

FACULTY CONSTITUTION AND HANDBOOK



August 2022

FACULTY CONSTITUTION

ARTICLE I

Definition of Faculty

- Section I. The faculty shall consist of the officers of instruction classified by the academic rank of: the Professor, the Professor in Residence, the Associate Professor, the Assistant Professor, and the Instructor.
- Section II. Those persons who are entitled to participate in discussions, make motions, and vote in the meetings of the faculty shall include those full-time faculty who hold the academic rank of Instructor or above.
- Section III. Those persons who are entitled to participate in discussions but not make motions or vote in the meetings of the faculty shall include:
- i. Emeritus Faculty
 - ii. Visiting Professors
 - iii. Part-time faculty
 - iv. Administrative personnel
 - v. Student representatives
- Section IV. Participation of faculty committees shall be specified in Article VIII.

ARTICLE II

Functions

- Section I. The primary function of the faculty is teaching in the several disciplines, both directly in the classroom and indirectly on and off the campus by the promotion of conditions favorable to the community of scholarship.
- Section II. In addition to teaching, the faculty shall have responsibility for the following:
- i. To establish the educational aims of the University.
 - ii. To establish and review the curricula necessary to achieve the educational aims of the institution.
 - iii. To undertake the continuing improvement of the teaching process.
 - iv. To conduct student academic advising.
 - v. To establish the standards and policies for the admission, retention, and graduation of students, their eligibility to participate in extracurricular activities and for the awarding of academic honors.
 - vi. To engage in research.
 - vii. To nominate candidates for honorary degrees.
 - viii. To make recommendations to the President, for consideration by the appropriate administrative officers or by the Board of Trustees, concerning any matters relating to the welfare of the University community, including rules for the conduct of students and regulations for the operation of student organizations and activities.
- Section III. The listing of functions in Sections 1 and 2 above shall not preclude faculty involvement in other areas of campus life.

ARTICLE III

Officers

Section I. The officers of the faculty shall be:

The presiding officer
The presiding officer pro-tempore
The secretary

Section II. The presiding officer of the faculty shall be the Faculty Senate Chair.

The presiding officer pro-tempore shall be the Faculty Senate Vice Chair.

The secretary shall be the Faculty Senate Secretary.

ARTICLE IV

Duties of Officers

Section I. Chairperson: The Faculty Senate Chair shall preside over the meetings of the faculty. The Faculty Senate Chair shall provide the members of the faculty with copies of the agenda for the next faculty meeting so as to provide reasonable time for study of items to be considered. In the case of a special meeting, Faculty Senate Chair or the Faculty Senate Secretary shall provide the faculty with copies of the agenda for such a meeting if this be feasible. In the absence of the Faculty Senate Chair, the Faculty Senate Vice Chair shall chair the faculty meeting. In absence of the Senate Chair and Vice Chair, the Faculty Senate shall select a Senate member to run the faculty meeting.

Section II. The Faculty Senate Vice Chair, as presiding officer pro-tempore, shall exercise the duties and the powers of the Faculty Senate Chair in the latter's absence. In the event of the absence of both officers, the Faculty Senate selects a Senate member to assume these duties and powers.

Section III. The Faculty Senate Secretary shall audio-record the meetings of the faculty. They shall prepare a written copy of the minutes for distribution to all participants of the faculty meetings except emeritus members prior to the next meeting. The Faculty Senate secretary shall approve and sign the official, written copy of the minutes of all meetings of the faculty.

ARTICLE V

Meetings

Section I. The Faculty Senate shall schedule a maximum of two full-faculty meetings per semester. The Faculty Senate reserves the right to cancel one of these meetings if there is no immediate actionable business that warrants a gathering of the full-faculty.

Section II. The Faculty Senate can schedule a special full-faculty meeting at any time during the months in which the faculty are under contract. A special faculty meeting shall require a majority vote in the Faculty Senate.

Section III. Any faculty member can call for a special full-faculty meeting with a petition including signatures from one-third of voting faculty. A special faculty meeting does not require the approval of the Faculty Senate but does require a quorum for the meeting to take place. With such a petition, the Faculty Senate is required to schedule a special faculty meeting within a timeframe agreeable to the faculty who initiated the petition. The call for the meeting shall state the nature of the business to be considered.

Section IV. If a full-faculty meeting exceeds two hours, a majority vote of the faculty is required to continue the meeting. If the motion to continue the faculty meeting fails, the Senate Chair shall schedule an additional full-faculty meeting to complete the faculty business.

ARTICLE VI

Conduct of Business

Section I. Chairperson. In the absence of the Faculty Senate Chair, the Faculty Senate Vice Chair shall chair the faculty meeting. In absence of the Senate Chair and Vice Chair, the Faculty Senate shall select a Senate member to run the faculty meeting.

Section II. Quorum. A quorum for conducting the business of the faculty shall be a simple majority of the voting members.

Section III. The meeting shall be conducted according to the latest version of Robert's Rules of Order, except for Parliamentarians. There shall be two Parliamentarians. One Parliamentarian shall be the Faculty Senate Parliamentarian and the other appointed by the Faculty Senate from the full faculty as the Parliamentarian at-large. Parliamentarians are entitled to participate in discussions, make motions, and vote in the meetings of the faculty.

Section IV. Voting.

- i. Voting shall normally be by voice. A show of hands shall be called for if a voting member so requests or if, in the judgment of the presiding officer, the voice vote is inconclusive. The faculty may, by voice vote or show of hands, direct that a vote be by written ballot or an appropriate electronic polling system. Written ballots shall be counted by three tellers appointed by the presiding officer and overseen by the Faculty Senate Secretary.
- ii. Absentee voting: Full-time faculty members who are unable to attend a scheduled faculty meeting due to job-related responsibilities, sabbatical or other approved leaves, or conduct of University business are entitled to vote by absentee ballot on issues that are designated to come before the faculty at a scheduled meeting. Ballots are to be requested from the Faculty Senate Secretary no later than one (1) business day prior to the upcoming faculty meeting. Each ballot will contain all action items that are scheduled to come up at the faculty meeting with clear instructions on how to cast the vote and return the ballot. Faculty members should submit their votes before the start of the scheduled faculty meeting. Such votes will be valid only for action items that have not been amended from the floor.

Section V. Elections. Regular elections shall be held during the fall semester for the Faculty Senate and the spring semester for all other elective positions, offices and committees of the faculty (see the Faculty Handbook for specific details of election procedures).

- i. The term of all office holders elected at regular elections shall begin with the beginning of the following academic year. To ensure continuity of functions, newly elected officers may assume cooperative duties with the outgoing office holders at any time following election. Office holders elected at special elections shall assume the duties of that office immediately.
- ii. Faculty elections will be conducted by the Faculty Policies and Personnel Committee. Any nomination submitted by a faculty member and accepted by the nominee shall appear on the ballot, if they meet the qualifications described by the committee's membership requirements.
- iii. Elections will be conducted in such a manner that each successful candidate shall receive a majority vote of those voting. The chair of the Faculty Policies and Personnel Committee shall report the tally for all candidates.
- iv. In the event an elected position is vacated, the unexpired term shall be filled by special election. Special elections shall be governed by the same procedural rules as regular elections.

ARTICLE VII

Faculty Senate

- Section I. Faculty Senate. Faculty membership shall be determined by the Faculty Governance Groupings and Representation formula table (*Faculty Senate Bylaws*) and shall not exceed twenty-one. Other members shall include the chair of the Graduate Council as an ex-officio Senator without vote, and the President of the University and Vice President for Academic Affairs (VPAA) with full speaking privileges without vote. The Faculty Senate will be governed by the Faculty Senate Bylaws, and it shall be the responsibility of the Faculty Senate to perform the following duties:
- i. Represent the full-faculty regarding university-wide academic issues described within the Faculty Senate Bylaws.
 - ii. Senators shall represent the university as a whole regardless of their departmental and governance grouping affiliations.
 - iii. Act as an official voice of the full-faculty in matters defined within the Faculty Senate Bylaws.
 - iv. Complement and supplement the work of the full-faculty in maintaining and advancing undergraduate and graduate curricula.

ARTICLE VIII

Committees

- Section I. In order that the faculty may more effectively perform the functions stated in Article II there shall be established the committees listed in the Faculty Senate Bylaws (Section 12.a). *Ad hoc* committees may be established by the Faculty Senate as it deems advisable but each of these *ad hoc* committees must submit written reports through the parent committee (listed in Section 12.a of the Faculty Senate Bylaws) to the Faculty Senate and must be terminated within one year unless the Faculty Senate or the parent committee formally extends the mandate of the *ad hoc* committee.
- Section II. General Provisions:
- i. All faculty committees, herein established, are responsible to the faculty and report to them through the Faculty Senate.
 - ii. Unless otherwise provided for by this Constitution, committees shall have a maximum of eleven voting members and a majority of the voting members of the committee must hold the academic rank of Instructor or above. Tie votes within a committee are interpreted as the motion failing.
 - iii. Each committee in the Faculty Senate Bylaws (Section 12.a) shall elect its chair from among its continuing members. The election shall occur at the last regularly scheduled meeting of the academic year.
 - iv. In the absence of the chair, the senior faculty member of the committee shall call or preside over meetings.
 - v. A quorum for conducting the business of the committee shall be two-thirds of the voting members of the committee.
 - vi. It shall be the duty of each committee:
 - a. to make recommendations to the faculty through the Faculty Senate on matters relevant to its area of responsibility,
 - b. to act for the faculty when and as directed by the Faculty Senate,
 - c. to keep the faculty informed on matters pertaining to its area of responsibility.
 - vii. With the exception of students and ex-officio members, the members of all the major committees listed in the Faculty Senate Bylaws (Section 12.a) shall be elected by the faculty for three-year terms, one-third of each committee to be elected each year. The President and the VPAA or their designees shall be ex-officio members of all committees and all standing subcommittees.
 - viii. A faculty member shall not serve on more than one of the committees listed in Section 12.a of the Faculty Senate Bylaws.

- ix. Annually, the chairperson of each major elected committee shall select at least one member of the elected committee for each standing subcommittee, shall appoint the chairperson of each subcommittee, and shall also select additional subcommittee members, all with the approval of the major elected committee. Additional subcommittee members need not be members of the major elected committee.
- x. All ex-officio members of committees shall have a vote unless other provision is made.
- xi. Tie votes within a committee are interpreted as the motion failing.
- xii. Each major elected committee shall submit a report for the next Faculty Senate meeting.
- xiii. Actions of subcommittees shall be reported to and approved by the sponsoring committee.

ARTICLE IX

Faculty Representatives

- Section I. Three faculty representatives shall attend meetings of the Board of Trustees as nonvoting representatives of the faculty. These include the Faculty Senate chair, a faculty senator elected by the Faculty Senate, each for a one-year term, and an at-large faculty member elected by the faculty for a three-year term. The representatives shall act as liaisons between the faculty and the Board of Trustees. They shall communicate with the faculty before the Board meeting to gather information on current issues and concerns and receive progress reports on active committee and task force initiatives. A written report shall be provided and included in the report to the Board of Trustees. During the Board of Trustees meeting, the representatives shall ensure that at least one of the representatives is present during all permitted sessions. A written report shall be provided to the faculty by the Faculty Senate within one month of the Board of Trustees meeting and included in the next available Faculty Senate minutes.
- Section II. Six faculty members shall be elected to serve as a pool of representatives on the Student Conduct Board for three-year terms.
- Section III. Faculty serving the University in a capacity that represents the faculty perspective on other than those bodies listed in in ARTICLES VII, VIII, and IX shall report to the Faculty Senate.
- Section IV. Appointments shall be made by the Faculty Senate Chair and ratified by Faculty Senate.

ARTICLE X

Amendments

This constitution may be amended at any regular or special meeting of the faculty provided that the substance of the amendment shall have been announced at the preceding meeting or circulated in in hard copy or an electronic format not less than 14 calendar days prior to the meeting at which the amendment is to be considered. A two-thirds majority of the votes cast and the approval of the Board of Trustees shall be necessary for the adoption of any amendment.

Enabling Clause

This constitution and any amendments thereto when adopted by the faculty and approved by the Board of Trustees shall have precedence over all previous actions of the faculty dealing with any matter covered by this document. Both constitution and amendments shall be considered to be approved if not otherwise acted upon at the regular trustee meeting following faculty adoption.

2022-2023 University of Mount Union Faculty Senate Bylaws

Preamble: The Senate of the University of Mount Union shall represent the full-faculty regarding university-wide academic issues described within this document. Senators shall represent the university as a whole regardless of their departmental and governance grouping affiliations. The Senate shall act as an official voice of the full-faculty in matters defined within these bylaws. The Senate shall complement and supplement the work of the full-faculty in maintaining and advancing undergraduate and graduate curricula. The Faculty Senate shall act as the primary advocacy group for the full faculty in all matters concerning faculty.

1. Requirements for Senate membership:
 - a) 2 years of experience as a full-time faculty member at the University of Mount Union.
 - b) A full-time faculty member is eligible to run for the Senate during their second year as a full-time faculty member.

2. Term of Senate membership:
 - a) Term is 3 years, beginning August 1st
 - b) A Senator may serve 2 consecutive terms, not counting a replacement term, while serving no more than 7 consecutive years.
 - c) After the second consecutive term, a Senate member shall take 1 year off before serving on Senate again. During the final year of the second consecutive term, the Senator is not eligible to run for Senate.
 - d) Members of the Senate shall not hold positions on other faculty committees.

