

SECTION 2: ACADEMIC PERSONNEL POLICIES [1994, 1997, 1999, 2001, 2008]

The employment relationship between Southwest Baptist University and its faculty forms a legal enforceable contract. The provisions of that contract are identified in this section of the Faculty Handbook.

2.1 DEFINITIONS [1994, 1997, 1999, 2001, 2008]

In this Faculty Handbook the following definitions are used:

Emeritus is an honorary rank conferred upon a retired ranked faculty member (above instructor) after ten years of service.

Evangelical Christian means a person who openly professes Jesus Christ as Lord and Savior, who believes in the Bible as God's authoritative Word and in Jesus Christ's atonement for human sin, and who is committed to the pursuit of personal holiness and to the evangelization of unredeemed humanity.

Master's degree means a master's or equivalent degree in the appropriate discipline.

Ranked faculty means faculty members holding a rank of assistant professor, associate professor, or professor. A ranked faculty member with an acceptable "terminal degree" in one discipline, who transfers to another discipline within the University, shall be considered as having a terminal degree, for matters related to tenure and promotion, in the transfer discipline.

Service, when used to identify one of the basic areas of faculty responsibility, means a faculty member's contribution to the University, to the church and community, and to professional organizations.

Tenure means the status granted, after a probationary period, to a ranked faculty member protecting him or her from arbitrary dismissal. Tenure gives the faculty member the contractual right to be re-employed for succeeding academic years until he or she resigns, retires, is dismissed for cause, is separated pursuant to a reduction in force, or becomes disabled or dies. Tenure is subject to the terms and conditions of employment that exist in the Faculty Handbook at the time of employment.

Terminal degree means an earned doctorate in the individual's discipline or other terminal degree as identified and documented by the department and approved by the appropriate College Dean, Deans Council and the Provost. The terminal degree must be:

- the highest degree required for the individual's specific faculty position according to current standards of national academic organizations, and
- a degree that is commonly accepted by the higher education community to be the highest level degree available and appropriate for the individual's specific faculty position.

Unranked faculty means faculty members designated by the following titles: instructor, lecturer, visiting professor, faculty associate, adjunct, clinical faculty, and faculty affiliate.

Years of academic service to SBU means years of full-time employment at SBU. An academic year consists of a fall and a spring term. The only leave that will apply toward academic service is a sabbatical leave.

2.2 DEFINITION OF FACULTY STATUS [1994, 1997, 1999, 2001]

Teaching at Southwest Baptist University is both a calling and a ministry. This requires a deep Christian commitment to evangelical beliefs, an active involvement in the life of a church, and the pursuit of both spiritual and academic excellence in personal preparation and performance in the classroom. The University seeks faculty who hold an affinity with its mission and who desire to serve Christ through its academic programs and services.

This description is a statement of those qualifications and responsibilities required of all teaching faculty, coaches with faculty rank, librarians, and directors of degree granting centers, both for initial and continuing employment. Some personnel will have other or additional qualifications

and responsibilities which will form an addendum to this description. Other detailed information about university policies and procedures found throughout the pages of this book is essential to effective performance on the job.

The Board of Trustees has the authority and responsibility to appoint, reappoint, assign rank, promote, and grant tenure to the members of the university faculty. The President of the University, upon the recommendation of the Provost, shall make recommendations to the Board of Trustees concerning these personnel decisions.

2.2.1 Ranked Faculty [1994, 1997, 2001]

2.2.1.1 Qualifications [1994, 1997, 2001]

A. Required Qualifications

The faculty member shall

1. be a committed evangelical Christian and an active church member,
2. have academic training which satisfies one of the following criteria:
 - a. an earned doctorate in the appropriate discipline, as determined by the department, dean of the college, and Provost,
 - b. active pursuit and near completion of the doctorate,
 - c. the highest terminal degree normally required in the academic field, as determined by the department, dean of the college, and Provost,
 - d. thirty semester hours of graduate work beyond the initial master's degree in an appropriate field, as determined by the department, dean of the college, and Provost,
 - e. appropriate professional certification, as determined by the department, dean of the college, and Provost, or
 - f. significant experience may be considered in lieu of the above training requirement.
3. give evidence of mastery of the subject(s) to be taught, and
4. have a desire and commitment to instill Christian values both through teaching and personal example.

B. Desirable Qualifications

Additionally, the faculty member should

1. be an active member of a Southern Baptist church,
2. have previous work experience in higher education,
3. possess the terminal degree in the field of employment, and
4. have training in educational methodology.

2.2.1.2 Responsibilities [1994]

A. The faculty member shall

1. teach courses or perform duties as assigned,
2. assist in the evaluation and development of curricula,
3. serve on committees as assigned,
4. participate in Faculty Assembly and other appropriate meetings with voting privileges as specified in the faculty constitution,
5. participate in academic processions and wear academic regalia as required, and

6. comply with university guidelines regarding faculty duties and requirements.

2.2.2 Unranked Faculty [1994, 1997, 1999, 2001]

Persons who hold unranked positions are given term appointments that automatically terminate upon the expiration of the specific term. No reason for non-reappointment is given, and re-employment of the employee after the conclusion of the appointed term is solely within the discretion of the University. Unranked faculty members in the category of instructor are eligible to apply for a tenure-track position (should one be available), educational leave, or sabbatical leave.

Seven categories of unranked faculty are recognized at Southwest Baptist University:

- 1) An instructor is appointed to teach full time, renewable annually.
- 2) A lecturer is appointed to teach full time for a specified period of time.
- 3) A visiting professor is a lecturer who holds or held professorial rank at another institution and is appointed for a specified period of time.
- 4) A faculty associate is appointed to teach part time.
- 5) An adjunct faculty is a faculty associate who holds a rank at another institution.
- 6) Clinical faculty are those individuals engaged in providing the clinical education components of a program. These individuals have privileges of a faculty associate but are not employed by the University.
- 7) Faculty Affiliates are full-time employees of another institution that is contractually affiliated with the University for the purpose of providing instruction for a specific degree.

2.2.2.1 Qualifications [1994, 1997]

A. Required Qualifications [1994, 1997]

The unranked faculty member employed by the University shall

1. be a committed evangelical Christian and an active church member,
 2. give evidence of mastery of the subject(s) to be taught, and
 3. have a desire and commitment to instill Christian values both through teaching and personal example, and
4. have the academic qualifications appropriate for the responsibilities assigned.

B. Desirable Qualifications [1994]

Additionally, the unranked faculty member should

1. be an active member of a Southern Baptist church,
2. have previous work experience in higher education,
3. possess the terminal degree in the field of employment, and
4. training in educational methodology.

2.2.2.2 Responsibilities [1994, 1997]

The unranked faculty member shall

1. teach courses or perform duties as assigned and
2. comply with university guidelines regarding faculty duties and requirements.

2.2.2.3 Privileges [1997, 1999]

- A. The faculty associate, adjunct and clinical faculty have the following privileges:
 - 1. part-time faculty identification card,
 - 2. discounts the same as full time faculty at the bookstore and cafeteria,
 - 3. library access,
 - 4. computer account,
 - 5. parking permit, and
 - 6. access to professional development workshops or seminars offered by SBU.

- B. The faculty affiliate has privileges as determined by contractual agreement between the two institutions.

2.2.3 Emeritus Faculty [1999]

This is an honorary rank; thus, no salary accrues by virtue of this rank unless the individual receives a part-time contract to teach or fulfill other duties.

2.2.3.1 Qualifications [1999]

The status of emeritus faculty is conferred automatically upon assistant professors, associate professors, or professors who have limited or terminated their responsibilities as faculty members due to retirement, illness, or disability after ten years or more of service to the University.

2.2.3.2 Privileges [1999]

The emeritus faculty have the following privileges:

- 1. All privileges which do not involve the University budget, and
- 2. Their names, along with the beginning and ending dates of service to SBU, recorded at the rank at the time of separation (e.g., associate professor emeritus) in the University Catalog during the remainder of their lives.

2.3 **QUALIFICATIONS FOR FULL TIME APPOINTMENT** [1994, 1997, 2001, 2008]

There are two types of appointment to the full-time faculty: tenure-track appointment and non-tenure-track appointment. Appointment is normally the result of recommendations by the Department Chair, College Dean, and the Provost with approval by the President.

2.3.1 Tenure-track Appointment [1994, 2001, 2008]

A tenure-track appointment requires full-time service to the University. There are only three titles of rank for tenure-track appointment: assistant professor, associate professor, and professor. An individual with tenure-track appointment is either tenured or considered to be working toward tenure.

2.3.1.1 Instructor [1994, 2001]

Appointment to the rank of instructor as a tenure-track position was eliminated by action of the Board of Trustees on May 8, 2001. Individuals appointed to that

rank as a tenure-track position prior to that date will retain that rank until receiving promotion to Assistant Professor.

2.3.1.2 Assistant Professor [1994, 2001]

A. Academic Training

Academic training must satisfy one of the following criteria:

1. an earned doctorate in the appropriate discipline, as determined by the department, dean of the college, and Provost,
2. active pursuit and near completion of the doctorate,
3. the highest terminal degree normally required in the academic field, as determined by the department, dean of the college, and Provost,
4. thirty semester hours of graduate work beyond the initial master's degree in an appropriate field, as determined by the department, dean of the college, and Provost, or
5. appropriate professional certification, as determined by the department, dean of the college, and Provost.

Significant experience may be considered in lieu of the above training requirement.

B. Academic Service

No teaching experience is required for appointment as assistant professor, but an indication of teaching abilities is necessary.

C. Additional Requirements

Requirements are set forth in the faculty letter of appointment and the faculty job description (See Faculty Guidelines).

2.3.1.3 Associate Professor [1994, 2008]

A. Academic Training

An earned doctorate or other approved terminal degree in the appropriate discipline is required.

B. Academic Service

A minimum of five years of academic service at the rank of assistant professor at a regionally accredited institution is required for appointment as an associate professor.

