairs office is made for students who have physical disabilities.

### **Accessibility Services**

Benedictine College complies with ADA requirements for reasonable accommodations for individuals with documented disabilities that may affect their performance in the classroom. To provide reasonable accommodations for students with documented disabilities or for students with other special circumstances, the following is available:

1. Test proctoring for students who require this as related to their documented disabilities and for international students who may need extended time.
2. Trained tutors to assist individual students who need additional assistance. Note takers are provided within classes on an as-needed basis.
3. Additional accommodations as needed may be available, and should be discussed with the Accessibility Services Coordinator.
4. Coordination of services with the Student Life Office is made for students who have physical disabilities.

If a faculty member receives a request for academic accommodations from a student, the faculty member should direct the student to the Student Success Center.

### **Career Development**

Career Services provides opportunities for students to gain real-world career-related experiences and helps to prepare students for their job search. Career Services assists students by providing help with résumés, interviewing skills, career assessments, internships, graduate school support, and networking. Career Services also supports involvement in student life and collaboration with faculty, staff, and alumni as essential components of the career development process. All students seeking employment are encouraged to access the “Raven Walk” networking platform: <https://ravenwalk.benedictine.edu/>.

## **Academic Advising**

Each student is assigned an academic advisor upon matriculation. Faculty are expected to take their responsibility as advisors seriously. Training is provided for new academic advisors. Specific training for majors in the department is provided by the department chair.

## **Faculty Access to Student Records**

Benedictine College expects its faculty to be judicious and discreet with student education records. These records are protected by the Family Educational Rights and Privacy Act (FERPA). Subject to certain exceptions, FERPA's general rule is that the education records of a student cannot be disclosed to third parties without that student's prior written consent. FERPA permits a faculty member of the College to review a student's education records without that student having given prior written consent only when the faculty member has a legitimate educational reason for doing so. Your status as a faculty member does not give you uninhibited access to all education records of all students at the College. If you have any doubt about whether you have a legitimate educational reason to access a student's records, you should consult with the Registrar, Associate Dean, or Dean prior to doing so.

The College may give Department Chairs electronic access to the College's student records system. As a general matter, Department Chairs have a legitimate educational interest in accessing the records of students within their department for purposes of considering their suitability for a particular major, monitoring their academic progress for a major or degree, advising students with respect to course selection, and considering students for a departmental award or nomination. With the exception of applicants for a program within the department, Department Chairs generally do not have a legitimate educational interest in reviewing the records of students outside their particular departments and must obtain written approval of the Associate Dean, Dean, or Registrar before accessing records of such students through the College's student records system.

## **Office Hours**

One of the best ways for a faculty member to assure out-of-class contact with students is to post office hours and be available during those times. Faculty members should set aside, at a minimum, five hours a week for office hours; to the extent possible those hours should be at different times throughout the week to allow students more options. If a faculty member wishes to set aside time for class preparation, it is recommended that these times not include office hours. If a faculty member knows in advance that she or he will not be able to keep posted office hours, students need to be made aware of this and a note posted on the instructor's office door stating such. Use of Navigate "Appointments" feature is an easy and handy way to have students schedule appointments with you. It is also helpful because it reminds students of upcoming appointments and is easy to cancel an appointment if needed to do so. Faculty are encouraged to make use of this service.

## **Advice to Students**

Faculty members should make certain they are accurate when giving advice to students concerning matters clearly indicated in the College catalog, handbooks, or in pronouncements from the various offices of the College. Such matters may include dropping courses, changing course sections, making up examinations, etc. When providing advice or recommendations to a student regarding degree planning, it is often helpful to keep a record of this. The "Notes" in

Navigate provides the ideal place to do so. This note is then available for reference for the faculty member, the student, and others who have access to the student's Navigate record.

Most student dealings with the Office of Academic Records and Registration have deadline dates. If the faculty member does not know the deadline date in a particular instance, please check with the Office of Academic Records and Registration before giving the requested advice. Most deadlines are published in the official College calendar, which is available in Blackboard > Faculty Forum > General Information. The Registrar also sends out regular emails with reminders about deadlines.