3. Elections of Senate membership:
 - a) Senate seats are determined by the faculty governance groupings outlined by the Faculty Governance Allocation Table.
 - b) Prior to annual Senate nominations, the Senate shall adjust the number of Senate seats in the various governance groupings to maintain consistency with the formula listed in 3.g of the Faculty Governance Allocation Table.
 - i) If the reduction of faculty in a governance grouping necessitates the reduction of Senate seats, such a reduction shall be made at the end of a Senator's three-year term. Thus, after a Senator's term is completed, the Senate seat within the affected governance group shall be eliminated.
 - ii) If the addition of faculty to a governance grouping necessitates the addition of a Senate seat to that respective governance group, the addition of the Senate seat shall be effective during the next current election cycle, unless the additional Senate seat exceeds the maximum of 21 Senators indicated in 3.f. The new Senate seat shall have a term determined by the Faculty Policy and Personnel Committee (FPPC) to stagger terms within the governance grouping.
 - c) FPPC shall review and propose desired revisions to faculty groupings throughout the 3 colleges indicated in the Faculty Governance Allocation Table listed in 3.g. every five years. The initial review shall take place in AY 2024-2025.
 - d) FPPC shall conduct nominations and elections. FPPC will also evaluate the equation used to determine number of representatives for each grouping.
 - e) Elections for Senate seats shall be completed prior (fall semester of academic year) to elections for the elected faculty committees (spring of academic year).
 - f) The number of Senate seats shall not exceed 21.
 - g) Governance groupings and representation formula:

2021-2022 Faculty Governance Allocation Table		
College of Arts and Humanities	College of Natural and Health Sciences	College of Applied and Social Sciences
Visual Arts and Media; Performing Arts (11) Justice, Diversity, and Interdisciplinary Humanities; Literature and Communication Arts; World Languages and Cultures (22)	Exercise, Sport, and Nutrition Sciences; Nursing; Psychology, Neuroscience, and Human Development (20) Physician Assistant Studies; Physical Therapy (11) Biological and Environmental Sciences; Biochemistry, Chemistry, and Physics (23)	Business (12) Education (10) Engineering; Mathematics and Computer Science (18) Social Sciences (10)
Number of Senators: 3	Number of Senators: 5	Number of Senators: 5
0-17 Faculty => 1 representative 18-30 Faculty => 2 representatives 31 + Faculty => 3 representatives At-large Senators = 3 (One from each College) Total number of Senators = 16 *If a grouping is unable to nominate a faculty member for an open Faculty Senate seat, the opening will transition to an at-large allowing any qualified faculty member from within the respective college to be nominated.		

4. Officers of the Senate:

- a) The officers of the Senate shall be nominated and elected by the Senate membership.
 - i) The elections of Senate Officers shall take place in the spring semester after the elections for the vacant Senate seats and completed prior to the end of the spring semester.
 - ii) Seated Senators and Senators-elect have voting privileges for Senate Office elections.
 - iii) There shall be at least one nominee for each Senate Office position.
 - iv) Faculty Policies and Personnel Committee shall conduct nominations and elections for Senate Officers. A minimum of 2 members of the FPPC shall be present at the designated Senate meeting to conduct the election of Senate Officers.
 - v) Elections for the Senate Officers shall be done by anonymous voting.
 - vi) Senators-elect are eligible to be nominated and elected for all offices except Senate Chair.
- b) The Senate Officers shall be Chair, Vice Chair, Secretary, Parliamentarian and two Board of Trustee Representatives. The officers shall be elected for a term of one-year with a maximum of three consecutive terms in any one office, with the exception of the Senate Chair and Senate Chair-elect.
 - i) Senate Chair: shall be a tenured member of the University of Mount Union faculty and shall have a minimum of one year of service on the Senate. Senate Chair shall receive compensation of one course release or stipend equal to one course release per academic year while serving as Senate Chair. The

Senate Chair shall serve a two-year term which is non-renewable. Upon completion of the two-year term, the Senate Chair shall transition off the Faculty Senate.

- ii) Senate Chair-elect: shall be a tenured member of the University of Mount Union faculty and shall have a minimum of one year of service on the Senate. Senate Chair-elect shall serve a one-year term as Chair-elect and a two-year term as Senate Chair. The Senate Chair-elect shall shadow the Senate Chair during the final year of the Senate Chair term. During the first year of service on the Senate, a tenured member of the Senate is eligible for nomination to the Chair-elect office. During the spring semester of the Senate Chair-elect term, a replacement election shall be conducted to replace the Senate seat as the Senate Chair-elect transitions into the two-year Senate Chair position.
- iii) Senate Vice Chair: shall be a tenured member of the University of Mount Union faculty. All tenured Senate members are eligible to serve as Vice Chair. A Senate Vice Chair shall be elected in the years when there is not a Senate Chair-elect.
- iv) Secretary: all members of the Senate are eligible to serve as Secretary.
- v) Senate Representatives to the Board of Trustees: There shall be two Representatives to the Board of Trustees from the Senate. The Senate Vice Chair (or Senate Chair-elect) is automatically a Senate Representative to the Board of Trustees. Another Senate Representative to the Board of Trustees is elected by the Senate. All members of the Senate are eligible to serve as a Senate Representative to the Board of Trustees.
- vi) Parliamentarian: all members of the Senate are eligible to serve as Parliamentarian.

5. Roles of the Senate Officers:

- a) Senate Chair: The Senate Chair shall chair all full-faculty meetings and chair all Senate meetings. The Senate Chair shall also:
 - i) Represent the Senate to the President, Administration and Board of Trustees.
 - ii) Serve as the Senate Representative to the President's Council or designate another Senator to perform that duty.
 - iii) Report to the President's Council and to the Board of Trustees about the work of the Senate.
 - iv) Prepare and distribute meeting agendas.
- b) Senate Chair-elect: The Senate Chair-elect shall work in collaboration with the Senate Chair throughout the academic year. The Senate Chair-elect shall also:
 - i) Assume the duties of Senate Chair when the Chair is unable to perform chair duties
 - ii) Perform other duties as assigned by the Senate Chair.
 - iii) Will serve as Board of Trustee representative when there is no Vice Chair.
- c) Senate Vice Chair: Assumes the duties of the Senate Chair when the Chair is unable to perform chair duties. Senate Vice Chair shall also perform duties as assigned by the Senate Chair. In years where there is a Senate Chair-elect, the Senate Vice Chair position shall not be filled.
 - i) Will serve as Board of Trustee representative when there is no Chair-elect.
- d) Senate Secretary: The Senate Secretary prepares and makes available meeting minutes for all full faculty and Senate meetings. The Senate Secretary shall also be responsible for the audio recording of all full-faculty and Senate meetings. Senate Secretary will also prepare meeting ballots or assign a designee if not able to attend full-faculty or Senate meetings.
- e) Representative to the Board of Trustees: Represents the faculty and Senate to the Board of Trustees and at Board of Trustee meetings.
- f) Parliamentarian: Serves as the consultant for parliamentary procedures in accordance with Robert's Rules of Order at all Senate and full-faculty meetings. In deviation from Robert's Rules of Order, the Parliamentarian retains Senate and faculty membership with vote.

6. Removal of Senate members:

- a) A Senate member can request an executive session to discuss the removal of a Senator. A two-thirds majority vote is required to move to executive session.
- b) The Senator in question shall be given a minimum of 7-days advance notice of the intention of moving to executive session during the upcoming Senate meeting.
- c) The Senator in question shall be allowed to defend themselves at the beginning of the executive session and is then excused from the executive session.

- d) The executive session shall end with a motion to remove the Senator in question, and it shall receive a two-thirds majority vote by secret ballot to pass. The Senator in question has no voting privileges on the action item resulting from the executive session.
 - e) If a Senator is removed from the Senate, the Senate seat is not lost from the governance grouping and the open seat is filled at the soonest appropriate time. The Senator voted in as the replacement shall serve out the remainder of the ousted Senator's term.
7. Removal of Senate Officers:
- a) A Senate member can request an executive session to discuss a vote of no confidence for any Senate Officer. A two-thirds majority vote is required to move to executive session.
 - b) The Senate Officer in question shall be given a minimum of 7-days advance notice of the intention of moving to executive session during the upcoming Senate meeting.
 - c) The Senate Officer in question shall be allowed to defend themselves at the beginning of the executive session and is then excused from the executive session.
 - d) The executive session shall end with a motion of no confidence for the Senate Officer in question, and it shall receive a two-thirds majority vote by secret ballot to pass. The Senate Officer in question has no voting privileges on the action item resulting from the executive session. The vote of no confidence in a Senate Officer results in the removal from Office, but not removal from the Senate.
 - e) If Senate Officer in question is the Faculty Senate Chair, the Vice Chair (or Chair-elect) will assume the Faculty Senate Chair position for the remainder of the term.
 - f) If a Senate Officer is removed from Senate Office, an election to fill the vacated office is held at the soonest appropriate time.
8. Senate meeting participants:
- a) Elected Senators
 - b) Ex-officio Senator without vote
 - i) The Chair of the Graduate Council or designee
 - c) Officers of the University with full speaking privileges without vote
 - i) The President of the University
 - ii) The Vice President for Academic Affairs (Provost)
 - iii) Deans of the Colleges of Arts and Humanities, Applied and Social Sciences, and Natural and Health Sciences
 - iv) University Registrar
9. Senate meetings:
- a) Quorum: A quorum of the Senate shall consist of a simple majority of the elected Senators and is required for a Senate meeting to be held.
 - b) All Senate meetings are open to all faculty members, administrators, and invited staff and guests.
 - c) Regular meetings
 - i) The senate meeting schedule for the next academic year shall be finalized at the last Senate meeting of the current academic year. Senators-elect are invited to attend with voice but without vote.
 - ii) Senate meetings: The Senate Chair shall chair all Senate meetings. In the absence of the Senate Chair, the Senate Vice Chair or Senate Chair-elect shall chair the Senate meeting. In absence of the Chair, Chair-elect and Vice Chair, the Senate shall select a Senate member to chair the Senate meeting.
 - iii) The Faculty Senate shall provide faculty with an opportunity to address the Faculty Senate directly during a Faculty Senate meeting.
 - iv) Items brought forth under New Business shall require a minimum of 5 business days before being moved as an action item and voted upon.
 - v) Faculty committee chairs or designee are required to attend Faculty Senate meetings when action items from their respective committee are presented for vote. (From 11.b.)
 - vi) Faculty committee chairs may be called upon to provide additional context on the respective action items. (From 11.b.)
 - vii) For guests and faculty to address the Senate, the guest (whether administration, staff, etc.) or faculty shall be acknowledged by a Senate member. It is advisable that guests make arrangements to address the Senate through contacting a Senator prior to the Senate meeting. However, guests may be acknowledged from the floor during the Senate meeting by a Senator gaining permission from the

- Chair to acknowledge the guest or faculty. The Senate Chair has the authority to limit the speaking time of the guest speaker.
- d) Special Senate meetings: a meeting held by the Senate in addition to the regularly scheduled meetings.
 - i) the call for the special meeting shall include the agenda.
 - ii) The Senate can schedule a special Senate meeting at any time during the months in which the faculty are under contract.
 - iii) A special Senate meeting may be called upon the request of five or more Senators. The Senate Chair shall schedule the special Senate meeting at the soonest appropriate time.
 - iv) The Senate Chair can call for a special meeting of the Senate at any time during the months in which the faculty are under contract.
 - e) Emergency summer Senate meeting:
 - i) The Senate Chair can call for an emergency summer Senate meeting at any time during the months in which the faculty are not under contract.
 - ii) Emergency summer Senate meetings may occur while faculty are not under contract providing a Quorum exists. Decisions rendered during this type of special Senate meeting shall be reported and discussed during the first regular Senate meeting.
10. Executive Session: A closed portion of a Senate meeting.
- a) Any member of the Senate may request an executive session in which all non-Senators are excluded.
 - b) A motion to move to Executive Session requires a two-thirds majority vote. All Senators shall cast their vote simultaneously via Senate voting procedures.
 - c) Executive session is for deliberation on the formulation of an action item for a controversial issue, or a response to a sensitive/timely/urgent matter or request.
 - d) The Senate shall not use the Executive Session to disenfranchise stakeholders.
 - e) Senate Chair shall have the authority to invite individuals with knowledge about the issue to assist the Senate in its deliberation during the executive session.
 - f) All executive sessions shall end with an action item.
 - g) A majority vote is required to end an executive session; upon resuming the open meeting, the Secretary shall read the action item resulting from the executive session to the Senate and the Senate Chair shall conduct a vote.
 - h) Discussion during Executive sessions shall not be reported in the Senate minutes.
11. Senate Authority: The Senate shall review and act upon all proposals and action items that come before the Senate.
- a) Faculty Senate authority is established by the Faculty Constitution. Faculty Senate authority is determined by the UMU Institutional Decision Matrix. In the UMU Decision Matrix, where “Faculty” are indicated, the Senate shall be designated to represent the Faculty, except in matters relating to the Faculty Constitution.
 - b) Faculty Senate Committees
 - i) The following Faculty Senate Committees are responsible for the oversight of designated Faculty Committees and associated subcommittees and any identified university committees, as shown on the Faculty Senate and Faculty Committee Organizational Chart (Appendix 3):
 - (1) *Senate Committee on Faculty and Students*
 - (2) *Senate Committee on Academics*
 - (3) *Senate Committee on Resources and Planning*
 - ii) Faculty Senate Committee Procedures
 - (1) Senate Committees shall provide guidance to develop and edit action items prior to being voted upon by the Faculty Senate if requested by the Faculty Committees.
 - (2) Faculty Senate Committee chair shall work in collaboration with the faculty committee chair and communicate with affected faculty when action items will appear on the Faculty Senate meeting agenda, but Faculty Senate Committees shall not vote to allow Faculty Committees to bring action items to the Faculty Senate.
 - (3) Faculty Committee chairs shall present action items during Faculty Senate meetings.
 - iii) Membership of each Faculty Senate Committee shall include at least 4 Faculty Senators with at least 1 from each college. Senators shall serve a 3-year term on a Senate Committee with exceptions granted as necessary.