C. Additional Requirements

Requirements are set forth in the faculty letter of appointment and the faculty job description (See Faculty Guidelines).

2.3.1.4 Professor [1994, 2008]

A. Academic Training

An earned doctorate or other approved terminal degree in the appropriate discipline is required.

B. Academic Service

A minimum of five years of service at the rank of associate professor at a regionally accredited institution is required for appointment as professor.

C. Additional Requirements

Requirements are set forth in the faculty letter of appointment and the faculty job description (See Faculty Guidelines).

2.3.2 Non-tenure-track Appointment [1994, 1997, 1999, 2001]

These faculty are full-time employees of Southwest Baptist University during their employment period and are under a non-tenure-track appointment. Non-tenure-track faculty appointments can be made on an annual basis.

2.3.2.1 Instructor [2001]

- A. Academic Training
A minimum of a master's degree or equivalent training is required.
- B. Academic Service
No teaching experience is required for appointment as instructor, but an indication of teaching abilities is necessary.
- C. Additional Requirements
Requirements are set forth in the faculty letter of appointment and faculty job description (see Faculty Guidelines).
- D. The instructor appointment is a renewable appointment.
- E. The initial, and all subsequent, instructor faculty appointment letters will detail what credentials, as specified in 2.3.1.1, are needed to move into a tenure-track position (should such a position become available); how the faculty member can move into a tenure-track position; how years of service in the instructor position will count toward service within the tenure-track if and when that move is made; what, if any, conditions exist related to program enrollment or budget; and what, if any, additional conditions exist that might impact a move to a tenure-track position.

2.3.2.2 Lecturer [1994, 1997, 2001]

- A. Academic Training
A minimum of a master's degree or equivalent training is required.
- B. Academic Service
No teaching experience is required for appointment as lecturer, but an indication of teaching abilities is necessary.
- C. Additional Requirements
Requirements are set forth in the faculty letter of appointment and faculty job description (see Faculty Guidelines).
- D. The lecturer appointment is for a specified period of time.

2.3.2.3 Visiting Professor [1994, 2001]

A visiting professor is an individual who holds or has held professorial rank at another institution and is appointed to teach for a specified period of time.

2.4 **APPOINTMENT LETTERS** [1994, 1997]

2.4.1 Initial Appointment Letters [1994, 1997]

The precise terms and conditions of every appointment shall be stated in writing and shall be in the possession of both the institution and the faculty member before the appointment is consummated. The conditions of appointment may vary in individual situations, but they must conform to policies stated in this Handbook. The conditions of employment for each faculty member including rank, salary, length of appointment, length of probationary period, credit for prior academic service or equivalent experience, terminal degree, tenure status, position responsibilities and performance expectations shall be clearly stated in writing. The criteria and procedures currently in use by which

faculty are evaluated for salary increases, promotion, and tenure shall also be stated in writing as specifically as possible.

2.4.2 Letters of Reappointment [1997, 2001]

Letters of reappointment will be issued each year by March 1 to faculty members continuing in the employment of the university the following academic year. The conditions of reappointment for each faculty member, including rank, salary, length of appointment, and tenure status, shall be clearly stated in the reappointment letters from the College Dean. (Also see Sec. 2.10.3 Non-Reappointment) Faculty members deciding not to accept a renewal of their appointment should follow the procedure outlined in Sec. 2.10.2 Resignation.

2.5 **SEARCH/APPOINTMENT/ORIENTATION** [1994]

2.5.1 Search [1994]

Faculty and administrative position openings will be announced to all faculty at the time the position becomes available. Various search procedures, such as advertising in professional journals, may be used to fill vacancies. The Department Chair and College Dean are responsible for initiating search procedures. In cases of Department Chair or College Dean vacancy, the department or college faculty will be actively involved in the search procedures.

2.5.2 Appointment Procedures [1994]

Interview committees and procedures are established by the Department Chair in consultation with the College Dean. The Provost shall make the final appointment decision.

2.5.3 Orientation [1994]

The Provost is responsible for the initial orientation of new faculty to the University as a whole. The Department Chair is responsible for the continual orientation of new faculty to the specific duties and privileges of their position. New faculty are responsible for knowing the policies of the Faculty Handbook and procedures outlined in the Faculty Guidelines.

2.5.4 Equal Employment [1994]

See Employee Handbook Section 07-01.

2.6 **PERSONNEL RECORDS** [1994, 1997]

The University maintains official personnel files for each faculty member in the Office of the Provost. This record includes the vita, recommendations, official transcripts of academic work, and correspondence and records dealing with terms and conditions of employment. Additional personnel files containing similar information may also be kept by the College Dean and the Department Chair.

The personnel files are available to the members of the Board of Trustees, the administration and its agents, and government officials as required by law. Department Chairs may only examine the personnel files of the faculty members in their own departments.

A faculty member may review his or her own personnel files, upon request and in the presence of a designated university official, copies of vita and official transcripts of academic work, non-

confidential placement papers, correspondence with university officials, salary information, performance evaluations and appraisals and records of disciplinary or grievance matters. Not available for review by the individual faculty member are confidential letters of reference or recommendations.

A faculty member may submit and have inserted into the personnel file a statement that clarifies any material in the file which he or she believes is inaccurate. Such clarification shall be maintained so long as the disputed material is maintained.

It is the responsibility of each faculty member who completes a degree while he or she is employed at SBU to have an official transcript, which includes the date on which the degree was conferred, sent to the Provost. Each faculty member is also responsible for notifying the Office of Human Resources of any address changes or any other changes related to personnel records so that such information is kept current.

2.7 **EVALUATION** [1994, 1999]

2.7.1 Faculty Evaluation [1999]

2.7.1.1 Purpose [1999]

The purpose of faculty evaluation is the improvement of academic instruction and advisement which promotes the achievement of the university's mission. As periodic performance evaluations of employees are the norm in both business and academia, so evaluation of SBU faculty should occur at least annually. Faculty should be informed of their progress and level of performance long before the time of promotion or tenure and even on a continuing basis throughout their career at SBU.

2.7.1.2 Basis [1999]

Since faculty are evaluated for promotion on the basis of seven criteria enumerated in the Faculty Handbook (see 2.8.1 Basis for Promotion), these criteria will form the basis of the annual faculty review and will be classified under three rubrics: service, scholarship, and instruction-advisement.

Service refers to the faculty member's contributions to the university, church, and community (whether local, national, or global). Service would include such activities as committee work, administrative duties, teaching Sunday school, membership in service organizations, and leadership in civic programs. Scholarship refers to scholarly writings, research projects, professional development, attendance or participation at professional meetings, and any activity that demonstrates that the faculty member is actively current in his or her field. Instruction-advisement refers to effectiveness in teaching, including traditional classroom teaching or other instructional activities appropriate to the content area, and academic advisement.

2.7.1.3 Procedure [1999]

Once a year the faculty member shall meet with his or her immediate supervisor for the review. Evidence of service, scholarship, and instruction-advisement provides the basis for the review. The faculty member shall supply a brief, written report listing evidence of scholarship and service for the past year. Effectiveness of instruction and advisement are primarily determined by two faculty approved instruments: one on student evaluation of instructor and course and one on student advisement (see Faculty Guidelines, section 1.11 "Student

Evaluation of Instructor and Course” for detailed procedures). The supervisor shall call the meeting during the last half of the spring semester after student evaluation and questionnaires have been tabulated. A copy of the faculty member’s report and evaluations shall be kept in his or her personnel file in the appropriate dean’s office. Other evidence of effectiveness in instructional and advisement activities may be introduced into the faculty member’s record, such as student or alumni letters. Evidence of advisement effectiveness will not be required for faculty who are not assigned any advisement duties.

2.8 **PROMOTION** [1994, 2001, 2008]

2.8.1 Basis for Promotion [1994]

Promotion is based on an individual's academic training, academic service and performance as demonstrated by teaching effectiveness, scholarship and professional commitment, academic advising, service to church and community, and commitment to the University.

2.8.1.1 Academic Training [1994]

Academic training is evidenced by earned academic degrees or graduate credit from a regionally accredited institution.

2.8.1.2 Academic Service [1994]

Academic service is calculated as years of teaching or library experience at SBU or the equivalent. Non-academic experience will be evaluated by the Department Chair, the Dean and the Provost to determine the equivalency to academic service. No more than five years of credit for non-academic experience will be allowed.

2.8.1.3 Performance [1994]

Southwest Baptist University is dedicated to the principle of excellence in teaching from a Christian world view. In order for a faculty member to be promoted, an assessment will be based on evaluations by students, Department Chair, and College Dean. These evaluations will include the following criteria:

2.8.1.3.1 Teaching Effectiveness [1994]

Excellence in teaching is an ongoing goal of the University. Therefore, it is an essential criterion for promotion.

2.8.1.3.2 Scholarship and Professional Commitment [1994]

Growth in scholarship and commitment to one's profession is important both to the individual faculty member and to the institution.

2.8.1.3.3 Academic Advising [1994]

Faculty members are expected to assist in the advisement process through normal contacts with students both in the classroom and in the office. Most faculty members will be assigned individual student advisees to whom they provide

information and advice on published policies and procedures of the University.

2.8.1.3.4 Service to Church and Community [1994]

Faculty members will be actively involved in their church and community activities.

2.8.1.3.5 Commitment to the University [1994]

Faculty members will support the mission and objectives of the University.

2.8.2 Eligibility for Promotion [1994, 1999, 2001, 2008]

These are eligibility requirements only; faculty are not promoted simply because these requirements are met.

2.8.2.1 Assistant Professor [1994, 2001, 2008]

Appointment to the rank of instructor as a tenure-track position was eliminated by action of the Board of Trustees on May 8, 2001. Individuals appointed to that rank as a tenure-track position prior to that date will retain that rank until receiving promotion to Assistant Professor.