### **Absences from Class—Students**

**If a student has three successive absences in a given class, this should be reported using the Navigate Alert system.** Ordinarily, students should not be withdrawn from a class unless a written notice to this effect is supplied to the students when they are at or near the maximum number of absences and the next absence will result in their withdrawal from the class. Issuing a Navigate "Alert" is an excellent way to alert a student about excessive absences.

### **Field Trips**

All forms for all field trips are available on Blackboard > Faculty Forum. Forms are to be reported to the Director of the Student Success Center, including those that are short off-campus trips where the class does not leave Atchison, Kansas, and are only for a minimal period of time. If a class time is changed due to a field trip, please notify the Registrar in advance.

Field trips requiring students to be absent more than one day/overnight must be approved by the Associate Dean to ensure compliance with College policies. Approval should be obtained from one week to several months in advance of the trip depending on the length and distance of the trip. Please complete all the necessary forms well in advance of the planned trip—whether local, in the U.S., or abroad.

### **Petition for a Major and/or Minor**

A student who wishes to declare a major or minor uses the Petition for Acceptance to a Major (or Minor) Program form available online at "Registrar's Office" Blackboard course. (All faculty and students should have this as one of their "courses" in Blackboard.) The student meets with the chair of the department to obtain the chair's approval. Upon acceptance into a major, when the student returns the completed form to the Office of Academic Records and Registration, he or she is assigned an academic advisor in that department as recommended by the chair. Advisors are urged to remind students to file a petition as soon as a major is decided. Students must have a major declared before reaching 80 hours completed. If a student fails to declare a major by this time, she or he will not be allowed to register or make any other schedule changes until a major is declared. If there are extenuating circumstances and a student is unable to declare a major by this time, s/he may receive an extension from the Registrar.

### **Application for a Degree**

Seniors must file an application for a degree on or before the published deadline the **semester prior** to the start of the semester during which all graduation requirements will be completed. **There will be a late fee of \$100.00 assessed for applications made after the published deadline.**

## **Waiver of Degree Requirement**

A department chair may request the waiver of a departmentally required course for a student if a substantial reason exists for making an exception to a requirement in the student's major field. Online forms to waive a requirement or to substitute a requirement are available on Blackboard > Faculty Forum > Academic Forms.

If a student wants to waive or substitute a general education requirement, she or he needs to know that this is not given lightly, and waivers, in particular, can only be granted in truly exceptional circumstances. The process of seeking a waiver or substitution starts with a student meeting with the Associate Dean of the College or the advisor consulting with the Associate Dean to determine the feasibility of such a request. Department chairs are not able to waive or substitute general education requirements.

**Only substitutions and waivers that have been explicitly approved by the Associate Dean or the Dean of the College and then noted in a student's Degree Audit ("My Progress") in RavenZone or on RavenZone will be considered as official.** Advisors and Department Chairs should not wait until the last minute to secure waivers or exceptions.

Advisors, please do not tell students that "*this* will count" or "you should be able to get a waiver for that" or give students any reason to misconstrue what they are being told. Please put everything in writing. It is recommended and very helpful to put recommendations and advice in the "Notes" section in Navigate. This serves as a reminder for the faculty member, the student, any future advisor, and the Registrar's office. **Undocumented exceptions to degree or other graduation requirements may not be accepted during the degree audit process.**

## **Academic Misconduct**

The complete procedure for dealing with academic misconduct is available on Blackboard > FacultyForum > Academic Forms. This includes the form needed to submit an instance of academic misconduct to the student and the Associate Dean. A condensed version of the academic misconduct process is given in the College Catalog.