- iv) The Senate Committee on Resources and Planning shall represent the Faculty Senate and faculty in discussions with the College Deans, Vice President of Academic Affairs (Provost), President of the University and Vice President of Business Affairs.
- c) Faculty Senate has the authority to create, revise, or sunset faculty committees. The full list of faculty committee descriptions can be found under Section 12.
- d) Faculty Senate shall review the committee charge and membership requirements of all faculty committees on an annual basis.
- e) The Senate shall vote to approve or dismiss proposals or action items from faculty committees. The Senate has the authority to return proposals and action items back to committee for further revision.
- f) The Senate shall vote to approve or dismiss proposals or action items brought forth by a member of the Senate.
- g) The minutes from all Senate meetings shall be made available to all faculty. The meeting minutes shall include Faculty Senator attendance, voting tally, action items, a brief summary discussion items, and any external links of reference.
- h) All items voted upon by the Senate shall be reported in the Senate minutes indicating each respective Senator's vote.
- i) Faculty Recall of Senate Vote: The Faculty has the right to overturn a Senate vote as per the following procedures:
 - i) A petition containing signatures from 1/3 of Faculty eligible to vote is required and shall be received by the Senate Chair within 10 business days of the reported vote to the faculty in order to begin the Senate vote recall process.
 - ii) Upon receiving the completed petition, the Senate Chair will begin the process of scheduling a special full Faculty meeting to address the recall request. In the event a previously scheduled Faculty meeting will occur within the next 30 days, the Senate may use the scheduled meeting to address the recall vote petition.
 - iii) A 2/3 majority vote of the Faculty in attendance is required to recall a Senate vote. If the 2/3 majority is not achieved, the Senate vote stands.

12. Faculty Committees:

- a) The following elected committees shall be established.
 - i) The Academic Policies Committee shall consist of five faculty members with the rank of instructor or above, two undergraduate students (one with vote and one without vote), one graduate student, and the following ex-officio members: the VPAA or designee, with vote; the Registrar, without vote; and the Vice President for Student Affairs, without vote. It shall be the responsibility of the Committee to perform the following duties:
 - (1) Recommend and implement policies and regulations on academic matters.
 - (2) Be responsible for policies and actions relating to all college degree requirements; the academic calendar; and admissions. The Committee shall receive an annual written report on admissions policies from the Vice President for Enrollment Services and such detailed information concerning admissions procedures and the composition of the freshman class as the Committee deems appropriate.
 - (3) May recommend policy changes to the Office of Admissions.
 - (4) Be responsible for policies and actions relating to student petitions for exception from academic policies; requests for interpretations of policy; and student academic discipline, including academic probation, suspension, dismissal, readmission, and academic honesty.
 - ii) The Committee on Assessment shall consist of five faculty members with the rank of instructor or above, one student, and the following ex-officio members: the Director of Institutional Research (or designee), a college dean appointed by the VPAA, and a representative from the Office of Student Affairs, without vote. It shall be the responsibility of the Committee to perform the following duties:
 - (1) Monitor and facilitate (a) the program review process, (b) assessment of the general education programs, (c) departmental assessments, (d) assessment of campus climate and student life, and (e) assessment of faculty development programs.

- iii) The Curriculum Committee shall consist of five faculty members with the rank of instructor or above, two undergraduate students (one with vote and one without vote), and the following ex-officio members: the VPAA (or designee), with vote; the Registrar, without vote; and the Vice President for Student Affairs, without vote. It shall be the responsibility of the Committee to perform the following duties:
 - (1) Be responsible for policies and actions relating to academic curricula including departmental courses for majors, minors, concentrations, internships, and adult studies programs.
 - (2) Review and recommend course changes, reviewing additions and deletions to/from all undergraduate academic programs, reviewing and handling program elimination, and reviewing curriculum in feasibility studies when asked by the Faculty Senate.
 - (3) Review and recommend course proposals for IC inclusion

- iv) The Diversity Initiatives Steering Committee (DISC) shall consist of six faculty members and the following non-faculty members (or designees): the Director of Diversity and Inclusion, the Director of Student Accessibility Services, the Director of International Student Services, a student representative from the Student Diversity Council, and a student representative from the Student Senate. In addition, the Committee shall include the following ex-officio members (or designees) without vote: a college dean appointed by the VPAA, and the President of the University. It shall be the responsibility of the Committee to perform the following duties:
 - (1) Recommend and propose policies concerning campus-wide efforts to (a) develop an inclusive curriculum, (b) track and evaluate diversity programs implemented at the University and assess the campus climate for diversity, (c) support the efforts of appropriate offices at the University in the creation and maintenance of a diverse student body, faculty, and staff, and (d) foster a campus climate that supports and accepts individual differences (including ethnicity, gender, sexual orientation, country of origin and ability, as well as cultural, political or religious affiliation).

- v) The Faculty Appeals Committee (FAC) shall consist of five tenured faculty members, at least one of whom must have served previously on the Tenure, Promotion, and Continuation Committee (formerly the Faculty Personnel Committee). A faculty member may not serve on the Faculty Policies and Personnel Committee and on either the Tenure, Promotion and Continuation Committee or the Faculty Appeals Committee at the same time. It shall be the responsibility of the Committee to perform the following duties:
 - (1) Review appeals of dismissals and personnel decisions as detailed in sections F4, F6 and F7 of the Faculty Handbook.
 - (2) Review recommendations on formal grievance matters made by the Faculty Policies and Personnel Committee.
 - (3) In the event of an appeal by a faculty member regarding recommendations made by the Tenure, Promotion, and Continuation Committee or the Faculty Policies and Personnel Committee, the responsibility of the Faculty Appeals Committee shall be to review the matter at hand as detailed in sections F4, F6 and F7 of the Faculty Handbook.

- vi) The Faculty Development Committee shall consist of five faculty members with rank of instructor or above, of which at least three members shall be tenured, and the following ex-officio members: the Director of the Center for Faculty Development (non-voting), a college dean appointed by the VPAA, and the President of the University. FDC faculty members applying for sabbatical shall recuse themselves from the discussion, review, and ranking for the entire block of candidates who have applied for sabbatical during the year their application is being considered. It shall be the responsibility of the Committee to perform the following duties:
 - (1) Encourage the professional growth of the faculty and have the responsibility for professional development matters.

- (2) Assist the Director of the Center for Faculty Development in the planning of faculty conferences, research forums, and other such events, which foster professional growth and pedagogical development.
 - (3) Advise the President on speakers for the academic lectures and dinners and other matters of professional concern to the faculty, such as maintaining a professional academic atmosphere, instructional technology, sustaining faculty morale, and granting sabbatical, educational, exchange, and other leaves of absence.
 - (4) Recommend faculty to receive competitive faculty development grants sponsored by the Center for Faculty Development.
- vii) The Faculty Policies and Personnel Committee (FPPC) shall consist of five faculty members, three of which must be tenured, all at the rank of assistant professor, associate professor or professor, and the following members without vote: the President of the University and a college dean appointed by the VPAA. In addition to the restrictions outlined in Article VIII, Section II. viii of the Faculty Constitution, a faculty member may not serve on the Faculty Policies and Personnel Committee and on either the Tenure, Promotion and Continuation Committee or the Faculty Appeals Committee at the same time. It shall be the responsibility of the Committee to perform the following duties:
- (1) Act as custodian of the Faculty Handbook and Constitution and direct changes to the Faculty Senate for deliberation by faculty.
 - (2) Consult with the Tenure, Promotion, and Continuation Committee when proposing changes to the tenure, promotion, and continuation process to ensure that such changes are in line with current faculty personnel practices at the University.
 - (3) Oversee and conduct the election process for Senate and faculty committees, and recommend faculty members for selection to ad hoc committees, task forces, working groups, and councils.
 - (4) Make recommendations to the President on faculty personnel grievances and non-compliance issues brought before it by a faculty member or the VPAA. The committee shall not have access to the personnel records, annual evaluations and CoursEval reports of faculty members, except as required to adjudicate these personnel matters brought before it.
 - (5) Oversee professional conduct and ethical standards for faculty and make recommendations to the President regarding disciplinary actions to be taken in instances of faculty misconduct.
 - (6) Make recommendations to the President on honorary degrees and on the appointment of the University Marshal.
- viii) The Faculty Technology Committee (FTC) values representation from diverse academic and technical disciplines. The FTC shall consist of nine voting members, six faculty and three staff. Faculty members shall be elected by the faculty at large while staff members should include one representative from the library, one representative from the Office of Information Technology, and one representative from the Center for Faculty Development. It shall be the responsibility of the Faculty Technology Committee to perform the following duties:
- (1) Propose policies, take actions, and assist with institutional strategic planning and implementation relating to instructional technologies.
 - (2) Work to ensure classroom technology fosters innovation and enriches the experience of an increasingly diverse campus.
 - (3) Advocate for faculty technology needs.
- ix) The Integrative Core Committee shall consist of five faculty members with the rank of instructor or above, three undergraduate students (one designated from Honors), and the following ex-officio members: the VPAA (or designee), with vote; the Integrative Core Director, without vote; the Honors Director, without vote; the Registrar, without vote; and the Vice President for Student Affairs or designee, without vote. It shall be the responsibility of the Committee to perform the following duties:

- (1) Be responsible for policies and actions relating to the Integrative Core (IC) including written and oral communication requirements
 - (2) Overseeing the Honors Program and Bridge Program.
- x) The International Education Committee shall consist of five elected faculty; two faculty members appointed by the Senate Chair: one from the Department of World Languages and Cultures, and one from the Department of Political Science and International Studies, with the rank of instructor or above; and one student, each with a vote, the following ex-officio members: the director of global education, the director of international student services, and the director of international admissions, each with a vote; and one College Dean appointed by the VPAA, without a vote. Members of the International Education Committee may serve on additional faculty committees during their term. It shall be the responsibility of the International Education Committee to perform the following duties:
- (1) Provide guidance and advice to the Senate and the President on matters related to international education at the University.
 - (2) Represent the interests of the Faculty in international education matters.
 - (3) Work collaboratively with the appropriate offices at the University that support international study and international students studying on campus.
 - (4) Advocate for the appropriate design, development, evaluation, and assessment of all international programs, partnerships, and exchanges associated with the University.
 - (5) Provide input into the recruitment and support of Mount Union students studying abroad and to international students studying at Mount Union.

- xi) The Tenure, Promotion, and Continuation Committee (TPCC) shall consist of seven tenured faculty members with the rank of associate professor or professor, and the following ex-officio members without vote: the VPAA and the President of the University. In addition to the restrictions outlined in Article VIII, Section II, viii of the Faculty Constitution, a faculty member may not serve on the Tenure, Promotion, and Continuation Committee and on either the Faculty Policies and Personnel Committee or the Faculty Appeals Committee at the same time. TPCC faculty members applying for promotion shall recuse themselves from the discussion, review and voting for the entire block of candidates who have applied for the same promotion (e.g., Associate Professor to Professor) during the year their application is being considered. It shall be the responsibility of the Committee to perform the following duties:
- (1) Evaluate all full-time faculty members and make recommendations in writing to the President regarding continuation, promotion, tenure, and emeritus status.
 - (2) Conduct a midway to tenure interview with all tenure track faculty.
 - (3) Invite faculty, both tenured and non-tenure-track, who have been promoted and are midway to another promotion to a voluntary interview (RSVP required by the due date listed in the invitation).
 - (4) Provide the faculty member with a written copy of its recommendation to the President on the matters above, except for the granting of emeritus status.
 - (5) Review special faculty awards such as the student-nominated Great Teacher Award, and the faculty-nominated awards in teaching, in scholarly activity, and in service.

It shall be the responsibility of the Chair of the Committee to perform the following duties:

- (1) Meet when requested by a faculty member to discuss his/her annual evaluation and progress towards tenure and/or promotion.
 - (2) Be present with the VPAA and the faculty member when the faculty member is denied continuation, tenure, or promotion.
 - (3) Review the nominations for the Great Teacher Award and consult with the Great Teacher Award Committee about any concerns or objections the Tenure, Promotion and Continuation Committee might have regarding the recipient(s).
- b) The following appointed committees shall be established.

- i) The Committee on Athletics shall consist of the President of the University, VPAA, Vice President for Student Affairs, Athletic Director, Senior Women’s Administrator, Assistant Athletic Director, Faculty Athletics Representative, three additional faculty with the rank of Instructor or above, and two students. Appointments to the Committee and to the above-named offices are made by the President. The President (or designee) serves as chairperson of the committee. It shall be the responsibility of the Committee to perform the following duties:
 - (1) Advise the President and make recommendation to the President for the direction and control of the athletic policy of the University. Actions of the Committee are subject to review and approval by the Faculty.

- ii) The Graduate Council shall consist of a college dean appointed by the Provost, the Directors of each operational Graduate Program, one member of the Faculty elected by the Graduate Council for a 1-year term, one appointed graduate student from an on-campus program, and one appointed graduate student from an online program. In addition, the Graduate Council shall include the following ex-officio members without vote: the Assistant Vice President for Academic Affairs and University Registrar, the Director of Institutional Effectiveness (or designee), Dean of Students (or designee), Graduate Admission Representative (or designee), and Assistant Vice President for Marketing (or designee). It shall be the responsibility of the Graduate Council to perform the following duties:
 - (1) Evaluate and review all matters pertaining to graduate education.

- iii) The Institutional Review Board (IRB) shall consist of two groups, the Human Subjects Committee (HSC) and the Institutional Animal Care and Use Committee (IACUC). The HSC, in accordance with the US Department of Health and Human Services, shall consist of at least five members including faculty, staff and community members, scientists and non-scientists, who, in the aggregate, possess a broad range of interests and expertise that correspond with areas of research reviewed. The Institutional Animal Care and Use Committee (IACUC) shall consist of faculty members with animal research expertise and a veterinarian serving as an external reviewer. Members of the IRB are appointed by the Vice President for Academic Affairs after receiving recommendations from the IRB chair or Faculty Policies and Personnel Committee. It shall be the responsibility of the Board to perform the following duties:
 - (1) Review all research involving human or vertebrate animal subjects conducted by faculty, students, or staff, regardless of the source of funding.
 - (2) Provide researchers with one of the following decisions regarding their proposals: Approved; Approved with Minor Revisions; or Revise and Resubmit. Data collection may not begin until the Board provides formal written approval.

- iv) The SCHOLAR Day Committee shall consist of at least three faculty members from each college. At least one graduate faculty member shall be included among the total number of faculty members from all colleges. Members of the Committee shall be appointed by the Faculty Policies & Personnel Committee after receiving recommendations from the SCHOLAR Day Committee chair. A representative from each of the following offices shall also serve on the Committee: Alumni Engagement & University Activities; Marketing; and Information Technology. It shall be the responsibility of the Committee to perform the following duties:
 - (1) Encourage participation from faculty and students in SCHOLAR Day
 - (2) Solicit nominations of student research efforts from faculty members
 - (3) Review abstracts submitted by students
 - (4) Plan and schedule the events of SCHOLAR Day
 - (5) Actively participate in various aspects of SCHOLAR Day programming
 - (6) Evaluate SCHOLAR Day to identify areas for improvement

- c) A faculty member shall not serve on more than one of the following committees concurrently: Tenure, Promotion, and Continuation Committee, Faculty Policies and Personnel Committee, Faculty Development Committee,

Academic Policies Committee, Curriculum Committee, Committee on Assessment, and Integrative Core Committee.