Academic training for promotion to the rank of assistant professor must satisfy one of the following criteria:

- A. an earned doctorate in the appropriate discipline, as determined by the department, dean of the college, and Provost,
- B. active pursuit and near completion of the doctorate,
- C. the highest terminal degree normally required in the academic field, as determined by the department, dean of the college, Deans Council and Provost,
- D. thirty semester hours of graduate work beyond the initial master's degree, in an appropriate field as determined by the department, dean of the college, and Provost, or
- E. appropriate professional certification, as determined by the department, dean of the college, and Provost.

After the completion of four years of teaching or library service at SBU, a faculty member may initiate the promotion process.

2.8.2.2 Associate Professor [1994, 2008]

Promotion to the rank of associate professor requires an earned doctorate or other approved terminal degree in the appropriate discipline and the completion of 5 years of academic service at the rank of assistant professor, with a minimum of 4 years of service at SBU. A faculty member may initiate the promotion process after the completion of 4 years at the rank of assistant professor, with a minimum of 3 years of academic service at SBU.

2.8.2.3 Professor [1994, 1999, 2008]

Promotion to the rank of professor requires an earned doctorate or other approved terminal degree in the appropriate discipline and the completion of 5 years of

academic service at the rank of associate professor, with a minimum of 4 years of academic service at SBU. A faculty member may initiate the promotion after the completion of 4 years at the rank of associate professor, with a minimum of 3 years of academic service at SBU.

2.8.2.4 Senior Professor [2000]

Promotion to the rank of senior professor was eliminated by action of the Board of Trustees on February 15, 2000. Individuals who had attained the rank of Senior Professor prior to that date may retain that rank at their discretion.

2.8.3 Faculty Promotion Procedures [1994, 1999, 2007]

- A. The college dean initiates an ongoing process of assessment at the time of a faculty member's initial appointment. This assessment file, housed in the dean's office, is available to the individual for inspection at any time. The faculty member has the responsibility to contribute to the development of this ongoing file. As the basis for promotion decisions, the file contains evidence since appointment or last promotion, which may include requested statements from students and others with direct knowledge of the individual's abilities, of the following:
1. teaching effectiveness
 - a. copies of syllabi for all courses taught,
 - b. copies of representative examinations,
 - c. student evaluations of the faculty member, and/or
 - d. performance appraisals or other evaluation data used;
 2. professional growth (including current resume);
 3. scholarship;
 4. effective academic advising, if applicable;
 5. service to the University;
 6. active involvement in the church; and
 7. active involvement in the community.
- B. In the **spring**, prior to the year of eligibility to apply for promotion, a letter from the dean's office notifying the faculty member of such eligibility will be included with the faculty reappointment letter.
- C. By **October 1** the faculty member submits to his or her college dean, with a copy to the department chair, the Application for Promotion/Tenure, available in the dean's office.
- D. By **October 15** the department chair, with departmental input, provides to the dean a completed recommendation form, based on compiled data and evaluations. This recommendation form must include a summary evaluation of the items listed under 2.8.3 A.
- E. By **November 1** the dean will provide the following items to the Promotion and Tenure Committee:
1. Dean's letter of recommendation
 2. Minimal Eligibility Form (Application Form)
 3. Current Vitae
 4. Dean's Promotion Recommendation form
 5. Chair's Promotion Recommendation form
- F. By **December 1** the Promotions and Tenure Committee makes its recommendation to the Provost. In forming that recommendation, the committee may request access to the individual's file for examination. Recommendation forms from department chair and dean will accompany the Promotion and Tenure Committee's recommendation to the Provost.

- G. The Provost forwards his or her recommendation regarding promotion to the president who will make the final recommendation to the Board of Trustees for consideration at their winter meeting.
- H. The decision by the Board of Trustees is communicated to the individual by the provost's office no later than two weeks after the Trustee's meeting.
- I. Written notification of the Board of Trustee's action on promotion is placed in the faculty member's official personnel file in the provost's office.

2.8.4 Procedure for College Dean Seeking Promotion in Faculty Rank [1999]

The Provost initiates an ongoing process of assessment of the individual's faculty performance at the time of his or her appointment to the position of College Dean. This assessment file, housed in the Provost's Office, is available to the individual for inspection at any time. The candidate has the responsibility to contribute to the development of this ongoing file. The department chair in whose department the dean teaches is also responsible for maintaining a file, consisting of documents related to the dean's teaching effectiveness (e.g., student evaluations).

The college dean applying for promotion in faculty rank will adhere to the same procedures as faculty under 2.8.3, with the following adjustments:

- 1. By **October 1** the college dean submits to his or her department chair the Application for Promotion/Tenure form.
- 2. By **November 1** the department chair provides to the Promotion and Tenure Committee a completed recommendation form, based on compiled data and evaluations. This recommendation form must include a summary evaluation of the items listed under 2.8.3 A.

2.8.4.1 College Dean Who Is Also a Department Chair [1999]

The college dean who is also a department chair will substitute the following procedure:

By **November 1** the associate provost or another college dean, as designated by the provost, provides to the Promotion and Tenure Committee a completed recommendation form, based on compiled data and evaluations. This recommendation form must include a summary evaluation of the items listed under 2.9.2 A.

2.9 **TENURE** [1994, 1999, 2001, 2007]

Academic tenure is an agreement under which faculty appointments are continued until retirement, dismissal for adequate cause, or unavoidable termination because of financial exigency or change of institutional program. Tenure is not automatic. Faculty must make application.

Tenure is awarded by the Board of Trustees. The locus of tenure is in the University. Assignment of tenured faculty will generally be to an academic department; but by consent of the faculty member, he or she may be assigned to other professional duties.

2.9.1 Basis for Tenure [1994, 1999, 2001]

- A. Tenure is granted in recognition of outstanding teaching and exemplary service in areas such as administrative assignments; scholarship; interpersonal relations; community, church, and convention relations; student advising and counseling; committee work; and in general carrying forth the mission of the University.
- B. The individual must be making significant continual professional advancement.

- C. A faculty member becomes eligible for tenure assessment during his or her sixth year at SBU (the third year when maximum previous academic service is counted). The probationary period, not to exceed seven years of academic service, must include a minimum of four years at Southwest Baptist University. Credit for prior experience, up to a maximum of three years, must be agreed upon in writing at the signing of the initial appointment letter.
- D. Tenure is granted on the basis of individual merit. Consequently, there are no departmental, college or university quotas or limits imposed.
- E. Tenure may be granted at the time of appointment to individuals with ten years of experience at a university or college similar to Southwest Baptist University and who qualify for initial appointment to the rank of professor. Experience in administration and coaching do not qualify as academic service (see FHB 2.8.1.2).

2.9.2 Pre-Tenure Conference (2007)

Pre-tenure conferences, first between department chair and prospective tenure applicant and secondly between college dean and prospective tenure applicant, are to be conducted at least 2 years prior to tenure eligibility using the same criteria for tenure recommended in 2.9.3 A. The prospective applicant's strengths and areas needing improvement are to be discussed and addressed prior to his/her application for tenure.

2.9.3 Tenure Procedure [1994, 1999, 2007]

Faculty tenure follows the procedures outlined below.

- A. The college dean initiates an ongoing process of assessment at the time of a faculty member's initial appointment. This assessment file, housed in the dean's office, is available to the individual for inspection at any time. The faculty member has the responsibility to contribute to the development of this ongoing file. As the basis for tenure decisions, the file contains evidence since appointment or last promotion, which may include requested statements from students and others with direct knowledge or individuals abilities, of the following:
 - 1. teaching effectiveness
 - a. copies of syllabi for all courses taught,
 - b. copies of representative examinations,
 - c. student evaluations of the faculty member, and/or
 - d. performance appraisals or other evaluation data used;
 - 2. professional growth (including current resume);
 - 3. scholarship;
 - 4. effective academic advising, if applicable;
 - 5. service to the University;
 - 6. active involvement in the church; and
 - 7. active involvement in the community.
- B. In the **spring**, prior to the year of eligibility to apply for tenure, a letter from the dean's office notifying the faculty member of such eligibility will be included with the faculty reappointment letter.
- C. By **October 1** the faculty member submits to his or her college dean, with a copy to the department chair, the Application for Promotion/Tenure, available in the dean's office.

By **October 1**, the faculty member will include in his or her assessment file a comprehensive personal statement indicating his or her views on contributions to the University and his or her immediate and long-range goals with respect to further academic development. This statement should pertain specifically to the

faculty member's faith and the relationship of faith to his or her teaching field, including (1) interaction within the academic community and (2) commitment to Christian higher education in general and the mission statement and goals of the University in particular.

- D. By **October 15** the department chair, with departmental input, provides to the dean a completed recommendation form, based on compiled data and evaluations. This recommendation form must include a summary evaluation of the items listed under 2.9.3 A.
- E. At the **October college meeting**, the tenured faculty of the applicant's college will vote by secret ballot whether or not to endorse the applicant's tenure request. The dean will record the vote in the individual's file.
- F. By **November 1** the dean will provide the following items to the Promotion and Tenure Committee:
 - 1. Dean's letter of recommendation
 - 2. Minimal Eligibility Form (Application Form)
 - 3. Current Vitae
 - 4. Dean's Tenure Recommendation form
 - 5. Chair's Tenure Recommendation form
 - 6. Copy of candidate's "Statement" concerning their commitment and contributions to the University's mission
- G. By **December 1** the Promotions and Tenure Committee makes its recommendation to the Provost. In forming that recommendation, the committee may request access to the individual's file for examination. Recommendation forms from department chair and dean will accompany the Promotion and Tenure Committee's recommendation to the Provost.
- H. The provost forwards his or her recommendation regarding the granting of tenure to the president who will make the final recommendation to the Board of Trustees for consideration at their winter meeting.
- I. The decision by the Board of Trustees is communicated to the individual by the provost's office no later than two weeks after the Trustee's decision.
- J. Written notification of the Board of Trustee's action on tenure is placed in the faculty member's official personnel file in the provost's office.
- K. The notification shall state one of the following two options:
 - 1. recommendation of tenure, which becomes effective at the beginning of the next academic year,
 - 2. recommendation of denial of tenure and termination of the faculty member's appointment at the end of the seventh year of service.