## **Withdrawals**

When a student withdraws from the college, the Director of the Student Success Center will notify the pertinent administrative offices of the College. The Office of Academic Records and Registration will then notify the faculty in whose classes the student is enrolled and the student's academic advisor. Faculty must provide the last date of attendance for the student who has withdrawn in accordance with Federal law. This needs to be done in a timely manner using Self-Service as directed by the Registrar. Note that, as such, the College does not require faculty to take attendance, but faculty members must be able to report this last date of attendance accurately. An accurate last date of attendance is necessary for financial aid purpose and other reporting to the U.S. Department of Education.

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## **Distinguished Educator of the Year**

The Distinguished Educator of the Year is nominated by students, faculty, and staff. This faculty member who is to be selected is recognized by colleagues, students, and staff as a creative

and effective educator. The recipient should have good rapport with students, be fully engaged in the life of the College, and reflect a commitment to the Benedictine values that guide the institution. The recipient must have seven years teaching experience at Benedictine College prior to the current academic year. Traditionally, a person may receive this award only once during his or her service at the College.

### **Speaker and Speaker Scheduling Policy**

In an effort for the College to better utilize all its resources and make its events as successful as possible, the Cabinet has put together a list of “Blackout Dates” and approved the following procedure:

During the timeframe of **Level 1 Major College Events**, other events/activities/games cannot be scheduled.

During the timeframe of **Level 2 College Events**, additional department coordination is needed to book other events/activities/games.

The procedure for booking events will be the same – the person only needs to coordinate with Conferencing and they will communicate with designated departments if need be. Spaces must be reserved in EMS <http://bcevents/> a minimum of **two weeks** before the event, and details of needs (AV, food, setup, etc.) must be requested a minimum of **one week** before the event. (This includes the Level 1 and Level 2 listed events.) Each department will try to support event requests made after those deadlines to the best of their abilities and resources.

The other criteria for hosting events on campus:

- Any outside campus-wide speakers (i.e., speakers whose talk will be open to the entire community, rather than speakers for individual courses or department-specific events) must have Cabinet approval. All faculty and staff are expected to exercise prudential judgment when inviting speakers to campus, even for individual courses and departmental events, and to avoid inviting those speakers whose presence may be reasonably construed as evidencing a disregard for the mission and values of the College.
- All events must have the appropriate number of Faculty/Staff chaperones present for the duration of the event as directed by Student Life.
- Events cannot be advertised around campus or via the College FYI until it is an officially booked event (with an EMS confirmation email) and met with approval. Information should be provided to Marketing & Communications in a timely fashion for help in promoting the event.

This is *not* to limit the number of events that happen on campus, but to better utilize the College’s resources and give every single event the attention it deserves.

**Level 1 Major College Events:** Other events/activities/games cannot be scheduled during the same timeframe.

- Fall Athlete Move-in: 8am-5pm
- New Student Move-in: 8am-5pm
- Opening All-School Mass and Convocation: 8am-5pm
- Home Football Games: 12-5pm
- Board of Directors October meeting: all day Friday
- Homecoming: All day Friday and Saturday

- Presidential Scholarship Competition: All day Friday and Saturday
- Symposium
- Discovery Day: 8am-5pm
- Honors Convocation: 5pm-12am
- Springfest
- Study Days/Finals
- Senior Brunch and Baccalaureate: all day
- Commencement: all day
- SOAR: all day Friday and Saturday
- Alumni Reunion: all day Friday and Saturday

**Level 2 College Events:** Additional department coordination is needed to book other events/activities/games during the same timeframe.

- Family Weekend: All day Friday and Saturday
  - Departments: President’s Office & Campus Activities Board
- Mother-Son/Father-Daughter: 5pm-12am
  - Department: Campus Activities Board
- Scholarship Ball: All day Saturday
  - Department: President’s Office
- Little Sibs: All day Friday and Saturday
  - Department: Campus Activities Board
- Life Teen: All Week
  - Department: Conferencing

## **FINANCIAL EXIGENCY AND ACADEMIC REORGANIZATION**

Financial exigency is a condition in which the College’s existence is in serious jeopardy for financial reasons. Academic reorganization is the reduction or discontinuance of a program, department, or operating unit of the College that may result in the termination of faculty members due to educational considerations other than financial exigency. Examples of educational considerations include, but are not limited to, academic quality, relationship to the mission of the College, a change in enrollment that is not cyclical or temporary in nature, and a deficit for a particular program, department, or operating unit. Except in circumstances where in the Board of Directors’ judgment prompt remedial or fiscal action is necessary and in the best interest of the College, the Board will not declare the existence of financial exigency or approve an academic reorganization until after the President and Dean of the College have consulted with faculty who may be affected and given them an opportunity to respond, including submitting written statements to the President who will transmit such statements to the Board.