13. Full-Faculty meetings: The Senate Chair shall chair all faculty meetings. In the absence of the Senate Chair, the Senate Vice Chair or Senate Chair-elect shall chair the faculty meeting. In absence of the Senate Chair, Senate Chair-elect, and Vice Chair, the Senate shall select a Senate member to run the faculty meeting.
 - a) Frequency of faculty meetings: There must be a quorum of faculty for the meeting to proceed. The Senate shall schedule a maximum of two full-faculty meetings per semester. The Senate reserves the right to cancel a full-faculty meeting if there is no immediate actionable business that warrants a gathering of the full-faculty.
 - b) The Senate can schedule a special full-faculty meeting at any time during the months in which the faculty are under contract (August 1st-May 31st). Such a special faculty meeting shall require a majority vote in the Senate.
 - c) Any faculty member can call for a special full-faculty meeting with a petition including signatures from 1/3 of faculty eligible to vote. Such a special faculty meeting does not require the approval of the Senate but does require a quorum in order for the meeting to take place. With such a petition, the Senate is required to schedule a special faculty meeting within a timeframe agreeable to the faculty who initiated the petition.
 - d) If a full-faculty meeting exceeds two hours, a majority vote of the faculty is required to continue the meeting. If the motion to continue the faculty meeting fails, the Senate Chair shall schedule an additional full-faculty meeting to complete the faculty business.
14. Revisions of the Senate Bylaws:
 - a) The Senate shall review the Senate Bylaws every academic year.
 - b) Revisions to the Senate Bylaws shall be communicated to the full-faculty in the Senate meeting minutes.
 - c) Any Faculty member may propose revisions to the Faculty Senate Bylaws. Proposed revisions shall be submitted to the Faculty Senate for consideration and feedback. Once Senate feedback has been received, the proposal shall be sent to the Senate Chair for inclusion in the Senate's annual review of the bylaws.
 - d) Faculty members may oppose revisions to the Senate Bylaws in accordance with the Senate vote recall procedures mentioned in Section 11 above.

Faculty Election Procedures

1. Background

- a. The faculty constitution calls for the faculty to elect
 - five members to the Academic Policies Committee
 - five members to the Committee on Assessment
 - five members to the Curriculum Committee
 - six members to the Diversity Initiatives Steering Committee
 - five members to the Faculty Appeals Committee
 - five members to the Faculty Development Committee
 - five members to the Faculty Policies and Personnel Committee
 - six members to the Faculty Technology Committee
 - five members to the Integrative Core Committee
 - five members to the International Education Committee
 - six members to the Student Conduct Board
 - seven members to the Tenure, Promotion, and Continuation Committee
 - one non-voting Representative to the Board of Trustees elected by faculty (two other non-voting Representatives to the Board of Trustees which will include the Faculty Senate chair, and one elected by Faculty Senate)

- b. Because of staggered terms, the faculty normally elects each year
 - one or two members to the Academic Policies Committee
 - one or two members to the Committee on Assessment
 - one or two members to the Curriculum Committee
 - two members to the Diversity Initiatives Steering Committee
 - one or two members to the Faculty Appeals Committee
 - one or two members to the Faculty Development Committee
 - one or two members to the Faculty Policies and Personnel Committee
 - four or more members to the Faculty Senate
 - two members to the Faculty Technology Committee
 - one or two members to the Integrative Core Committee
 - one or two members to the International Education Committee
 - two members to the Student Conduct Board
 - two or three members to the Tenure, Promotion and Continuation Committee

- c. Dates for the elections and the selection of subcommittee members
The elections will be held according to the following schedule:
 - Fall semester
 - Faculty Senate

 - February Faculty Elections
 - Committee on Assessment
 - Curriculum Committee
 - Faculty Development Committee
 - Representative to the Board of Trustees
 - Integrative Core Committee
 - International Education Committee
 - Tenure, Promotion, and Continuation Committee

- March Faculty Elections
 - Academic Policies Committee
 - Diversity Initiatives Steering Committee
 - Faculty Appeals Committee
 - Faculty Policies and Personnel Committee
 - Faculty Technology Committee
 - Student Conduct Board

By May 31 of each year, the incoming and outgoing chairs of each major elected committee shall, with the approval of the major elected committee, elect at least one member of the elected committee for each standing subcommittee (except the Diversity Initiatives Steering Committee) and shall appoint each subcommittee chair. That information should be reported to the Faculty Senate by June 1. The new chair does not assume duties until the beginning of fall semester, but old and new chairs can assume cooperative duties any time after election (Article VI, Section 5a, Article VIII, Section 2c and 2i).

2. Election Procedure

- a. Annual elections shall be held according to the schedule above (1. Background, Section “c”).
- b. Call for Nominations
 - (1). Prior to the election, the Faculty Policies and Personnel Committee will solicit faculty nominations for the open positions. The nomination period shall be a minimum of five full business days with a closing date and time clearly indicated in the "Call for Nominations" announcement. The Faculty Policies and Personnel Committee will verify that all nominees are qualified and accept the nomination.
 - (2). The chair of the Faculty Policies and Personnel Committee will officially close nominations at the end of the nomination period specified in the “Call for Nominations” announcement.
 - (3). The minimum number of candidates required for election of each position will be one.
 - a. If the minimum number of candidates (one) is not met, the election for that committee will be postponed, and the Faculty Policies and Personnel Committee will reopen the nomination period for that committee.
- c. Administering of elections and reporting of results.
 - (1). The Faculty Policies and Personnel Committee will work with Information Technology to develop the ballot with each candidate’s department or program affiliation listed. Elections by secure online ballots will occur over a period of two business days.
 - (2). The number of votes cast per ballot may not exceed the total number of openings. For example, if there are three openings on the committee and there are 5 candidates, a faculty member may only cast votes for up to three of those candidates.
 - (3). Candidates who receive a majority vote of the ballots cast will be declared elected. A ballot cast is one that receives a minimum of one vote, irrespective of the number of openings. A ballot with no votes will not be counted in the total number of ballots cast.
 - (4). A runoff election will occur when openings do not receive a majority vote or when candidates with a majority vote tie in the number of votes received. The number of candidates for the runoff election will be equal to the number of openings remaining plus one and determined by votes received in the initial election. Candidates will be ranked by number of votes received, with individuals who received more votes moving on to the runoff election. In case of a tie vote for the last candidate slot, all candidates which are tied will be included in the runoff election.
 - (5). When there are multiple openings with different term-limits, elected candidates will be assigned term limits based on number of votes received (i.e., individuals with more votes will be assigned the longer term-limit). In the case of a runoff election, term-limits will be assigned based on the candidate’s vote count from the initial election.

3. Reporting of election results

For each election, the Faculty Policies and Personnel Committee will report the election results following each election using the example shown below as a template. The following sample assumes six candidates with three to be elected.

Tenure, Promotion, and Continuation Committee

Alcott	38		
Browning	89	Number of ballots cast	115
Carlyle	72	Votes required for election	58
Dickens	44		
Emerson	62		
Faulkner	27		

Blank ballots will not be counted in determining the number of ballots cast for purposes of computing the majority.

4. Interruptions of Service

If the service of a faculty member in any elective position is interrupted (but not terminated) by a sabbatical or other leave, it is proposed that the faculty elect a replacement. If the service is terminated by such a leave, then a vacancy would exist, and the situation would be covered by Article VI, Section 5d, of the Constitution, which provides for a special election.



Faculty Handbook

University of Mount Union

Alliance, Ohio
August 2022

Table of Contents	Page
Preface to Faculty Handbook	6
Chapter 1 – Personnel	7
- Overview	
- Feature and Considerations	
- Criteria for Personnel Actions	
- Faculty Personnel File Policy	
- Appointment and Rank	
- Emeriti and Retired Faculty	
- Continuation or Expiration of Appointment	
Chapter 2 – Tenure	16
- Overview	
- Prior Experience and Probationary Period	
- Requirements for Tenure	
- Effectiveness in Teaching	
- Professional Development and Scholarly Activity	
- Contribution to the Total University Community	
- Contribution to Civic and Community Life	
Chapter 3 – Promotion	19
- Overview	
- Criteria for Promotion	
Chapter 4 – Evaluation of Faculty Members	23
- Overview	
- Faculty Self-Evaluation	
- Critical Dates Regarding Faculty Evaluation	
- Course Evaluation	
- Evaluation by the Tenure, Promotion, and Continuation Committee	
- Faculty Mentoring	
Chapter 5 – Non-Continuation	29
- Overview	
- Non-Renewal of Appointments	
- Termination of Appointment	
Chapter 6 – General Grievances and Non-Compliance	35
- Overview	
- Types of Grievances	
- Appeal Process	

- Sanctions

Chapter 7 – Sabbatical and other Leaves 39

- Overview
- Types of Professional Leave
- General Procedures and Critical Dates for Leave of Absence
- Summary of Critical Dates for Leave of Absence
- Sabbatical Leave
- Sabbatical Application Guidelines
- Faculty Exchange Leave
- Educational Leave
- Special Leave

Chapter 8 – Policy on Salary and Compensation 45

- Overview
- Salary and Compensation Levels
- Salary Payment
- Schedule of Faculty Compensation for Summer School
- Summer School and Additional Compensation
- Compensation for Courses Taken on a Directed-Study Basis
- Employee Tuition Benefit
- Reconsideration of Salary
- Policy on Fringe Benefits and Professional Development
- Tables of Fringe Benefits
- Social Security Benefits
- Liability Insurance
- Admission to University Events and Family Program
- Summary of University of Mount Union Professional Development Programs

Chapter 9 – Faculty Development and Scholarly Activity Benefits Policy 51

- Overview
- Travel Assistance for Professional Development
- Approval of Travel and Arrangements for Transportation and Reimbursement
- Dues for Professional Memberships
- Tuition Assistance for Non-Degree Programs
- Faculty Development Grants
- Research Appointment
- External Grants Acquisition
- Manuscript Costs
- Page Charges and Reprints
- Research Support
- Summary of University Contribution Amounts for Faculty Activities
- Endowed Positions

Chapter 10 – Faculty Conduct and Responsibilities	59
- Teaching	
- Overview	
- Faculty Course- and Workload	
- Meeting Classes as Scheduled	
- Notice of Availability to Students	
- Planned Absences from Campus	
- Travel on Official University Business	
- Continuation of Classes during Severe Weather or Emergency	
- Cancellation of all Mount Union Classes	
- Availability During Academic Year	
- Participation in Seminars, Convocations and Similar Activities on campus	
- Statement Regarding the Teaching of Intelligent Design in Science Classes	
- Faculty Conduct	
- Faculty/Student Code of Behavior Policy	
- Avoidance of Potential Conflict of Interest	
- Outside Employment	
- Attendance at Convocations	
- Faculty Meetings	
- Recruitment of New Faculty Members	
- Policy on Academic Honesty	
- Address and Telephone Numbers	
- Use of Technology Resources	
- Instructional Technology	
- Computer Purchases	
- Use of Educational Facilities	
- Use of Facilities and Technology	
Chapter 11 – Harassment Policy	71
- Overview	
- Definition of Harassment	
- Specific Types of Harassment	
- Grievance Procedures Regarding Harassment	
- Procedures for Student to Student/Faculty/Staff Harassment	
- Procedures for Faculty/Staff Member to Student Harassment	
- Procedures for Faculty/Staff Member to Faculty/Staff Member Harassment	
Chapter 12 – Student Advising	77
- Overview and Philosophy	
- Expectations of Undergraduate Academic Advisors	
- Expectations of Graduate Academic Advisors	
Chapter 13 – Appointment of Department Chairs and Program Directors	80
- Overview	

- Eligibility and Term	
- Roles and Responsibilities	
Chapter 14 – Departmental and Activity Budgets	83
- Budgets	
Chapter 15 – Teacher Recognition and Awards	84
- Overview	
- Great Teacher Award	
- Distinguished Scholarship Award	
- Distinguished Service Award	
- Distinguished Teaching Award	
- Faculty Lecture	
- Matriculation Convocation	
- Nomination for Off-Campus Awards	
Chapter 16 – Miscellaneous	87
- Student Attendance Policy	
- Administrative Support Arrangements	
Appendices	90
- Terminal Degrees	
- Links to Forms & Policies	
- Academic Advising Statement	
- Link to Revisions Log	
- Faculty Senate and Faculty Committee Organizational Chart	
- Administrative Chart	
- Roles and Responsibilities Documents	

Preface

The University of Mount Union's Faculty Handbook is the institution's official document containing policies regarding faculty governance, tenure/promotion/continuation criteria, benefits, and faculty-related policies. The policies and provisions established in this handbook are intended to advance the University of Mount Union's mission, promote faculty excellence, and enhance the university as a whole.

The Faculty Policies and Personnel Committee is the faculty committee charged with maintaining and overseeing the content in this handbook. As necessary, this handbook may be amended at any regular or special meeting of the Faculty Senate. A majority of the votes cast shall be necessary for the adoption of any amendment. If approved, the amendment would take effect either a) upon publication of the next version of the Faculty Handbook; or b) immediately following the 14-calendar day waiting period in which the faculty could initiate recall vote procedures. The Faculty Policies and Personnel Committee shall have stipulated in the proposed amendment when the amendment shall take effect. Immediate incorporation of amendments requires approval of Faculty Senate at the time the amendment passes, publication of a revised version of the Handbook, and notification of the full faculty once the 14-calendar day waiting period has elapsed.

Amendments to the Faculty Handbook, Faculty Constitution, and Faculty Senate Bylaws are documented annually in a Revision Log which can be accessed using the link found in Appendix 2.