2.9.4 Procedure for College Dean Seeking Tenure as a Faculty Member [1999]

The provost initiates an ongoing process of assessment of the individual's faculty performance at the time of his or her appointment to the position of College Dean. This assessment file, housed in the provost's office, is available to the individual for inspection at any time. The candidate has the responsibility to contribute to the development of this ongoing file. The department chair in whose department the dean teaches is also responsible for maintaining a file, consisting of documents related to the dean's teaching effectiveness (e.g., student evaluations).

The college dean applying for tenure will adhere to the same procedures as faculty under 2.9.3, with the following adjustments:

- 1. By **October 1** the college dean submits to his or her department chair the Application for Promotion/Tenure and a comprehensive personal statement as described in 2.9.3. C.
- 2. By **November 1** the department chair provides to the Promotion and Tenure Committee (1) the vote of the tenured faculty of the applicant's college and (2) a

completed recommendation form, based on compiled data and evaluations. This recommendation form must include a summary evaluation of the items listed under 2.9.3. A.

2.9.4.1 College Dean Who Is Also a Department Chair [1999]

The college dean who is also a department chair will substitute the following procedure:

By **November 1** the Associate Provost or another college dean, as designated by the Provost, provides to the Promotion and Tenure Committee (1) the vote of the tenured faculty of the applicant's college and (2) a compiled recommendation form, based on compiled data and evaluations. This recommendation form must include a summary evaluation of the items listed under 2.9.3. A.

2.10 **SEPARATION** [1994, 1999, 2001]

At times it may be necessary for the University or the individual faculty member to sever the professional relationship. In order to protect the interests of both parties, the various types of separation, retirement, resignation, non-appointment, dismissal, sanctions and suspensions are here defined, and the policies related to each category are set forth.

2.10.1 Retirement [1994, 1999]

A tenured faculty member is eligible to continue teaching until the faculty member reaches the age of seventy. This is specified in the 1978 Amendments to the Age Discrimination in Employment Act.

All retired faculty members may have continued use of the University Library and faculty privileges for admission to university activities. Additional information regarding retirement and insurance may be obtained from the Director of Human Resources.

Retired faculty who have served at least ten years are conferred emeritus status as described in Section 2.2.3.

2.10.2 Resignation [1994]

Resignation is an action by which a faculty member severs his or her relationship with the University.

A faculty member serving under a continuous appointment may resign at the end of an academic year provided he or she gives notice in writing at the earliest possible opportunity, but not later than April 15 or fifteen days after receiving notification of the terms of his or her appointment for the coming year, whichever date occurs later. The faculty member may request an extension of this time period in case of hardship, in a situation where he or she would otherwise be denied substantial professional advancement or other opportunity, or in case of prolonged mental or physical illness. (A prolonged period is one which is expected to continue beyond an academic or a calendar year.) If a resignation is for reasons of prolonged mental or physical illness, the University, in consultation with the individual or his or her representative, may consider whether a leave of absence would be appropriate and beneficial for all parties concerned.

Faculty members who sign and return an appointment letter but then resign after May 1 may be penalized one-eighteenth (1/18) of the face value of their contracts. Resigning after July 1 will increase the penalty to one-ninth (1/9) of the face value of their contract. The resigning professor may pay the penalty over several months or relinquish his/her

last prorated check(s) of the summer. A faculty member may seek an exception to this policy by petitioning the administration for a waiver.

2.10.3 Non-Reappointment [1994, 1999, 2001, 2004]

The term non-reappointment means that the University has decided not to renew a non-tenured faculty member's contract. Since a notice of non-reappointment is not a dismissal for cause, it is not necessary for the University to set forth its reasons in the notice of non-reappointment.

The Deans recommend annually to the Provost which non-tenured faculty shall be reappointed. The decision not to reappoint a probationary faculty member rests, in the final instance, with the President upon the recommendation of the Provost.

2.10.3.1 Ranked faculty members without tenure who are not reappointed shall receive a letter of non-reappointment from the Provost according to the following schedule:

- A. for faculty members in years one through three years of service, not later than March 1 of the academic year of service if the appointment expires at the end of the year, or at least three months in advance of the termination, if a one-year appointment terminates during an academic year; or
- B. for faculty members in years four or five of service, not later than December 15 of the academic year of service if the appointment expires at the end of that year, or at least five months in advance of the termination, if an appointment terminates during an academic year.

2.10.3.2 Unranked faculty members who are not reappointed shall receive a letter of non-reappointment from the Provost according to the following schedule:

- A. for faculty members in years one through five of service, not later than March 1 of the academic year of service if the appointment expires at the end of that year, or at least three months in advance of the termination, if an appointment terminates during an academic year; or
- B. not later than December 15 of the subsequent years of academic service if the appointment expires at the end of that year, or at least five months in advance of the termination, if the termination occurs during an academic year.

2.10.4 Reduction in Force [1994]

In the normal operation of the University, academic programs and staff needs are continuously evaluated by departments, colleges, and the Office of the Provost. Reallocation of academic positions which reflect changing needs will be done by the Provost in consultation with College Deans and Department Chairs who utilize the results of the strategic planning process. Reduction in force, however, is defined as a reduction beyond routine adjustment and/or reallocation.

2.10.4.1 Reduction in Force Due to Program or Enrollment Decline [1994]

Enrollment decline means that the number of student credit hours produced in the University has reached such a point over a sufficiently extensive period of time that continuation of the current level of staffing is no longer reasonably justified.

An academic program will be considered for elimination only if the program is no longer viable for academic, enrollment or accreditation reasons. Academic program means any course of study, whether graduate or undergraduate, approved through the curricular process of the University.

The Provost will advise the Executive Committee of the Faculty Senate when an academic program is to be considered for elimination. The Faculty Senate will receive recommendations from the academic department(s) involved and the Dean's Council before making a recommendation to the University Strategic Planning Committee.

2.10.4.2 Reduction in Force Due to Financial Exigency [1994]

Signals usually exist that can alert the administration and faculty members to impending financial difficulties. Financial exigency is defined as the critical, pressing or urgent need on the part of the University to reorder its monetary expenditures.

Declaration of the existence of a financial exigency is the responsibility of the Board of Trustees. The President of the University will advise the Executive Committee of the Faculty Senate if a financial exigency is declared to exist. The Executive Committee of the Faculty Senate will be given access to all fiscal and budgetary information of the University that relates to the existence of a declared financial exigency.

Following the declaration of the existence of a financial exigency, the University Strategic Planning Committee will serve in an advisory role to the President to determine specific actions to be taken to alleviate the emergency.

2.10.4.3 Reduction in Force Procedures [1994]

The preservation of a viable academic program for the University shall be the primary goal. Academic programs must not bear an undue proportion of the budgetary cutbacks.

2.10.4.3.1 Reassignment [1994]

When financial exigency, program redirection, reduction, or discontinuation necessitate the termination or layoff of faculty members, extensive efforts will be made to reassign faculty members to other mutually acceptable professional work for which they are qualified within the institution or to facilitate the continuation of their work elsewhere.

2.10.4.3.2 Early Retirement [1994]

In those cases where no alternative assignment within the University is available, early retirement is an option.

2.10.4.3.3 Retraining [1994]

When the tenured faculty member and the administration have mutually agreed to retraining, the retraining will be bound by the following:

- A. The retraining period may be for as long as one academic year's duration.
- B. Retraining may consist of course work or practical work completed at SBU or another college or university.
- C. During the retraining period, the tenured faculty member shall receive his or her salary and fringe benefits at the same level he or she would receive on sabbatical leave.
- D. For a faculty member undergoing retraining at SBU, tuition will be waived.
- E. For a faculty member undergoing retraining at another college or university, SBU will pay the undergraduate or graduate tuition or fees equal to the cost of thirty hours of undergraduate or graduate tuition respectively at SBU.

2.10.4.3.4 Termination [1994]

When faculty position(s) are eliminated from an academic department or program, recommendations concerning which faculty position(s) shall be eliminated will be made to the President by the Provost in consultation with the Executive Committee of the Faculty Senate and the Department Chair and Dean of the respective department and college. The rights of tenured faculty will be protected whenever possible. Due notice of termination for program redirection, reduction, or discontinuation shall be given to tenured faculty members as early as possible, but not later than one calendar year in advance of the effective date of the termination of employment. The following criteria will be used for making decisions unless the department and the Provost agree that the institution and/or department would be better served by establishing other criteria:

- A. Part-time and unranked faculty members will be terminated provided that their duties can be absorbed by full-time faculty members without affecting student enrollments.
- B. A faculty member on continuous appointment will not be terminated in favor of a non-tenured faculty member, except in extraordinary circumstances where a serious distortion of the academic programs would result.
- C. If it is necessary to terminate tenured faculty members, those who have served the least number of years in

ranked faculty positions at Southwest Baptist University shall be terminated first.

- D. In instances where tenured faculty have the same length of service, those without the doctoral degree within the discipline will be considered for termination first.

2.10.4.4 Recall Provisions [1994]

If a faculty member with tenured faculty status is terminated, the released faculty member's place will not be filled by a replacement within a period of twenty-four calendar months, unless the released faculty member has been offered reappointment at the rank and appointment status held at the time of termination and has been given at least thirty calendar days proper notice within which to accept or decline reappointment. It is the responsibility of the terminated faculty member to see that the institution remains informed of his or her whereabouts during the twenty-four month period. Should said faculty member indicate in writing that he or she desires to accept reappointment at the University, then such reappointments shall be held open by the University for such a period of time as may be necessary for the faculty member to fulfill any commitment he or she may have made to the faculty member's current employer, provided that such commitment does not extend beyond the period of one academic year. A recalled faculty member shall be reinstated to the rank, tenure, and years of service credits that he or she had accrued at the time termination occurred.