After a declaration of financial exigency or a decision to carry out academic reorganization that may result in the termination of faculty members, the President shall direct the Dean of the College to appoint an *ad hoc* committee for the purpose of identifying academic areas and faculty positions for reduction or discontinuance. The committee shall include the Dean of the College or his or her appointed representative, two additional members appointed by the Dean, and five faculty members elected at large. The Dean shall make faculty appointments based on



recommendations received from the Department Chair(s) of the areas concerned. The recommendations of the committee will meet the following criteria:

1. Continued employment of tenured faculty members over untenured faculty except in extraordinary circumstances, such as where an essential part of an academic program could not otherwise be carried out or academic standards, such as accreditation requirements could be adversely affected. The College shall make a good faith effort to continue to employ a tenured faculty member who has skills and abilities that satisfy the requirements of other faculty positions within the College.
2. Not making new faculty appointments in academic areas that have been reduced or discontinued within three years of the termination of faculty positions, except in extraordinary circumstances where an essential part of the academic program could not otherwise be carried out, without offering contracts at the same rank and tenure status to released faculty members with the same or similar skills and abilities and providing them with a reasonable time in which to accept or decline the offer before a replacement faculty member is sought.
3. In circumstances that require a choice between two or more tenured faculty, primary consideration will be given to the overall good of the College. The criteria for retention might include, but not be limited to, teaching effectiveness, departmental curricular needs, and scholarly productivity. The *ad hoc* committee shall make recommendations to the President within thirty (30) calendar days after it is established. The President shall make the final selection and provide each faculty member who will be terminated with a written statement of the basis for the decision, the criteria by which individual faculty members were chosen for termination, the general information and data on which the President relied, the effective date of termination, and notification of the right to a review of the decision by the Academic Affairs Committee of the Board of Directors or such other committee as may be identified by the Board.
4. The faculty member may file an appeal with the President stating the grounds and supporting evidence why the faculty member should not be terminated within thirty (30) calendar days of the date of the termination notice or, in rehire cases, within thirty (30) days of the new appointment. The Academic Affairs Committee of the Board or appeals committee designated by the Board shall review the written statement of the President and the faculty member and consider whether the President or the *ad hoc* committee acted arbitrarily or capriciously in applying the criteria relied upon to make the decision. The Academic Affairs Committee of the Board or designated appeals committee may, in its discretion, seek additional information from the President, faculty member, or other sources to assist in its deliberations. A decision will then be made and both the President and the faculty member will be notified of the decision in writing. The decision of the Academic Affairs Committee of the Board or designated appeals committee is final.
5. A tenured faculty member who is being terminated under this section will be given notice by March 15 or, in lieu of advance notice and in the College's sole discretion, may be given one year's severance salary. For untenured faculty, the effective date of termination will follow the guidelines given in the section of this handbook titled "Non-Reappointment – Probationary Faculty."

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## **PROCEDURE TO UPDATE THE FACULTY HANDBOOK**

After all faculty meetings and workshops are finished for the school year, the chair of each standing faculty policy committee will carefully review the Faculty Handbook and submit changes or revisions that have been approved that year to the Associate Dean by June 1. The Dean and Associate Dean will review these changes and incorporate these, and other changes approved by the President's Cabinet into the Faculty Handbook. Some additional, non-policy changes, clarifying processes or language, may be made by the Dean and Associate Dean in the course of editing the handbook. The updated Faculty Handbook will be available on Blackboard > Faculty Forum by August 15.

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