Chapter 1 - Personnel

Overview

The University of Mount Union's personnel policies are directed toward providing a faculty of high competence and enthusiasm to meet the educational needs of the students who attend the University. A further objective is to administer personnel programs in a manner which maintains and promotes the integrity of the University as an institution strongly imbued with considerations of fairness, honesty, and freedom of inquiry for all individuals associated with the University.

A. Features and Considerations

1. A fundamental feature of University personnel administration is the attempt to ensure fairness to individuals and groups that often have competing needs, while concurrently attempting to ensure that actions that are taken are in the best short- and long- term interests of all those affected by said actions.
2. The University attempts to have a progressive and constructive personnel program that encourages maximum individual performance, development, and enjoyment. Emphasis is placed on individual understanding, but there is also the need to take forthright actions, that are in the best interest of the total University community.
3. The University of Mount Union prohibits discrimination on the basis of race, gender, gender identity or expression, sex, sexual orientation, religion, age, color, creed, national or ethnic origin, veteran status, marital or parental status, pregnancy, disability, or genetic information in student admissions, financial aid, educational or athletic programs, or employment as now or may hereafter be required by university policy and federal or state law. Inquiries regarding compliance may be directed to the Director of Human Resources.
4. The University of Mount Union Faculty is committed to recruiting and teaching a diverse student body. We also believe that the Faculty, in order to maximize its effectiveness and quality as teachers and mentors of this diverse student body, should itself reflect diversity. Therefore, a conscious and good faith effort will be taken to increase our diversity while maintaining a commitment to the highest level of teaching.
5. Methods of encouraging professional growth and of promoting a favorable professional climate include informal cooperation, advice, and suggestion reinforced by periodic evaluation, review, and consultation. The collegiality concept, as it applies to faculty personnel matters, principally involves faculty members helping each other become more effective educators. Senior faculty members suggest, guide, and assist junior faculty members who, to gain the most from their initial experiences, solicit advice on teaching and other aspects of education. Department chairs/program directors, in particular, help all members of their departments develop their capabilities to the fullest extent possible. Faculty members who have been at the institution benefit from the

freshness of viewpoint, up-to-date techniques, and new knowledge the new faculty members bring to campus.

6. The Director of the Center for Faculty Development with support from the department chairs/program directors and the college deans familiarize new faculty members with the academic program, the professional aspects of faculty life, and other University policies. These individuals are also available for advice or consultation on matters of interest to faculty members or on problems, that may arise.
7. In administering the personnel program, an effort is made to incorporate the following features into all appropriate personnel actions: inform the faculty member of the criteria and procedure for each personnel action; encourage consultation and counseling by faculty colleagues, department chairs/program directors, and the Director of the Center for Faculty Development; provide an opportunity for the faculty member to have all material relevant to their situation considered carefully; provide the faculty member with a timely decision; and provide an opportunity for appeal.
8. There is no single routing that all personnel actions follow. The most common routing, and the one followed in such matters as continuation, promotion, tenure, or termination includes the following:
 - a. request from the individual or recommendation from the department chair/program director
 - b. consideration by the Tenure, Promotion, and Continuation Committee
 - c. recommendation by that body to the President
 - d. recommendation by the President to the appropriate committee of the Board of Trustees
 - e. decision by the trustee group
 - f. informing the individual of the decision by the President or VPAA.
9. References to the Tenure, Promotion, and Continuation Committee in this section are based on the organization, functions, and responsibilities of the committee, as it is currently constituted.

B. Criteria for Personnel Actions

1. While many of the criteria for tenure and promotion are the same, expectations for tenure and promotion differ. Criteria to be used at the University of Mount Union for personnel actions for tenure-track and tenured faculty members are listed below in order of general importance:
 - a. Effectiveness in teaching,
 - (1) Classroom/academic advising skills,
 - (2) Maintenance of professional competence,
 - b. Professional development and scholarly activity,
 - c. Contribution to the total University community,
 - d. Contribution to civic and community life.
2. Criteria to be used at the University of Mount Union for personnel actions for non-tenure-track faculty members are listed below in order of general importance:
 - a. Effectiveness in teaching,

- (1) Classroom/academic advising skills,
 - (2) Maintenance of professional competence,
 - b. Professional development
 - c. Contribution to the department
3. The College of Applied & Social Sciences and the College of Arts & Humanities have developed Roles and Responsibilities documents which provide clarification of the types of teaching, professional development, scholarship, and service that members of those colleges believe should be the measure of the success of their work at the University. However, as these Roles and Responsibilities documents must not conflict with the Faculty Handbook, they must not provide additional criteria for tenure, promotion, continuation, and evaluation. Links to these documents can be found in Appendix 7 of this handbook.
4. Evaluation will be based upon the following, which are listed in no particular order:
- a. the department chair/program director's evaluation,
 - b. peer evaluation (when desired or requested),
 - c. the individual's self-evaluation,
 - d. syllabi,
 - e. grade distribution printouts,
 - f. student evaluations,
 - g. interviews with the Tenure, Promotion, and Continuation Committee (requested either by the committee or the individual faculty member),
 - h. professional portfolio (in the case of promotion or tenure),
 - i. any other information submitted by the individual faculty member that has direct bearing on criteria a-d above,
 - j. information submitted by others which directly bears on his or her evaluation. The faculty member will be informed of all such additionally submitted information.
5. The University recognizes that individuals may contribute to the life of the University in many ways. This diversity is taken into consideration in the relative weighing of service. Therefore, personnel recommendations are based on the judgments of the Tenure, Promotion, and Continuation Committee. Competent and effective teaching, however, is overwhelmingly the most important factor and faculty members cannot expect to be considered for continuation, tenure, promotion, etc. without clear evidence of high-quality teaching. Effectiveness in teaching is understood to imply on-going professional development. Appropriate participation in scholarly activity is also expected. Higher expectations for professional development and scholarly activity exist for graduate faculty appointments. All individuals further contribute to the University through institutional service and service to the University community. Service to the broader community is also important. However, faculty members cannot expect to be considered for continuation, tenure, or promotion without evidence of high-quality teaching.

C. Faculty Personnel File Policy

1. The faculty personnel file shall consist of records relative to the conditions of employment (e.g., contracts, records of personnel decisions, departmental evaluations, current employment recommendations, and records of professional development and performance).
2. A faculty member shall have the right to examine their faculty personnel file at any time during normal business hours. A representative of the administration of the University shall be present when this is done.
3. No material shall be added to the faculty personnel file unless it is signed by its author and the date of its inclusion has been recorded.
4. A faculty member shall have the right to enter a written response to any material in their personnel file. Their statement shall be attached to the item in question, and the original author shall be notified that their statement has been responded to by the faculty member.
5. A faculty member may in their own behalf authorize others to have access to relevant parts of their personnel file. Both the faculty member and a representative of the administration of the University shall be present when this is done.

D. Appointment and Rank

1. Terms and conditions of every appointment shall be stated in writing; a copy of the appointment document shall be furnished to the faculty member before the appointment is consummated. University of Mount Union assumes no responsibility for any special understandings, arrangements, obligations, or expectations of the faculty member not explicitly stated in the appointment document/contract.
2. Academic rank is a means of recognizing faculty members for their dedication to the teaching profession, professional and scholarly achievements, contributions to the total University community and civic life. Although there are no salary or compensation limitations for each rank, merited differences in pay rank must reflect significant differences in total contribution to the University. Higher rank carries with it certain benefits and responsibilities: It is expected that higher-ranking faculty members will serve as exemplary faculty to the University and the community.
3. Appointments to the full-time teaching faculty of University of Mount Union are of three types:
 - a. Probationary appointments, which are renewable annually until tenure is awarded or the individual's employment is terminated by the University,
 - b. Tenure for those who are awarded tenure after a probationary period,
 - c. Non-Tenure-Track, which may be renewable annually. Special appointments of this type include the following:
 - (1) Professional in Residence – renewable annually,
 - (2) Executive in Residence –appointment in Business – renewable annually,
 - (3) Clinical Faculty – Intended for teaching faculty in the medical fields– renewable annually,
 - (4) Visiting Faculty – May be renewable annually,

- (5) Teaching Fellow – May be renewable annually.
4. The rank of a full-time faculty member upon initial appointment shall be determined using the following general criteria, which describe minimum desirable qualifications:
 - a. For initial appointment to the rank of instructor the master's degree is required,
 - b. For initial appointment to the rank of assistant professor the terminal degree is preferred. A holder of the master's degree with four years full-time university or university teaching experience or with substantial progress toward the terminal degree will be considered,
 - c. For initial appointment to the rank of associate professor the terminal degree plus six years full-time university or university teaching experience is expected,
 - d. For initial appointment to the rank of professor the terminal degree plus twelve years full-time university or university teaching experience is expected,
 - e. For initial appointment to the rank of clinical instructor the master's degree is required,
 - f. For initial appointment to the rank of clinical assistant professor the master's degree with four years full-time university or clinical teaching experience, significant clinical experience or with substantial progress toward the terminal degree will be considered,
 - g. For initial appointment to the rank of clinical associate professor the master's degree plus six years full-time university or clinical teaching experience, or with substantial clinical experience is expected,
 - h. For initial appointment to the rank of clinical professor the master's degree plus twelve years full-time university or clinical teaching experience, or with extensive clinical experience is expected,
 - i. For the position entitled Professional In Residence, the initial appointment rank is Assistant Professor. Candidates must possess a master's degree and significant experience in the area of the appointment,
 - j. For the position entitled Executive In Residence, the initial appointment rank is Associate Professor. Candidates must possess a master's degree and extensive experience in high-level corporate management,
 - k. Faculty members on probationary or non-tenure track appointments enjoy the same academic freedom and have many of the same rights and responsibilities as other members of the faculty. However, they are not eligible for tenure or sabbatical leave, nor are they eligible to serve on certain committees or in offices that require tenure for membership,
 - l. Appointment of part-time teaching faculty members will be made annually or by semester. Their part-time status and their responsibilities will be indicated in the appointment document/contract. Part-time teaching faculty members enjoy the same academic freedom and have the same rights as full-time teaching members, but are not normally eligible for tenure, fringe benefits, or professional development support. Part-time faculty are not expected to serve on committees, advise students or otherwise fulfill the professional development/community service requirements of full-time faculty,

- m. In each case the terminal degree refers to the highest earned degree attainable in the discipline, and/or to its equivalent in professional work, or outstanding professional stature in the field. A list of approved terminal degrees for each discipline can be found in the Appendix to this handbook.
- n. All full-time, part-time, and adjunct faculty members must meet the criteria for accreditation and assumed practices of the [Higher Learning Commission](#), the State of Ohio, and any pertinent disciplinary accrediting body. To be qualified on the [Higher Learning Commission](#) basis of tested experience, a faculty member must have at least five years of pertinent advanced experience in the field in which they are teaching, as determined by the department chair, the dean of the prospective faculty member's college, and the VPAA. Documentation of tested experience will be kept in the faculty member's personnel file.
- o. To be eligible to teach in a graduate program at the University of Mount Union, a faculty member must have a terminal degree in an appropriate field or related field, and/or experience or leadership as determined by the VPAA in consultation with the program director and the faculty member's college dean, in addition to meeting all other requirements for initial faculty appointments, as detailed in the Faculty Handbook.
- p. Faculty members may be jointly appointed to multiple departments. Typically, these appointments are made at three points:
 - (1) at the time of hire,
 - (2) at the time of the granting of tenure, and
 - (3) post tenure.

In order to be appointed to multiple departments/programs, the faculty member must be academically qualified to teach in each of the disciplines, as per the guidelines of the [Higher Learning Commission](#). In addition, a continuing need for the faculty member's work in the departments/programs must be demonstrated.

Faculty members who desire to move from an appointment in a single department/program to a joint appointment after tenure must discuss this with the chairs/directors and appropriate college dean(s) and submit to the VPAA:

- (1) a letter proposing the approximate balance of teaching in the departments/programs, and
- (2) letters from the appropriate department chairs/program directors and college dean(s) indicating support for the joint appointment.

E. Emeriti and Retired Faculty

1. Emeritus status is one of honor and respect, which is awarded to retiring faculty for long and distinguished service and devotion to the University.
2. Ten years of full-time service to Mount Union is required. Adequate or satisfactory service and disciplinary competency are necessary but alone are not sufficient conditions. The service must have, in addition, reflected distinction and devotion. Faculty members to be accorded emeritus status are those who, in the judgment of their students and colleagues, embody the spirit and purposes of the institution.

3. No action by the retiring faculty member is necessary in order to be considered for emeritus status.
4. Emeritus Status will be determined by the following process:
 - a. The Deans Council will forward a list of all retiring full-time faculty members to the Tenure, Promotion, and Continuation Committee,
 - b. The records of all faculty members who will be retiring prior to the beginning of the next academic year will be reviewed by the Tenure, Promotion, and Continuation Committee,
 - c. A member or members of the Tenure, Promotion, and Continuation Committee will contact the faculty member's college dean who will be asked for a summary evaluation of the faculty member's service. This evaluation will describe the faculty member's service during their entire career at the University of Mount Union and will include a letter of support from the department chair/program director, results from a department/program-wide survey, and other relevant artifacts. If a department chair/program director is unable to provide this information, a committee of department members or program faculty is to be convened to prepare the letter of support,
 - d. Recommendations for emeritus status made by the Tenure, Promotion, and Continuation Committee will be forwarded to the President,
 - e. The President will then make a recommendation to the Board of Trustees who award the emeritus status. Notification and presentation of emeritus status will be made by the President,
 - f. Common office space for emeritus faculty will be provided as available.
5. A list of current privileges and benefits available for emeriti faculty and all other retired faculty members and their spouses/domestic partners is available in the Office of Human Resources' Employment Policies Handbook for Faculty.

F. Continuation or Expiration of Appointment

1. All probationary tenure-track faculty members and all renewable non-tenure-track faculty members are considered annually for continuation.
 - a. In year one, the college dean, in consultation with the academic department chair/director, will make a written recommendation concerning continuation to the VPAA, and a meeting will take place with each first-year faculty member prior to February 28th. Deans will evaluate outcomes of first semester activities, based upon classroom observations, teaching materials, student course evaluations, faculty course self-evaluations, academic department chair/director feedback, and any other pertinent materials.
 - b. In subsequent years, the recommendation concerning continuation is made by the Tenure, Promotion, and Continuation Committee, after which the faculty member will meet with the college dean and academic department chair/director to discuss the recommendation. Written documentation of all meetings will be part of the faculty member's personnel file.