2.10.5 Dismissal [1994]

Dismissal is a severance action by which the University ends its professional relationship with a tenured status faculty member for adequate cause. Dismissal is also the means by which the University removes for adequate cause a non-tenured faculty member or a faculty member on a term appointment from service before the end of the appointment.

The Provost shall give written notice to the faculty member that a recommendation for dismissal for cause shall be made to the President. This notice shall contain a written statement of the grounds upon which the recommendation is to be made, a brief summary of information supporting such grounds, and the dismissal date.

The faculty member will also be notified by the Provost that he or she may file a formal appeal within fifteen working days from the date of delivery of the official notification of termination from the President.

If no appeal is filed, the dismissal will take effect as indicated in the written communication specified above.

If an appeal is filed, it is sent to the Educational Policies and Personnel Committee of the Board of Trustees.

In any case involving dismissal for cause, the burden of proof that adequate cause exists shall be on the University, which proof shall be by clear and convincing evidence in the record considered as a whole.

Adequate cause for dismissal must be directly and substantially related to the fitness of a faculty member to continue in his professional capacity at the University. Dismissal procedures may be instituted for any of the following reasons:

- A. professional incompetence;
- B. continued neglect of academic duties in spite of written warnings;
- C. serious personal or professional misconduct;
- D. deliberate and serious violation of the rights and freedoms of fellow faculty members, administrators, or students;
- E. conviction for a crime directly related to the faculty member's fitness to practice his profession;
- F. falsification of credentials or experience;
- G. failure to observe the ethical or professional canons of a faculty member's discipline or of the teaching profession in general;
- H. failure to follow professional guidelines, responsibilities, or academic policies of this handbook; or
- I. any other just or legal cause.

In all cases of dismissal, the President determines what, if any, salary payments are to be made beyond the date of dismissal. If the faculty member elects to appeal his or her dismissal to the Educational Policies and Personnel Committee of the Board of Trustees, he or she shall continue to receive salary payments until (1) the appeal procedure is completed or (2) the appeal procedure is suspended because of initiation of court or agency action.

Under most circumstances, dismissal for cause should be preceded by a written communication from the appropriate administrative officer describing the alleged problem and warning that the faculty member's contract status is in jeopardy. The warning must also stipulate a period of time within which correction of the alleged problem is expected.

2.10.6 Sanctions and Suspensions [1994]

2.10.6.1 Sanctions [1994]

If the Provost believes that the conduct of a faculty member, although not constituting adequate cause for dismissal, is sufficiently grave to justify imposition of a sanction, such as a reprimand, demand for restitution, suspension from service for a stated period, or reduction or loss of salary, the Provost may institute a proceeding to impose such a sanction. The faculty member may appeal through the grievance procedure as outlined in 2.18.

2.10.6.2 Suspensions [1994]

Suspension is the temporary separation of a faculty member from the University where it is determined by the President that there is a strong likelihood that the faculty member's continued presence at the University poses an immediate threat of harm or disruption to the University or to individual members of the University community. Suspension shall be with pay and shall last only so long as the threat of harm continues or until dismissal for cause occurs.

2.11 FACULTY RIGHTS AND RESPONSIBILITIES [1994, 1999]

2.11.1 Academic Freedom [1994]

The University has adopted the academic freedom portion of the 1940 STATEMENT OF PRINCIPLES ON ACADEMIC FREEDOM AND TENURE jointly prepared by the American Association of University Professors and the Association of American Colleges, but reserves the right to make its own interpretations of these principles.

A. 1940 Statement of Principles on Academic Freedom and Tenure [1994]

The purpose of this statement is to promote public understanding and support of academic freedom and tenure and agreement upon procedures to assure them in colleges and universities. Institutions of higher education are conducted for the common good and not to further the interest of either the individual teacher or the institution as a whole. The common good depends upon the free search for truth and its free exposition.

Academic freedom is essential to these purposes and applies to both teaching and research. Freedom in research is fundamental to the advancement of truth. Academic freedom in its teaching aspect is fundamental for the protection of the rights of the teacher in teaching and of the student to freedom in learning. It carries with it duties correlative with rights.

Tenure is a means to certain ends, specifically: (1) Freedom of teaching and research and of extramural activities, and (2) a sufficient degree of economic security to make the profession attractive to men and women of ability. Freedom and economic security, hence tenure, are indispensable to the success of an institution in fulfilling its obligations to its students and to society.

B. Academic Freedom

1. Teachers are entitled to full freedom in research and in the publication of the results, subject to the adequate performance of their other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.
2. Teachers are entitled to freedom in the classroom in discussing their subject, but they should be careful not to introduce into their teaching controversial matter which has no relation to their subject. Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of the appointment.
3. College or university teachers are citizens, members of a learned profession, and officers of an education institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As scholars and educational officers, they should remember that the public may judge their profession and their institution by their utterances. Hence they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not speaking for the institution.

2.11.2 Sexual Harassment [1994]

See Employee Handbook policy number 06-05.

2.11.3 Conflict of Interest [1994, 2004]

A conflict of interest occurs when faculty engage in economic activities or decision-making policies that hinder them from exercising independent judgment in the best interests of the University. A detailed policy on conflict of interest may be found in the Employee Handbook policy number 07-00.

2.11.4 Intellectual Properties [1999]

2.11.4.1 Purpose [1999]

The purpose of this policy is to define for individual faculty, staff and the University their responsibilities, rights and ownership of intellectual property. Intellectual property (creative endeavors) is defined as original scholarly or artistic work including, but not limited to, textbooks, articles, monographs, sound and video recordings, musical compositions, computer software and products of research which may be copyrighted or patented. The employee should also refer to the conflict of interest policy number 03-01.

2.11.4.2 Policy [1999]

The production of creative scholarly and artistic works is encouraged by Southwest Baptist University in recognition of the value of such endeavors.

- A. Creative endeavors produced by individual initiative belong exclusively to the individual faculty or staff. The University must be reimbursed for substantial use of resources for products except for scholarly articles or textbooks. Substantial use of resources must be approved prior to production and accurate records kept. Substantial use includes:
 - 1. Secretarial services or other support staff
 - 2. Supplies (paper, copying, film, computer disks, videotapes etc.)
 - 3. Long distance telephone calls or FAXes
 - 4. Postage
 - 5. Specialized equipment or facility
- B. Resources which may be used in the production of creative works but are not considered substantial use include:
 - 1. Personal office space
 - 2. Personal computers, typewriters or word processors
 - 3. Local telephone calls
 - 4. Library use
 - 5. Voluntary assistance of other faculty and staff
- C. Creative endeavors assigned by the University belong exclusively to the University.
- D. Creative endeavors involving both individual initiative and University support require a preliminary agreement regarding responsibilities, rights and ownership. The agreement must include the division of any income derived from production.

- E. Creative materials developed with funding by external sources such as grants, fellowships, or research projects are subject to the terms of the agreement and commitment with the external source.

2.12 **FACULTY DEVELOPMENT** [1994]

2.12.1 Sabbatical Policy [1994]

2.12.1.1 Senior Sabbatical [1994]

The senior faculty sabbatical is designed to allow time for research, writing, etc., with a view toward publication, and shall be for one-half salary for one year or full salary for one semester. Faculty members who have served Southwest Baptist University in the classroom or library for more than seven years and have completed their doctoral degree are eligible to apply. Applications pertaining to the following academic year are received in the fall semester by the Faculty Development Committee, but the final approval comes from the Board of Trustees. See Faculty Guidelines for procedures.

2.12.1.2 Junior Sabbatical [1994]

The junior faculty sabbatical is designed to allow time to finish a terminal degree program or an approved academic re-tooling program, and shall be for one-half salary for one year or full salary for one semester. As a general rule, faculty members who have served Southwest Baptist University in the classroom or library for five years or more are eligible to apply. Applicants with less service may be considered on a case-by-case basis. Applications pertaining to the following academic year are received in the fall semester by the Faculty Development Committee, but the final approval comes from the Board of Trustees. See Faculty Guidelines for procedures.

2.12.2 Faculty Funds [2000]

2.12.2.1 Faculty Development Funds [1994]

Varying amounts of money are available on a yearly basis for faculty development projects. Projects funded in the past include requests for computer hardware and software, continuing education expenses (tuition and books), and registration for and travel to professional meetings. Applications for faculty development funds should be submitted to the Faculty Development Committee by November 1. The committee makes its recommendations to the Office of the Provost for final approval. See Faculty Guidelines for procedures.

2.12.2.2 M. Michael Awad Scholarship Activity Fund [2000]

The Scholarly Activity Fund is an institutional faculty development fund designed to reward faculty members for “producing” cutting edge research and/or professional contributions that bring prestige to the institution and/or recognition to the faculty’s scholarship. Funds in this area are awarded for the following four areas: faculty research; original works; presentation at an international, national, or regional meeting; and innovative course development.

2.12.3 Educational Benefits [1994]

2.12.3.1 Educational Leave [1994]

Educational leave may be granted to those individuals who do not qualify for one of the sabbatical programs. The leave is granted on the basis of individual arrangements with the Department Chair, Dean, Provost, and President and is contingent on funds and a suitable replacement being available.

2.12.3.2 Tuition Reimbursement [1994]

Tuition reimbursement for a terminal degree may be granted on the basis of individual arrangements with the Department Chair, Dean, Provost, and President and is contingent on funds being available.

2.12.3.3 Load Reduction [1994]

A load reduction pursuant to a terminal degree may be granted on the basis of individual arrangements with the Department Chair, Dean, Provost, and President and is contingent on funds and a suitable replacement being available.

2.12.4 Travel Reimbursement Policy [1994]

The policy of Southwest Baptist University is to reimburse faculty for expenses incurred while on official university business. See Faculty Guidelines for more information.

2.12.5 Faculty Tuition [2003]

A full-time faculty member may enroll in one undergraduate or graduate course per term without paying tuition. See Employee Handbook for more information.