2. If the faculty member is to be continued, the faculty member will be offered a contract within the time frame of April 1-15.
3. A decision for non-continuation on the part of the individual or the University may be, and often is, based on such factors as changing University needs, the individual's choice to accept a position elsewhere, or other personnel or institutional matters; the decision should not be construed as a negative reflection on the faculty member involved.
4. A faculty member who does not intend to return to the University for the succeeding year should notify the VPAA as soon as possible, preferably by January 1, to permit the orderly recruitment of a replacement. Faculty members who do not intend to return to the University should not sign a contract for the succeeding year.
5. The following guidelines apply for the communication of personnel decisions:
 - a. In cases involving tenure or non-renewal of contract, whenever possible the decision will be conveyed to the faculty member as soon as feasible in a personal meeting of the dean of the faculty member's college, the Tenure, Promotion, and Continuation Committee Chairperson, the department chair/program director, the VPAA, and the faculty member,
 - b. In cases involving promotion, the decision will normally be conveyed in a similar meeting but may at times be preceded by a letter from the President or VPAA announcing the decision.
 - c. The appeal process for non-continuation or non-granting of tenure is found in Chapter 5.
 - d. For all probationary tenure-track faculty members, and for all renewable non-tenure-track faculty members whose appointments began prior to the 2005-2006 academic year, and for members of both these groups whose appointments expire at the end of the academic year, notice of non-reappointment shall be given as follows:
 - (1) For those in their first year of service notice of non-reappointment shall be given by February 28. If the appointment expires during the academic year, the notice of non-reappointment shall be given at least three months prior to the expiration of the appointment as stated in the contract.
 - (2) For those in their second year of service, notice of non-reappointment shall be given as soon as possible after the conclusion of fall semester, but in no case later than January 31. If the appointment expires during the academic year, the notice of non-reappointment shall be given at least three months prior to the expiration of the appointment as stated in the contract.
 - (3) For those in their third or later years of service, the notice of non-reappointment shall be given at least twelve months prior to the date of expiration of the appointment as stated in the contract.
 - e. For all renewable non-tenure-track faculty members whose appointments begin with the 2005-2006 academic year or later and whose appointment expires at the end of the academic year, notice of non-reappointment shall be given by March 1. If the appointment expires during the academic year, the notice of non-reappointment shall be given at least three months prior to the expiration of the appointment as stated in the contract.

- f. Contracts of individuals on special appointment and all terminal contracts shall contain explicit information relating to the nature of the appointment and shall specify the expiration date of employment by the University. Such statements, when included in the contract, constitute the notice of non-reappointment to the faculty member and no additional notice shall be furnished to the faculty member.
- g. Any faculty member who is in the final year of employment at the University will be issued a terminal contract.

Chapter 2 – Tenure

Overview

Faculty on full-time tenure-track appointments are considered for tenure after a probationary period agreed upon by the faculty member and the dean of their college at the time of initial appointment and communicated to the department chair/program director in writing. Tenure involves rights and responsibilities that affect the individual and the institution and should not be entered into if there are serious reservations by either party.

The probationary period is a time for the individual to demonstrate ability on the job and for colleagues to observe and evaluate the individual's performance rather than proceeding solely on the basis of the individual's education and recommendations from others.

The granting of tenure does not automatically lead to promotion; the granting of tenure and the granting of promotion are decisions made independently of one another. Tenure decisions are based on an evaluation of the potential for a lifetime of contribution to the University. Promotion decisions are made based only on the record presented by the candidate.

A. Prior Experience and Probationary Period

1. The following interpretations of prior service to the University are applicable in considering individuals for tenure:
 - a. Substantial prior experience elsewhere will be taken into consideration, though this factor will play a greater role in the initial appointment to rank at Mount Union. Each case will be considered on an individual basis keeping in mind such factors as: level of academic duties, full and part-time status, dates of teaching experience, and so forth. Prior teaching experience, which is to result in credit for tenure purposes, if awarded, shall be stated in the initial appointment document. For new assistant professors with two or more years of full-time college or university teaching experience, up to two years of credit toward time to tenure may be noted in the initial appointment document. Credit will not be awarded for less than two years of prior full-time college or university teaching.
 - b. A faculty member may be considered for tenure no earlier than the third year of full-time service at the University.
 - c. The maximum probationary period at University of Mount Union for professors, associate professors, assistant professors, and instructors shall be six years. The decision to offer or not to offer tenure shall be made during the sixth year of full-time tenure-track service at the latest, as described below, unless service credit was awarded at the time of initial appointment in accordance with the above.
 - d. A faculty member who is initially appointed to the rank of instructor shall be considered for tenure during the sixth year of full-time service at the University. If

- awarded, tenure will become effective at the beginning of the following academic year.
- e. A faculty member who is initially appointed to the rank of assistant professor shall be considered for tenure during the sixth year of full-time service at the University. If awarded, tenure will become effective at the beginning of the following academic year.
 - f. A faculty member who is initially appointed to the rank of assistant professor with one year of service credit awarded at the time of the initial appointment shall be considered for tenure during the fifth year of full-time service at the University. A faculty member who is initially appointed to the rank of assistant professor with two years of service credit awarded at the time of the initial appointment shall be considered for tenure during the fourth year of full-time service at the University. If awarded, tenure will become effective at the beginning of the following academic year.
 - g. A faculty member who is initially appointed to the rank of associate professor or professor shall be considered for tenure during the third year of full-time service at the University. If awarded, tenure will become effective at the beginning of the following academic year.
 - h. Tenure shall be formally awarded by action of the Board of Trustees and shall be effective at the beginning of the academic year following the year in which the decision is made. It remains in effect until the faculty member resigns or is dismissed.
 - i. If a decision not to offer tenure is made, a faculty member shall be given notice of non-reappointment in accordance with the procedures outlined in Chapter 5, Section A.
 - j. The probationary period for a faculty member who enters full-time employment at University of Mount Union on non-tenure-track appointment that is later converted to tenure-track will be negotiated by the faculty member and the VPAA at the time of conversion and noted in the subsequent contract.

B. Requirements for Tenure

1. Principal considerations with respect to awarding tenure, all of which must be met, are:
 - a. The University's present and projected future need in the faculty member's area of competence.
 - b. Qualification of the individual for the position to be filled. In this regard, it is expected that the individual will hold the terminal degree or its equivalent in his/her field.
 - c. The potential contribution of the faculty member during a professional lifetime of association with the University.
 - d. Quality of the individual's performance at University of Mount Union during the probationary period. While detailed factors to be considered in applying each of the criteria cannot be developed with precision, the following delineation of the factors is generally applicable:

- (1) Effectiveness in Teaching
 - (i) Meeting of all classes as scheduled, use of appropriate and effective pedagogical techniques, organization, fair and clear course policies, and appropriate academic rigor. Out-of-class factors such as availability to students, quality of student conferences and academic advising, and commitment to the best long-term interests of the students are also included.
 - (ii) Maintenance of professional competence and/or required certification necessary to remain current in one's field and higher education generally, course revision and development, attending professional meetings, involvement in pedagogical issues, etc.

 - (2) Professional Development and Scholarly Activity
 - (i) Professional development is development of teaching that goes beyond normal professional maintenance, such as establishing areas of expertise not previously within one's capabilities. This could also be development leading to courses previously outside one's area of competence or development of pedagogical approaches not previously used, achieving additional professional certifications, etc.
 - (ii) Scholarly activity is participation in one's field as a professional. This includes activities involving the production of original work, research leading to scholarly papers or books, creative work, presentations at professional meetings, participation in faculty development workshops and seminars, enhanced expertise in clinical work, etc.

 - (3) Contribution to the Total University Community
 - (i) Includes work within the department, committee work, recruiting, on-campus presentations, advising student organizations, attending faculty meetings, attending campus academic and cultural events, etc.

 - (4) Contribution to Civic and Community Life
 - (i) This includes activities in the broader community that reflect positively on the University.
2. The College of Applied & Social Sciences and the College of Arts & Humanities have developed Roles and Responsibilities documents which provide clarification of the types of teaching, professional development, scholarship, and service that members of those colleges believe should be the measure of the success of their work at the University. However, as these Roles and Responsibilities documents must not conflict with the Faculty Handbook, they must not provide additional criteria for tenure, promotion, continuation, and evaluation. Links to these documents can be found in Appendix 7 of this handbook.

Chapter 3 – Promotion

Overview

Promotion in rank is affected by length of service and academic qualifications. Mere eligibility for promotion, however, does not guarantee that promotion will occur automatically, nor does promotion automatically accompany the granting of tenure. Promotion to each academic rank must be merited.

A. Criteria for Promotion

There are no formulas that can be applied when considering a faculty member for promotion, but it is understood that the general criteria for personnel actions outlined in Chapter 1, Section B provide the basis upon which all considerations for promotion in rank are to be based. All tenure-track and tenured faculty members are expected to show evidence of effectiveness in each of the four criteria listed in Chapter 1, Section B.1. Non-tenure-track faculty members are expected to show evidence of effectiveness in each of the criteria listed in Chapter 1, Section B.2.

Those seeking promotion must clearly demonstrate contributions of greater quality than what is expected at the previous rank. Higher rank carries higher expectations.

1. In order for tenure-track and tenured faculty members to be promoted through the ranks of Assistant, Associate, and finally, Professor, the University requires the following:
 - a. Although maintenance of past quality of performance in the classroom and in advising is expected, there must be evidence of consistent expanded and improved classroom pedagogy, and greater academic interactions with students.
 - b. Continual professional development and an increased level and sophistication of scholarly activity must be demonstrated for promotion. This includes establishing areas of expertise not previously within one's capabilities such as the development of new courses or approaches to teaching. Also, meaningful participation in one's discipline at a higher professional level is expected.
 - c. Contributions to the campus community should be expanded. There should be evidence of increasing responsibilities in such areas as departmental and faculty governance, campus activities, formal or informal mentoring of new faculty, etc.
 - d. Contributions to civic and community life must be expanded to include a higher level of participation or a leadership role.
2. In order for non-tenure-track faculty members to be promoted through the ranks of Assistant, Associate, and finally to Professor, the University requires the following:

- a. Although maintenance of past quality of performance in the classroom and in advising is expected, there must be evidence of consistent expanded and improved classroom pedagogy, and greater academic interactions with students.
 - b. Continual professional development must be demonstrated for promotion. This includes establishing areas of expertise not previously within one's capabilities such as the development of new courses or approaches to teaching.
 - c. Contributions to the department should be expanded. There should be evidence of increasing responsibilities.
3. The College of Applied & Social Sciences and the College of Arts & Humanities have developed Roles and Responsibilities documents which provide clarification of the types of teaching, professional development, scholarship, and service that members of those colleges believe should be the measure of the success of their work at the University. However, as these Roles and Responsibilities documents must not conflict with the Faculty Handbook, they must not provide additional criteria for tenure, promotion, continuation, and evaluation. Links to these documents can be found in Appendix 7 of this handbook.
 4. Consideration for promotion may be initiated by the eligible individual, the department chair, the program director, the Tenure, Promotion, and Continuation Committee, or the dean of the faculty member's college.
 5. In each case the terminal degree refers to the highest earned degree attainable in the discipline, and/or to its equivalent in professional work, or outstanding professional stature in the field.
 6. The following interpretations of time in rank and leave time are applicable in considering individuals for promotion:
 - a. Minimum time in rank for promotion means time in rank at University of Mount Union.
 - b. Sabbatical leave will be counted toward eligibility for promotion consideration.
 7. The minimum length of service and desirable academic qualifications necessary for eligibility for promotion are as follows:
 - a. From Instructor to Assistant Professor:
 - (1) The terminal degree is preferred. Individuals completing the terminal degree while under contract will be automatically promoted from Instructor to Assistant Professor, and a contract reflecting this promotion will be reissued for the next semester. Time in rank based upon completion of the degree will begin the following academic year.
 - (2) For those not holding a terminal degree, a minimum of five years in rank at University of Mount Union is required before consideration for promotion, i.e. the faculty member can be considered during the sixth year in rank. If awarded, the promotion would become effective at the beginning of the following academic year.
 - b. From Clinical Assistant Professor to Clinical Associate Professor, a minimum period of five years in rank at University of Mount Union is required for consideration for advancement, i.e. the faculty member can be considered during the sixth year in

- rank. If awarded, the promotion would become effective at the beginning of the following academic year.
- c. From Assistant to Associate Professor:
- (1) The terminal degree is required. A minimum period of five years in rank at University of Mount Union is required for consideration for advancement, i.e., the faculty member can be considered during the sixth year in rank. If awarded, the promotion would become effective at the beginning of the following academic year.
 - (2) For Professionals in Residence, the master's degree will be considered the terminal degree. A minimum period of five years in rank at University of Mount Union is required for consideration for advancement, i.e., the faculty member can be considered during the sixth year in rank. If awarded, the promotion would become effective at the beginning of the following academic year.
 - (3) From Clinical Instructor to Clinical Assistant Professor, a master's degree with four years of teaching experience is required. Faculty at the rank of Clinical Instructor who complete a terminal degree while under contract will automatically be reappointed at the rank of Assistant Professor, and a contract reflecting this promotion will be reissued for the next semester. Time in rank based on completion of the degree will begin the following academic year.
 - (4) Faculty with the rank of Clinical Assistant Professor who complete a terminal degree while under contract will automatically be reappointed at the rank of Assistant Professor, and a contract reflecting this change will be reissued for the next semester.
- d. From Associate to Professor in Residence
- (1) Professionals in Residence are eligible to be promoted to Professors in Residence. A minimum of five years in rank at the University of Mount Union, coupled with ten years of full-time college or university teaching experience, is required before the faculty member can be considered for promotion, i.e. the faculty member can be considered during the sixth year in rank at the University of Mount Union and the 11th year of full-time college or university teaching experience. If awarded, the promotion would become effective at the beginning of the following academic year.
 - (2) Executives in Residence are eligible to be promoted to Professors in Residence. A minimum of five years in rank at the University of Mount Union is required before the faculty member can be considered for promotion, i.e. the faculty member can be considered during the sixth year in rank at the University of Mount Union. If awarded, the promotion would become effective at the beginning of the following academic year.
- e. From Associate to Professor:
- (1) The terminal degree is required. A minimum of five years in rank at University of Mount Union, coupled with ten years of full-time college or university teaching experience, is required before the faculty member can be considered for promotion, i.e., the faculty member can be considered during the sixth year in rank at University of Mount Union and the 11th year of full-time college or

university teaching experience. If awarded, the promotion would become effective at the beginning of the following academic year.