2.12.6 Faculty Awards [1994]

2.12.6.1 Faculty Life Beautiful Award [1994]

The annual Faculty Life Beautiful award is normally announced in December each year. To be eligible for this award, the full-time faculty member must, at the time of the award, have completed four consecutive years of teaching at SBU, have taught at least six hours in each semester during the regular sessions of the award year, and not have won this award during the previous calendar year. Recipients are selected by a balloting process under the supervision of the Provost involving all eligible faculty.

General criteria have been established as guidelines for the selection of recipients. It is desirable that the recipient or recipients demonstrate the following ideal qualities:

- A. deals personally and individually with students and learners;
- B. varies and updates teaching techniques and skills;
- C. exhibits Christlike behavior in family, school, church, and social interactions;

- D. participates actively in worship and service in a body of Christian believers;
- E. exhibits a willingness to go beyond the classroom to meet the needs of others; and
- F. exhibits Christlike lifestyle in his or her personal and daily life.

2.12.6.2 The Orien B. Hendrex Distinguished Teacher Award [1994]

At the end of the spring semester each year members of the graduating class choose a member of the teaching faculty to be honored as the Orien B. Hendrex Distinguished Teacher. A cash award and a recognition plaque are presented to the honoree the students select as a representative of the distinguished teachers at Southwest Baptist University. This award, which also honors a former academic dean at Southwest Baptist University, is presented at the close of the spring semester. No teacher may receive the award two times within a four-year period.

2.13 **FACULTY WORKLOAD** [1994, 1999]

2.13.1 Teaching Load [1994, 1999]

Full-time faculty are employed to teach on a full-time basis of 24 semester credit hours per academic year or the equivalent. The equivalent of credit hours may be determined by the college upon the approval of the Dean and the Provost.

2.13.2 Dates of Campus Responsibility [1994]

Each faculty member is to be available the first day of the faculty workshop in the fall through the day of the spring commencement service. Holidays and other recesses listed in the academic calendar or those otherwise announced are excepted. January, June, and July employees will be available from the first day of the session for which they are employed through the last day of the session for which they are employed. Faculty will be available at times other than those listed to help advise and consult.

Main campus faculty members are expected to participate in academic processions and wear academic regalia for the formal convocation (the opening of the university year), the life service day (homecoming), the Founder's Day celebrations (in March), the graduation exercises in December and May, and for other activities as announced. Attendance at university commencement exercises in December and May is required of all faculty members. Absences must be cleared through their Dean.

Full-time faculty at campuses other than the Bolivar campus are expected to participate in academic processions and wear academic regalia for the December and May graduation exercises. They are encouraged to participate in the other formal occasions as their teaching schedules permit.

2.13.3 Off-Campus Employment, Activities, and Consulting [1994]

The faculty member shall devote full time to the University. At no time should off-campus employment, activities, or consulting interfere with regular university obligations. Any such endeavors must be approved by the Department Chair, Dean, and Provost prior to the faculty member committing to these activities.

2.13.4 Student Advising/Office Hours [1994]

A faculty member is expected to schedule at least five hours per week, preferably one hour per day Monday through Friday, for student conferences and to be available at other times by appointment. Copies of the faculty member's teaching schedule and the hours he or she will be available in his or her office should be posted on the office door or made available at the office reception desk.

2.14 **WORKING CONDITIONS** [1994]

2.14.1 Use of University Name, Seal, and Letterhead [1994]

Each faculty member should be aware that he or she is a representative of the institution. Although the university community itself is aware that an individual faculty member's opinions and ideas are not necessarily representative of the attitudes of the University, the general public is not. Therefore, discretion concerning the use of the university name, the university seal, and official university stationery is warranted.

University stationery is designed for official correspondence and not for private correspondence. The faculty member may use the name, seal, logo, and letterhead of the University in connection with the operations of the University over which the faculty member has been delegated responsibility or authority.

2.14.2 Scholarship and Research [1994]

Southwest Baptist University is primarily a teaching institution; however, the University recognizes the importance of scholarly research and shares with its individual faculty members a concern for promoting and defending this enterprise. Individual faculty members are encouraged to publish books and articles for journals in their fields of specialization.

2.14.3 Participation in Academic Processions [1994]

Each faculty member is to provide his or her own regalia. Faculty members who do not own their own regalia may rent regalia through the bookstore. This rented regalia may be kept from the time it is obtained in the fall through the spring commencement. Faculty members who are teaching in the July term are to participate in the July commencement.

2.14.4 Faculty Offices [1994]

Office space is provided by the University for the full-time faculty member's use. When available, office space may be provided for part-time faculty member's use. Faculty's personal property is not covered by the University's insurance.

2.15 **LEAVES** [1994, 1997, 2003]

2.15.1 Leaves of Absence With Pay [1994, 1997, 2003]

2.15.1.1 Short-Term Disability for Faculty [1994]

A faculty member is eligible to receive his or her salary in the case of total or temporary disability up to 90 days. Temporary disability benefits are paid as compensation for salary to faculty members, who, due to non-occupational

sickness or accident, are temporarily physically unable to perform their usual or current work without jeopardizing their recovery. The payment of salary during extended illness is coordinated with the long-term disability program. (See Long-Term Disability Insurance Sect. 2.16.2.4).

2.15.1.2 Maternity Leave [2003]

The time during which a faculty member is unable to work because of pregnancy, miscarriage, childbirth, and recovery is covered by the provisions of the University's sick leave policy.

The faculty member is to discuss her leave plan with her department chair and dean a minimum of 90 calendar days before the anticipated start of her leave. The faculty member is required to plan appropriate class lesson plans, activities, etc. for use during her absence in order to make transitions smoother for her substitute(s) and students.

Generally, leave will not exceed 6-8 weeks pre- and postpartum, during which time the faculty member will be excused from all duties. The faculty member's physician will determine when the faculty member can return to work.

The federal Family Medical Leave Act (FMLA) permits up to 12 weeks total of unpaid leave per year, provided the employee has been employed at least 12 months. Maternity leave and FMLA leave run concurrently, not consecutively. (For example: A faculty member who takes 6 weeks paid maternity leave may take an additional 6 weeks unpaid FMLA leave).

2.15.1.3 Bereavement Leave [1994, 1997, 2004]

Absences will be granted with pay, not exceeding five working days per death, to make arrangements for and to attend the funeral services for the faculty member's spouse, child, dependent, step-child, mother, father, mother-in-law, father-in-law, brother, sister, step-mother, step-father, step- or half-sibling, brother-in-law, sister-in-law, daughter-in-law, son-in-law, grandchild, grandparent, great-grandparent, and spouse's grandparent and great grandparent.

2.15.1.4 Military Leave [1994]

Faculty members are entitled to military leave and return rights as provided by applicable federal and state law.

2.15.1.5 Jury Duty [1994, 2004]

Southwest Baptist University promotes good citizenship and encourages employees to take advantage of their constitutional right to vote. Leave also is provided for certain required appearances before a court and jury duty. Refer to Employee Handbook 06.04.02.01E

2.15.1.6 Sick Leave Policy [1994]

Faculty absences from classes due to illness or injury are to be covered by a reasonable and equitable distribution of the absent faculty member's workload to department colleagues. These assignments shall be coordinated by the Department Chair and shall be made on the basis of department procedures. When it becomes necessary to cover the absence of ill or injured faculty for a period of more than three consecutive weeks, the person providing class coverage shall receive one of the following forms of compensation:

- A. prorated overload pay if the person is already assigned a 12-hour load for the semester;
- B. a reduced load for the following semester; or
- C. any other form of compensation mutually agreed upon by the Department Chair, College Dean and the faculty member.

Should it be obvious to the departmental personnel at the onset of the illness or injury that the absence of the faculty member will be lengthy and/or may likely continue to the end of the semester, the absent faculty member's courses should be reassigned to other faculty immediately, either to regular faculty or to part-time faculty replacements. A faculty member whose prolonged absence begins in one semester and carries over into a second semester shall have his or her loads reassigned from the beginning of the semester. When the absent member returns to full duty, the reassigned courses shall be returned to the regular faculty member, and compensation for the replacement instructor shall be paid on a pro-rated basis.

In any consecutive twelve-month period, a faculty member can utilize up to three months of sick leave with full pay. Sick leave may not be used to extend the normal nine-month assignment; however, if a faculty member has a summer teaching appointment and has begun to teach under that appointment, he or she will be eligible to use sick leave during the length of that summer appointment. If a faculty member is on sick leave at the conclusion of the spring semester but does not have a summer appointment or cannot begin the summer appointment, sick leave payments will cease at the end of the normal appointment year. If the faculty member is still unable to resume his or her teaching duties at the start of the next regular academic cycle, sick leave benefits will resume. Unused sick leave in any regular academic year or summer session cannot be credited to a succeeding period. All days missed due to illness or injury are credited as sick leave in any academic year. This sick leave policy complements the long-term disability insurance plan offered as an option through the fringe benefits program.

2.15.1.7 Personal Days [1997, 2004]

Personal day benefits are provided to full-time employees for the purpose of taking care of personal business, attending family functions, and compensating for missed work time due to errands, inclement weather, etc. Subject to the approval of the supervisor, employees on regular full-time twelve-month schedules will be granted three paid personal days per anniversary year. Personal leave days do not apply to nine-month faculty. Refer to EHB 06.04.02.01J

2.15.2 Leaves of Absence Without Pay [1994, 2004]

In cases of emergency situations, or any other exceptional personal reasons, an employee may obtain a leave without pay, normally not to exceed one year. Such a leave must be submitted in memorandum form to the Department Chair, Dean, and endorsed by the Provost.

In addition, any full-time member of the faculty may request a full-time or part-time leave of absence without pay for one of the following reasons:

- A. fellowship award,
- B. completion of research,
- C. formal study,
- D. extended service in the armed services,
- E. defense work during a war or national or state emergency,
- F. any program of enrichment approved by the University,
- G. assignments or work that are considered to benefit the University,
- H. other specific reasons in the best interests of the University.

Such leaves must be mutually agreed to and ordinarily shall not be for longer than one year, although the University, through the President, may grant a further extended full-time or part-time leave without pay in special circumstances.

Time on such leaves will not count toward tenured faculty status or promotion in rank and is not credited toward time in service for sabbatical leave or paid educational leave unless the individual and the University so agree in writing prior to the beginning of the leave. However, the faculty member will not forfeit his or her rank as a result of being on leave without pay. Should the University agree that an unpaid leave will count toward tenured faculty status or promotion, the faculty member is obligated to submit a report to his or her Dean summarizing the activities and accomplishments of the leave and demonstrating that those activities and accomplishments contributed to the professional development of the faculty member. This report should be submitted within 90 days of the beginning of the semester following the leave. A copy should be sent to the Provost.

The faculty member forfeits his or her right to normal pay increases during the period of an unpaid leave unless an alternate arrangement is agreed to in writing by the faculty member and the University. Also, while an individual is on leave without pay, the University does not provide fringe benefits unless an alternate arrangement has been mutually agreed to in writing by the faculty member and the University.

2.15.2.1 Family Medical Leave Act [2004]

Leave under the Family Medical Leave Act (FMLA) is provided to employees for the purpose of caring for a serious health condition which renders the employee unable to perform the regular functions of his/her job; a newborn, newly adopted, or newly placed foster child; or a serious health condition of a spouse, parent, or child. Employees must have been employed for at least twelve months preceding the leave and worked a minimum of 1,250 hours during that time. The FMLA leave allows an employee to return to his or her job or a similar position after taking up to twelve weeks of unpaid leave. Leave under the Family Medical Leave Act should be documented on a **Leave Request Form**. Individual FMLA leave requests will be approved by the Department of Human Resources.

The Family Medical Leave Act allows up to twelve weeks of unpaid leave in a twelve-month period. The amount of leave available for each twelve-month period will be determined by counting back twelve months from the date of the request for leave and subtracting any FMLA leave used by the employee during that time.

Before leave will be granted, the employee's physician must complete the *Certification of Health Care Provider* to document the employee's serious health condition or the serious health condition of the family member requiring the leave. The University reserves the right to refer the employee to a University-selected doctor for verification of the need for the leave. Notification of leave should be made to the Department of Human Resources thirty days prior to the leave, if possible. If this is not possible, as much notice as is practical must be provided. If the leave is for family medical care, the employee should make a reasonable effort to schedule treatments as not to disrupt unduly the operations of the University.

Provided an employee continues to pay his/her portion of the premiums, insurance will remain in force during the leave. The University will continue to pay its portion of the premiums for medical, life and dental. Employees requesting leave under the FMLA should make arrangements with the Department of Human Resources to complete an *Extended Leave Planning Sheet* prior to the beginning of the leave.

Employees who choose not to return to work at the end of the FMLA leave may be asked to repay some or all of the premiums paid on their behalf.

In the event of an employee's own illness, available sick leave must be used before unpaid leave will be granted. During the leave for the care of other qualified individuals, sick leave may be taken according to the sick leave policy (06.04.02.01L) but is not required. Available vacation and personal time must be used during Family Medical Leave before unpaid time off will be granted. Substitution of paid leave does not extend the twelve week leave period. The total FMLA leave time is twelve weeks in a twelve month period.

Worker's Compensation leave (to the extent that it qualifies) will be designated as FMLA leave and will run concurrently with FMLA leave.

Vacation and sick leave do not accrue during the unpaid portion of Family Medical Leave, but seniority is retained.

Employees are expected to return to work as soon as authorized by their health care provider. Documentation of the physician's release should be sent to the Department of Human Resources prior to returning to work. Any employee on FMLA leave for personal medical reasons longer than five days is required to provide certification from his/her physician before returning to work.

An employee who fraudulently obtains FMLA leave will be subject to appropriate disciplinary action, including termination.

2.16 **FRINGE BENEFITS** [1994, 1997, 1999, 2004]

In addition to salary, a regular faculty member is eligible to receive several "fringe benefits." These benefits are as follows:

2.16.1 Mandatory [1994]

2.16.1.1 Worker's Compensation [1994]

SBU carries Worker's Compensation for anyone injured on the job.

2.16.1.2 Social Security [1994]

The University and the faculty member participate in the program as defined by law. All ordained employees are considered self-employed and are therefore responsible for payment of all self-employment taxes. The ordained employee electing this program has the additional benefit for establishing a housing allowance, which is tax sheltered and thus reduces the taxable income of that employee.

2.16.1.3 Unemployment Compensation [1994]

This benefit is available to the employee who receives an involuntary termination. It is not available for part-time employees or for employees who tender their resignation.

2.16.1.4 Health Insurance Continuation [1994]

The Federal Law COBRA provides continuation of health insurance benefits for terminated employees and dependents covered under a group health insurance program. However, the terminated employee is responsible for the premium. Employees need to refer to the current benefits booklet for terms of eligibility.

2.16.2 Carrier [1994, 1997, 1999, 2004]

2.16.2.1 Retirement Program [1994, 1999, 2004]

The University offers a defined-contribution retirement plan to help employees save for their future needs.

Non-student employees who normally work twenty hours per week or more may elect to participate in the University's 403(b) retirement plan. Employees must complete a **Retirement Salary Reduction Agreement** if they want to participate in the retirement plan. If an employee will commit to contribute five percent of his/her salary to the plan, the University will match this contribution by investing ten percent of the employee's salary into the plan. Employees who commit less than five percent of their salary to the plan are not eligible for the employer match. Employees who commit more than five percent of their annual salary to the plan will receive the ten percent employer match on the first five percent, and the remaining contribution will be unmatched. Employees may contribute to the plan within the maximum contribution limits established by law.

Employees are not required to participate in the plan.

All investment decisions for the employee and the employer contributions are directed by the participant within the guidelines of the plan. The University’s 403(b) allows an employee to invest in one of two retirement plans: The Annuity Board of the Southern Baptist Convention or the Southwest Baptist University Tax Sheltered Annuity Plan. An employee may only actively invest in one plan at a time. Employees may move active contributions between the plans no more than once per year.

Each employee is responsible for making the investment choice for his/her contributions. Investment allocation changes can be made at any time by contacting your investment vehicle directly.

Student employees, temporary employees and part-time employees who normally work less than twenty hours per week, and non-resident aliens are not eligible to participate in the retirement plan.

Any monies invested on behalf of the participant by the University are vested to the employee in accordance with the following schedule:

<u>Years of Service Completed</u>	<u>Percent Vested</u>
Less than 1	0%
1	10%
2	25%
3	50%
4	75%
5	100%

A year of service is considered completed once the employee has worked 274 days from the day and month of hire. In addition, a participant shall be considered 100% vested in such event of the participant’s death, disability or termination of employment on or after a participant’s early or normal retirement date.

2.16.2.2 Health and Dental Insurance [1994]

The University pays the premium cost of comprehensive major medical coverage for the employee. Dependent coverage may be added at the employee's expense. For individuals employed prior to July 1983 on continuous employment, the University pays the premium cost of comprehensive major medical coverage for the employee and his or her dependents.

Full-time employees who have served the University for ten years are provided with dental insurance.

For all individuals employed or re-employed on or after February 16, 1994, it is the policy of the University not to provide medical coverage or life insurance benefits to them at retirement, but to allow them access to the University's group plan at their own expense. For all individuals employed prior to February 16, 1994, including anyone who is classified as retired on this date,

medical coverage and life insurance benefits may be provided to retirees. The provision of these benefits will be subject to annual review and modification by the Board of Trustees.

2.16.2.3 Group Life Insurance [1994, 2004]

The University provides a group term life insurance policy for all full-time employees. The University-provided life insurance principal amount is calculated at twice the base salary of the employee rounded to the next thousand, up to a maximum amount of \$100,000. The employee is responsible for paying taxes on the amount of group term life insurance benefit that exceeds \$50,000. Employees wanting to enroll for more coverage than provided by the University may voluntarily elect additional coverage at their own expense. Family coverage also may be selected at the employee's expense. Refer to EHB 06.04.02E

2.16.2.4 Long-Term Disability [1994]

Long-term disability is an option at the expense of the employee. If total disability should occur, this plan pays the participant 60 percent of basic monthly earnings with an eligibility period of 90 days. With a disability occurrence, the employee files with the social security office as well as with the university carrier. The disability benefit from the University acts as a supplement when social security payments begin to the 60 percent level. The disability premiums are waived during the benefit period. The benefits from this insurance are not taxable to the employee because the employee pays the premiums.

2.16.2.5 Cancer Insurance [1994]

Cancer insurance is available in a group plan at the employee's expense. The insurance representative visits campus each semester. Additional information may be obtained from the Office of Human Resources.

2.16.2.6 Accidental Death and Dismemberment [1994]

This group insurance is available at the employee's expense at a very nominal premium. Additional information may be obtained from the Office of Human Resources.

2.16.2.7 Cafeteria Plan [1997]

Under Section 125 of IRS Code, SBU has established a Cafeteria Plan, which includes employee reimbursement of uninsured medical expenses, group premiums paid for dependent medical insurance coverage, and dependent care that enables both employee and spouse to be employed. Employees enroll in this plan before the first of each calendar year. Additional information may be obtained from the Office of Human Resources.

2.16.3 Institutional [1994, 2004, 2008]

2.16.3.1 Tuition Waiver [1994, 2004, 2008]

The University is committed to providing assistance in obtaining a college degree or enhancing the job skills of its full-time employees and their qualified dependents. Only full-time employees will be considered eligible for this benefit. Retirees of the University may retain the employee benefit after they retire; however, retirees are not eligible for any dependent benefits. Employees and their dependents must meet the admission requirements of the University.

An **Employee Tuition Concession Benefit Application** form must be completed and returned to the Department of Human Resources before the tuition concession will be applied to the student's account. In order for tuition to be paid by the employee benefit, an employee using the tuition benefit for themselves or their dependents will be required to turn in his or her tuition concession application according to the following schedule:

Summer and/or fall class—no later than the last day of classes in that fall semester.