- (2) From Clinical Associate Professor to Clinical Professor, a minimum of five years in rank at University of Mount Union, coupled with ten years of full-time college, university or clinical teaching experience, is required before the faculty member can be considered for promotion, i.e., the faculty member can be considered during the sixth year in rank at University of Mount Union and the 11th year of full-time college, university or clinical teaching experience. If awarded, the promotion would become effective at the beginning of the following academic year.
- (3) Faculty with the rank of Clinical Associate Professor who complete a terminal degree while under contract will automatically be reappointed at the rank of Associate Professor, and a contract reflecting this change will be reissued for the next semester.

Chapter 4 - Evaluation of Faculty Members

Overview

All full-time untenured faculty are evaluated following their first semester by their college dean in consultation with the academic department chair/director. All full-time untenured faculty in their first six years of service are evaluated annually by their academic department chair/director. All full-time faculty employed beyond six years are evaluated every three years by their academic department chair/director, or when they are considered for promotion. All faculty members will be evaluated by student evaluations every academic year in all courses taught, with one exception: student evaluations will not be conducted in courses with only one or two students.

A. Faculty Self-Evaluation

1. All full-time untenured faculty are evaluated following their first semester by their college dean in consultation with the academic department chair/director. Deans will evaluate outcomes of first semester activities, based upon classroom observations, teaching materials, student course evaluations, faculty course self-evaluations, chair/director feedback, and any other pertinent materials.
2. All full-time untenured faculty in their first six years of service are evaluated annually by their academic department chair/director. The *Faculty Information and Evaluation Form* (see Addendum), together with the academic department chair/director's written evaluation and a current curriculum vita are to be submitted in both paper and electronic form to the dean of the faculty member's college as early as May 15, but no later than August 10 (*September 15 for faculty members on twelve-month contracts*).
3. All full-time faculty employed beyond six years are evaluated every three years by their academic department chair/director, or when they are considered for promotion. This evaluation will coincide with the preparation of their three-year professional and teaching plans. On non-evaluation years, faculty members will complete a professional development update form, which will be placed in their personnel file. Faculty wishing to be considered for promotion must submit a letter of intent to the VPAA and to their academic department chair/director by no later than May 31 of the year in which they wish to be considered for promotion. This letter of intent does not obligate the faculty member to apply for promotion. [*The Faculty Information and Evaluation Form*](#) or the [*Professional File Update Form*](#), together with the academic department chair/director's written evaluation and a current curriculum vita, are to be submitted in both paper and electronic form to the VPAA as early as May 15, but no later than August 10 of the year in which they wish to be considered (September 15 for faculty on 12 month contracts). When a non-tenured academic department chair/director is due to be evaluated, he or she should arrange for a colleague from within the department, in consultation with the VPAA to complete the academic department chair/director's portion of the evaluation form.

4. In order to provide as comprehensive an evaluation as possible, the department chair/program director will consult with the director(s) of other programs or departments in which the faculty member being evaluated has taught and will include such information in his/her written evaluation of the faculty member. The department chair/program director should discuss the substance of the department chair/program director's written evaluation comments with the faculty member who is being evaluated and each sign that written evaluation after its discussion. If desired, each faculty member may submit a statement on his or her own behalf and may also ask a colleague(s) to submit a supporting statement.
5. If a candidate for promotion and/or tenure wishes to provide the committee with additional information prior to its deliberations concerning the promotion and/or tenure recommendation, the candidate should, in consultation with the department chair/program director, determine which additional information might be especially appropriate for that candidate and submit it along with the required materials described in the annual evaluation form. The committee will be evaluating the candidate according to the criteria found and described in Chapter 1, Section B of the Faculty Handbook which include:
 - a. Effectiveness in teaching,
 - b. Classroom/academic advising skills,
 - c. Maintenance of professional competence,
 - d. Professional development and scholarly activity,
 - e. Contribution to the total University community,
 - f. Contribution to civic and community life.

The College of Applied & Social Sciences and the College of Arts & Humanities have developed Roles and Responsibilities documents which provide clarification of the types of teaching, professional development, scholarship, and service that members of those colleges believe should be the measure of the success of their work at the University. However, as these Roles and Responsibilities documents must not conflict with the Faculty Handbook, they must not provide additional criteria for tenure, promotion, continuation, and evaluation. Links to these documents can be found in Appendix 7 of this handbook.

6. Recognizing these as the criteria, such additional supporting materials might include:
 - a. An application letter that includes an analysis/statement by the candidate explaining how he/she meets the qualifications for tenure or the requested promotion,
 - b. Letters of support from colleagues in the department, graduate program, or from other Mount Union personnel,
 - c. Letters of support from colleagues from other academic, professional or community institutions.
 - d. Examples, including syllabi, of courses which include innovative approaches to teaching.
 - e. Written description of student research projects supervised or descriptions of other unique student-faculty collaborations.
 - f. Examples of scholarly accomplishments. Copies of publications or abstracts of papers presented might be appropriate.

- g. Copies or summaries of grant applications (awarded, denied, or pending).
- h. Descriptive materials concerning contributions to the total University community.
- i. Descriptive materials concerning contributions to civic and community life.
- j. Other materials that would clarify for the committee how the candidate is satisfying one or more of the criteria for promotion and tenure.

7. Critical Dates (regarding faculty evaluation):

May 31	Letter of intent to seek promotion due to the VPAA and the department chair/program director
June 1	Evaluation packets due to chairs. *
July 15	Chair/director's evaluation to be returned to faculty members. *
May 15- August 10	Evaluation packets or updates due for all full-time faculty members
August 10	Promotion requests due

****Faculty on twelve-month contracts shall arrange appropriate dates with their department chair or graduate supervisor. However, the evaluation packet is due to the VPAA no later than September 15.***

B. Course Evaluations

1. All faculty members will be evaluated by student evaluations every academic year in all courses taught, with one exception: student evaluations will not be conducted in courses with only one or two students.
2. Students will evaluate instructors and courses with a faculty-approved form called "Student Evaluation of Instructor and Course" Students will evaluate instructors and distance-learning courses with a faculty approved form called "Student Evaluation of Instructor and Distance Learning Course". Both forms will be available online through a web-based survey procedure.
3. Primary responsibility for managing the student evaluation process shall reside in three persons appointed by the VPAA upon the recommendation of the Faculty Policies and Personnel Committee and with the approval of the Tenure, Promotion, and Continuation Committee: (1) an on-line survey administrator; (2) a project co-manager from the Office of Academic Affairs with rank of Assistant Dean or higher; and (3) a project co-manager from among the tenured full professors.
4. The evaluation instruments used for the student evaluations of instructors and courses shall be determined by simple majority vote of the faculty.
5. The evaluation process shall be open to students according to the following guidelines:
 - a. For full-semester courses, the process shall be open during the last two weeks of classes.
 - b. For ten-week courses, the process shall be open during the ninth and tenth week of classes.
 - c. For summer courses and other courses that do not fall into the full-semester or ten-week categories, the process shall be open during the last week of the course.
6. Steps to be completed in preparation for the on-line evaluation.

- a. The online survey administrator will arrange for email notices to be sent to students who are being asked to complete the Student Evaluation of Instructor and Course. The email message will let the students know which courses they are being asked to evaluate. Additional email messages may be sent out as reminders during the evaluation period.
 - b. The online survey administrator will send each participating faculty member a list of the faculty member's courses, and the students enrolled in those courses. Faculty members are to check this information for accuracy and notify the administrator of potential errors. Two situations of special concern would be (1) students who supposedly withdrew from a course but are still on the official roster and (2) students who have stopped participating in the class – for example, stopped attending, stopped submitting assignments, and stopped taking exams – but have not withdrawn from the class. A faculty member who contends that a student on the list would not be qualified to provide an evaluation should notify the on-line administrator of the student's name and the reasons the faculty member has reached that conclusion. This request to remove the student's name from the list of students eligible to evaluate the course will be considered by a three-person panel consisting of the on-line administrator and the two project co-managers.
 - c. For each course being evaluated by students, the faculty member will complete an on-line version of the Instructor Evaluation of Course. This would normally be done during the same time period as the students are doing their evaluations. The deadline for faculty members to complete the Instructor Evaluation of Course Form shall be at 5:00 p.m., two business days after grades are due for the semester.
 - d. Reports generated by the on-line Student Evaluation of Instructor and Course will become available about one week after the deadline for submitting grades.
 - e. The reports for each course will include a frequency distribution of responses to each question and the text of the open-ended responses.
 - (1) Any aggregated reports that are developed must be presented in such a way that instructor identities are hidden. Viewers of aggregate reports should not be able to connect any particular responses to any specific instructor.
7. Student evaluation of instructors and courses: special procedures
- a. For individual study, field experiences, private music lessons, internships, or student teaching, the department may design a special evaluation form that is more appropriate than the "Student Evaluation of Instructor and Course." The evaluation may use hard-copy forms or on-line procedures. Departments or graduate programs using this option should submit the proposed forms and procedures to the Tenure, Promotion, and Continuation Committee-for its approval.
 - b. If a hard-copy form is used, the following guidelines apply:
 - (1) If a hard-copy form is used for individual study, field experience, private music lessons, or student teaching, the form shall be filled out at a time and place designated by the department chair/program director. The instructor shall not be in the same room that a student is using for filling out the evaluation form. The student shall return the form to the academic secretary in the building or, in the

- evening, to the evening librarian, who shall deliver all forms to the Office of Academic Affairs as soon as feasible.
- (2) Copies of the evaluation forms will be made available to instructors following the submission of grades for the semester. Copies of these responses will be provided to the Tenure, Promotion, and Continuation Committee and department chairs/program directors for each instructor evaluated. These should be retained by the instructor for a period of five years.
 - (3) Faculty members will submit the hard-copy version of the Instructor Evaluation of Course.
- c. Student evaluation of instructors and courses: special procedures for department chairs and program directors
- (1) If the students are completing a Student Evaluation of Instructor and Course for a faculty member who is also a department chair/program director, the responsibilities assigned here to the department chair/program director will be performed by the dean of the faculty member's college.
 - (2) The following criteria shall govern the use of the results of student evaluations of instructors and courses:
 - (i) There shall be no overall rating or ranking of faculty members based on a numerical tally.
 - (ii) An all-campus frequency distribution may be prepared for each question each semester. If prepared, the report will be made available to all full-time faculty members.
 - (iii) Instructors may submit written responses to any item on the student evaluations and have their responses considered along with the reported results of students.
- d. The information from the student evaluations should not be applied mechanically by the Tenure, Promotion, and Continuation Committee, but should serve as a basis for Committee discussion and deliberation.
- e. Instructors may also submit the results of student evaluations other than the official evaluations. The instructor should carefully describe the procedure used for the unofficial evaluations.
- f. Department chairs/program directors may comment on any item on the student evaluations.
- g. If a faculty member has a joint appointment in more than one department, the department chairs/program directors may prepare joint comments or individual comments, at their discretion.

C. Evaluation by the Tenure, Promotion, and Continuation Committee

1. The Tenure, Promotion, and Continuation Committee will conduct a review of probationary faculty members during their second, third, fifth, and sixth years of service. The committee may, at its discretion, choose to review faculty members in their first and fourth years of service. If a faculty member brings service credit from a

previous position, the committee will conduct at least three full reviews of that member.

2. All full-time faculty members being considered for continuation will be interviewed midway to the tenure consideration by the Tenure, Promotion, and Continuation Committee. Interviews may be requested by any faculty or the Tenure, Promotion, and Continuation Committee at any other time. All such interviews will be conducted by the committee and its final recommendation will be given to the President. The President presents the recommendation to the BOT which ultimately makes the final decision on tenure and promotion. The faculty member is informed of the decision by the President and VPAA.

D. Faculty Mentoring

1. For the most effective personnel administration there must be a free interchange of information among faculty and students, among faculty within a department/program, between a faculty member and the department chair/program director, and between a faculty member the dean of their college, the VPAA or President. The candid discussion of problems is the most effective way of solving them. An even better approach is to anticipate problems that may arise and attempt to prevent them by taking appropriate action.
2. Faculty members should feel free to discuss problems with their department chairs/program directors and to attempt to resolve the problems with their assistance. Department chairs/program directors have the responsibility to discuss problems in teaching and related matters with faculty members in the department/graduate program and to offer advice and suggestions for solving them. Incidents involving poor performance or poor judgment should be discussed explicitly with the faculty member involved. A pattern of such incidents may lead to a discussion by the faculty member and department chair/program director with the dean of the college, the VPAA, or President in an effort to resolve the problem in order to improve teaching or other performance. A continued pattern of inadequate performance normally will be discussed by the Tenure, Promotion, and Continuation Committee for a possible recommendation of further action. The general University policy is to use counseling techniques to attempt to overcome poor performance, inefficiency, or malfeasance to the extent that the counseling techniques result in significant improvement.
3. At the request of a faculty member, the Center for Faculty Development can provide observations of teaching and offer feedback to the faculty member who wishes to improve their teaching practice.

Chapter 5 - Non-Continuation

Overview

There may be occasions in which the faculty member believes there is cause for redress with respect to actions which have been taken concerning non-renewal of appointments and termination of appointments. The individual may wish to pursue a course of action leading to possible redress. The general policy of the University is to first exhaust all reasonable means of attaining an informal solution to the problem. Should these fail, the faculty member may then pursue more formal methods of redress.