January and/or Spring class—no later than the last day of classes in that spring semester.

If the tuition benefit is not claimed by the last day of classes in the appropriate fall or spring semester, tuition and interest will not be removed from the account, and the employee will be responsible for paying the bill.

Tuition benefits may be taxable or non-taxable benefits. The taxability of tuition benefits will be determined in compliance with Internal Revenue Service guidelines.

The tuition benefit excludes correspondence, course-by conference, and independent study. The benefit also excludes any other course work for which the University must make payments to a separate third party to the extent of that payment (excluding dual credit, ASN, and CLEP testing).

Dependent benefits are extended to the legally married spouse and child dependents of full-time employees. Dependents may take the maximum number of hours allowed by the University catalog.

Full-time faculty will be granted 100 percent dependent eligibility from their first date of employee eligibility status.

Dependent children are defined as dependents if they are a dependent on the income tax return of the employee when the employee was first hired in a full-time status or if a child is subsequently born, legally adopted or becomes a step-child of the employee and becomes a dependent on the income tax return of the employee while the employee is eligible. Dependent children may be covered by this benefit though subsequently married. However, the dependent child (married or unmarried) ceases to be eligible at the conclusion of the term in which the child attains age twenty-five.

The legally married spouse of a qualified employee may pursue a maximum of one undergraduate degree and one graduate degree (excludes doctoral programs) through the tuition benefit plan. The spouse tuition benefit does not

extend to any other university or college with which the University has a working tuition exchange agreement. Employee's spouses are enrolled in a course on a 'space available' basis. Therefore, all other classes of students will be given priority over employees' spouses if class/section closure becomes necessary.

The dependent child of a qualified employee may pursue a maximum of one undergraduate degree through the university tuition benefit plan. Once graduation requirements are met, the dependent is expected to graduate. Dependents who delay graduation more than one semester will cease to be covered by the tuition benefit. There is no graduate tuition benefit for a dependent child. Dependent children may participate in any exchange program in which the University has a working exchange agreement. Rules for applying for the exchange program must be followed. Information regarding the University's tuition exchange agreements may be obtained by contacting the Department of Human Resources.

Persons who could be classified as either 'legally married spouse' or 'child dependent' will be considered for benefits as a 'legally married spouse.'

Dependents using this benefit will not be eligible for any other institutional funded or administered scholarships, but would be eligible for outside scholarships.

The benefit for both spouse and/or child shall cease following the conclusion of the term in which the employee is no longer eligible. The benefit for a spouse who becomes divorced shall cease following the conclusion of the term in which the divorce becomes final. Likewise, should the eligible employee divorce the step-child's biological parent, the step-child would lose the dependent benefit at the conclusion of the term in which the divorce occurred. There is no retiree dependent eligibility. Therefore, if an eligible employee retires, dependent benefits cease at the conclusion of the term in which the employee retires.

Employees on University-approved sabbaticals or other approved leaves of absence may retain employee and dependent benefits at the level earned prior to the leave subject to the following exception: employees who obtain a leave under false or misleading circumstances or who choose not to return to full-time University service following the leave will be considered an ineligible employee as of the first day of leave. Any tuition benefits granted to the employee or his/her dependents will be terminated subject to the conditions of becoming an ineligible employee. Therefore, benefits granted beyond those allowed under this policy will be removed and corresponding charges will be applied to the student's account.

Appeals for cases which are not defined by the policy or which appear to be exception in nature, may be made in writing to the employee's direct supervisor through an *Employee Tuition Concession Benefit Appeal* form. The supervisor has five business days to review the appeal and respond in writing. The appeals will be reviewed and determined by a committee comprised of the President, Provost, Vice President for Administration, Director of Human Resources and the Faculty Senate President. The Appeals Committee will respond in writing within ten business days of receiving the

appeal. The decision of the appeals committee is final. Refer to Employee Handbook 06.04.02.05

2.16.3.2 Tuition Exchange Programs [1994, 2004]

Southwest Baptist University participates in a tuition exchange program of the Southern Baptist Convention with approximately thirty convention colleges and universities. This program requires a letter of recommendation from the President of SBU to the President of the sponsoring college or university. Application for this assistance should be made through the Director of Human Resources, who has a list of participating institutions.

Southwest Baptist University may elect to participate in a tuition exchange program (Tuition Exchange, Inc.). A list of participating colleges and universities may be obtained with the application. Tuition Exchange scholarships are not guaranteed to applicants and must be renewed by application each year.

2.16.3.3 Exchange Programs [1994]

Various exchange programs are available between Southwest Baptist University and overseas institutions. For further information, contact the Office of International Studies.

2.16.3.4 Admission to Campus Services [1994, 2004]

Faculty members are admitted free to some regular season athletic events, theater, and music events. Exceptions may apply. Other services available are athletic facilities, swimming pool, counseling center, and health center. Faculty members are also eligible to receive a fifteen percent discount on all trade items and trade books at the bookstore. Discounts do not apply to textbooks. Refer to Employee Handbook 06.04.02.07 for more information.

2.16.3.5 Eligibility for Credit Union Membership [1994]

Employees are entitled to become members of the Missouri Baptist Credit Union. Contact the Office of Human Resources for information on how to apply for membership.

2.17 **COMPENSATION POLICIES** [1994, 2004, 2008]

2.17.1 Salary [1994]

The salary is the basis for the amount of money contracted between a faculty member and Southwest Baptist University. The initial salary of a new faculty member is normally determined after consideration of the salaries being paid to currently employed faculty members in the same rank with similar training and experience and who are in the same department, teaching field, or other appropriate academic unit.

2.17.1.1 Completion of a Doctorate [1994, 2001]

The annual salary is increased by a university-wide standard amount, as determined by the Deans Council, for an individual who completes a doctorate in his or her discipline from a regionally accredited institution after his or her initial appointment. The adjustment is made for the next academic year following the completion of the doctorate.

2.17.1.2 Rank Change [1994]

An individual promoted to a higher academic rank will receive a salary increment appropriate to the new rank.

At the February 1994 Board of Trustees' meeting, the following salary increments were established for promotion to:

Assistant Professor	\$ 500
Associate Professor	\$1,000
Professor	\$1,500

2.17.1.3 Salary Increments [1994]

Faculty members will receive a salary increase most years. The size of the increase is dependent upon the amount of funds available.

2.17.1.4 Equity [1994]

The University is attempting to provide equity adjustments where salary is inconsistent with the salaries of other individuals of similar training and experience. The University is also attempting to provide equity adjustments in areas that are significantly below the market in an area of high demand and where experience has shown that a difficulty in recruiting and retaining qualified faculty exists.

2.17.2 Additional Compensation [1994]

Compensation for part-time faculty and full-time faculty members engaged in instruction that does not count as part of their teaching load is figured upon per-student credit hours.

2.17.3 Payroll Periods [1994, 2002, 2004,2008]

Currently, the University has two payroll payment dates for faculty. All full-time employees are paid on the 10th or 18th of the month for the full month. If the 10th or 18th falls on a week-end or holiday following a weekend, the pay date is moved to the preceding Friday. Salaried employees are paid over a 12-month period even though their assignment may only be for nine or ten months.

Extra compensation for overload, independent studies, J-terms, etc., is paid on the regular payroll period.

2.17.4 Payroll Deductions [1994]

All payroll deductions must be cleared in writing with the Director of Human Resources.

2.17.5 Advances [1994]

Advances may be requested through the immediate supervisor who in turn authorizes payroll personnel to make the advance. This procedure is not encouraged except for emergencies.

2.18 **GRIEVANCE** [1994, 2005]

The University recognizes that from time to time grievances may arise involving faculty members. Faculty members may wish to express their concerns and seek solutions concerning disagreements arising from working relationships, working conditions, sexual harassment, employment practices, or differences of interpretation of policy which might arise between the University and its employees.

Procedures for resolution of grievances include the following:

- A. A faculty member who feels that he or she has been denied fair and just treatment regarding salary, rank, course load, course assignment, continuance in employment, or any other matter pertaining to his or her employment, shall submit a written statement of grievance, together with the factual basis thereof and any supporting statements or appropriate evidence, to the Department Chair. The Chair shall then discuss within five days the statement with the faculty member filing the complaint.
- B. A faculty member may request a follow-up conference with the Department Chair and Dean within five days of the first conference. The follow-up conference will be held within ten days.
- C. If the follow-up conference with the Department Chair and Dean does not effect resolution, the grievance may be appealed by the faculty member to the Provost within five days of the conference with the Department Chair and the Dean. This conference will also be held within ten days.
- D. If the grievance is still not resolved, the faculty member should submit a written statement of the case to the Faculty Senate President within five days of the last conference. The Faculty Senate President will then submit the statement to the chair of the Ad Hoc Grievance Committee, appointed by the Senate Executive Committee. This committee will review the faculty request and any other evidence submitted and determine if there is cause for a hearing. Any such hearing will be scheduled within five days. A decision will be reached by that committee within ten days of the hearing. The Grievance Committee's function is to determine whether the faculty member was treated and evaluated fairly. The Grievance Committee will report in writing its findings to the faculty member and to the Provost. If the complaint pertains to compliance with the provisions of Title IX, Section 54 of HEW regulations, the university compliance officer should be included in the hearing.
- E. If the grievance is still not resolved, a written statement of the case should be submitted to the President of the University by the faculty member within five days of receiving the Grievance Committee's report. The President will review the faculty request and any other evidence submitted. The President will meet with the faculty member and determine whether the grievance should continue through the procedural channels to the Board of Trustees.

In cases where the grievance originates with a faculty member who is a Department Chair or Dean, the faculty member initiates the procedure by submitting the written statement of grievance

to the faculty member's immediate supervisor in the academic channel. Beginning at the higher level, steps corresponding to those listed above should be followed.