A. Non-Renewal of Appointments

1. The performance of probationary tenure-track faculty members and renewable non-tenure-track faculty members is reviewed after the first semester by the respective college dean as well as annually by the Tenure, Promotion, and Continuation Committee, and a recommendation to the President is made for or against continuation in each case. A failure to recommend continuation may be based on performance, changing University needs, personal or professional plans of the individual, or numerous other factors which do not necessarily reflect unfavorably on the individual.
2. A faculty member whose appointment is not to be renewed will be notified by the President or the VPAA in accordance with the time frame outlined in Chapter 1. The reasons that contributed to the decision will be discussed with the faculty member. Upon request, the basic reasons will be confirmed in writing.
3. Within ten days from receipt of formal notification of the President's decision not to renew an appointment, the faculty member may appeal the decision.
 - a. If the Tenure, Promotion, and Continuation Committee* recommended against continuation, and the President concurred with this recommendation, then the faculty member may appeal the decision to the Faculty Appeals Committee. The purpose of the Faculty Appeals Committee is not to substitute its judgment on the merits of the case, but to ensure that adequate consideration was given to the case by the Tenure, Promotion, and Continuation Committee. If the Faculty Appeals Committee finds that the Tenure, Promotion, and Continuation Committee gave adequate consideration to the faculty member's case, then the recommendation of the Tenure, Promotion, and Continuation Committee stands. If the Faculty Appeals Committee believes that adequate consideration was not given to the faculty member's case, it will request reconsideration by the Tenure, Promotion, and Continuation Committee indicating the respects in which it believes the consideration may not have been adequate. The Tenure, Promotion, and Continuation Committee will then reconsider the case. The Tenure, Promotion, and Continuation Committee will forward its final recommendations to the VPAA. After these recommendations have been appropriately considered, the VPAA or President will provide the decision to the faculty member as well as the Tenure, Promotion, and Continuation Committee.

(*In the case of the first-semester faculty review, the recommendation would originate with the college dean rather than TPCC.)

- b. If the Tenure, Promotion, and Continuation Committee* recommended for continuation, and the President decided against continuation, the faculty member may ask the President to have the case reviewed by a committee appointed by the Chair of the Board of Trustees. This committee will be composed of members from the Academic Affairs or Executive Committees of the Board of Trustees. The faculty member must provide a written appeal with supporting documentation to the VPAA who will furnish it, with any other pertinent material, to the review committee. The review committee may request additional information, as it considers appropriate, and decide the case. The faculty member will be notified of the decision by the President or VPAA, and the appeal process is concluded. *In the case of the first-semester faculty review, the recommendation would originate with the college dean rather than TPCC.

B. Termination of Appointments

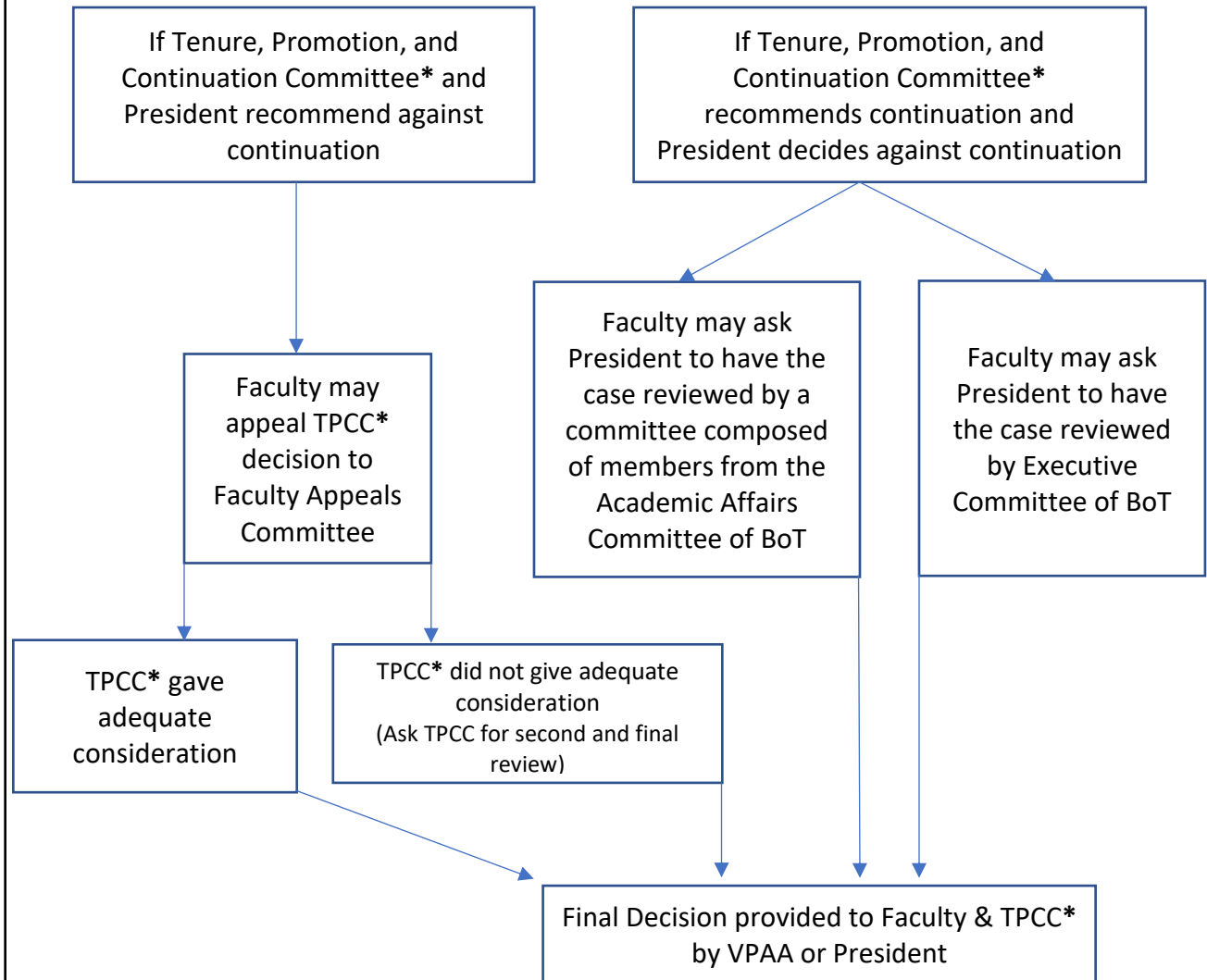
1. Termination of an appointment of a faculty member with tenure or of a faculty member on special or probationary appointment before the end of the specified term may be made for adequate cause. Written notice of such termination shall be made in accordance with the time frame outlined in Chapter 1. Termination, as used in this paragraph and below, refers to the non-reappointment of a faculty member with tenure or the cancellation of an appointment during the period of the contract of a faculty member on special or probationary appointment. Termination is distinguished from the non-renewal of a probationary appointment, which is discussed in Chapter 5, Section A. If an appointment is terminated, the faculty member will be offered a contract, salary, or other satisfactory arrangements for the period of notice discussed in Chapter 1. Three types of termination are discussed below: termination based on financial exigency, termination based on changing need, and termination based on dismissal.
 - a. Termination Based on Financial Exigency
 - (1) An appointment of a faculty member with tenure or of a faculty member on special or probationary appointment may be terminated before the end of the specified term based on financial exigency for the University as a whole or based on insufficient enrollment in a program or department to warrant continuation of instruction or staffing at a particular level. Procedures relating to such terminations are discussed in the remainder of this section. Written notice of such terminations shall be made in accordance with the time frame outlined in Chapter 1.
 - (2) Financial exigency will be determined by the Board of Trustees, upon recommendation of the President, after review of the factors most pertinent to the circumstances by the appropriate faculty committee(s) and the faculty as a whole.
 - b. Termination Based on Changing Need

- (1) Termination based on changing need shall be made only after review of staffing requirements and all the other factors involved, and after efforts have been made to attempt to correct the conditions which have led to prolonged (3 or more years) low enrollment or other basic cause of the problem. Faculty members shall be expected to participate fully in efforts to remedy the causes of low enrollment or other lack of need for staffing at a particular level.
 - (2) Before termination based on changing need, the University will attempt to place the affected individual in other suitable positions, which they can perform equally well in comparison to individuals who could be employed to accomplish the work. The affected individual must also meet the criteria for accreditation and assumed practices of the [Higher Learning Commission](#), the State of Ohio, and any pertinent disciplinary accrediting body as referenced in Chapter 1. Otherwise, the termination will be effected.
 - (3) The review of staffing requirements prior to termination based on changing needs will be made by the President, the VPAA, a review committee of college deans, department chairs/program directors appointed by the VPAA, and the Tenure, Promotion, and Continuation Committee. The proposed staffing level changes, which would result in termination, will be approved by the President before action is initiated to terminate the appointment. Upon notice of termination the faculty member may petition the President to have the entire matter reviewed by a committee from the Academic Affairs or the Executive Committees of the Board of Trustees and appointed by the Chair of the Board of Trustees. If the review committee determines that the termination should be reconsidered, it will request the President to have the matter restudied by the various individuals and committees mentioned above and reported again to the review committee. If the review committee determines that the termination should not be made, the President or the VPAA will inform the faculty member. If it determines that the termination should be made the President or the VPAA will inform the faculty member and termination arrangements will be concluded.
- c. Termination Based on Dismissal
- (1) Adequate cause for dismissal of tenured members will be related to the fitness of the faculty member in his or her professional capacity as a teacher. Adequate cause includes serious inefficiency, incompetency, conviction of a felony, immorality, or similar professional, personal, legal, or medical deficiency which significantly undermines the faculty member's ability to perform in his or her professional capacity as a teacher or significantly undermines his or her position as a contributing member of the academic community. Dismissal will be preceded by discussion among the faculty member, the department chair, the VPAA or the President in an effort to resolve the problem, and by referral to the Tenure, Promotion, and Continuation Committee on the matter at issue. The matter will be considered by the Tenure, Promotion, and Continuation Committee and a recommendation will be made to the President. If the Tenure, Promotion, and Continuation Committee recommends dismissal and the President accepts the recommendation, the faculty member will be notified of the intention to dismiss

him or her and the faculty member will be provided with information concerning settlement arrangements for the termination at the University. If the arrangements are satisfactory to the individual and if the faculty member does not wish to challenge the dismissal, the arrangements for the termination will be completed.

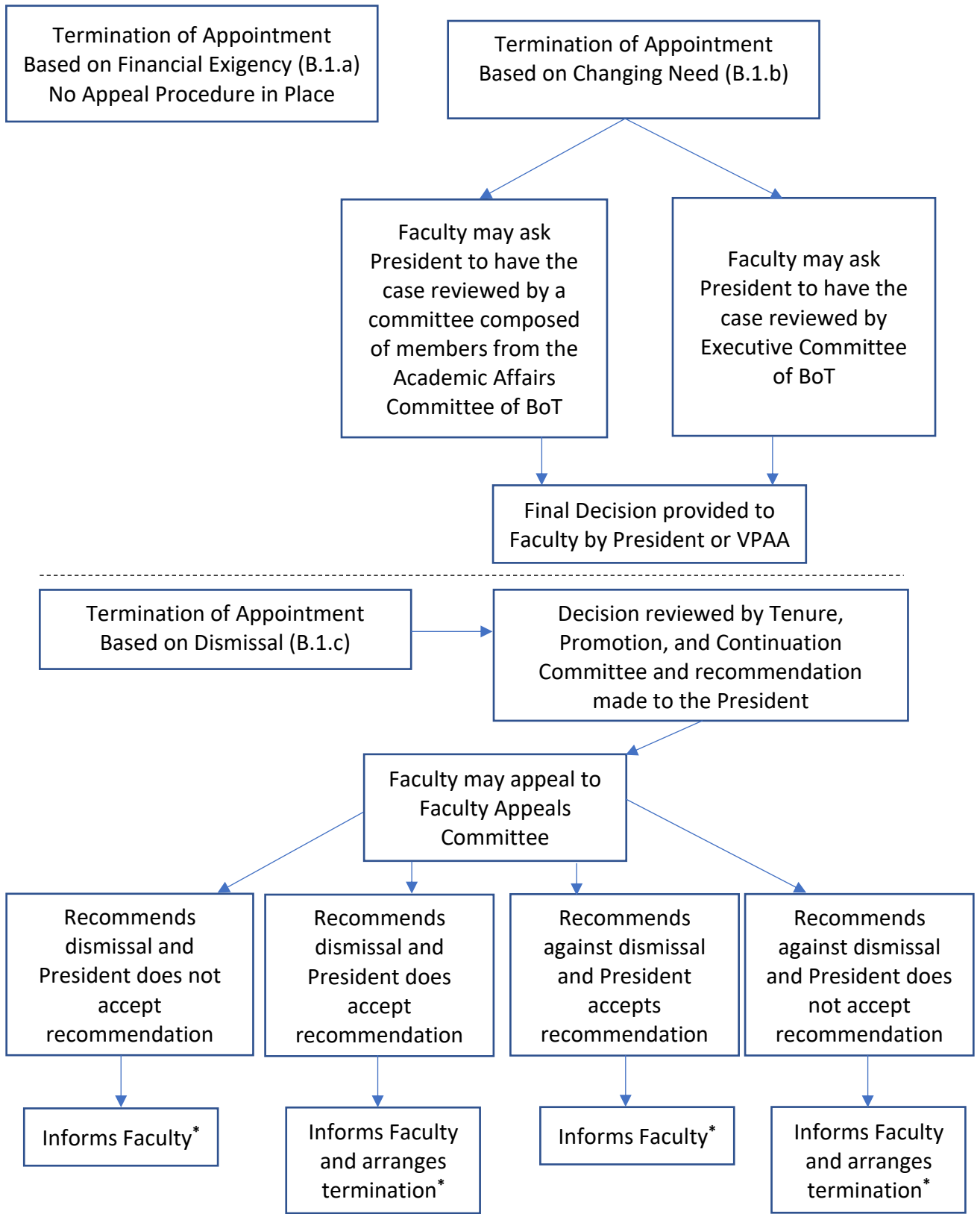
- (2) Upon request, the faculty member will be provided with a written statement which frames with a reasonable degree of particularity, the reasons for dismissal. The faculty member may request that the matter be reviewed by the Faculty Appeals Committee. Members of the committee should disqualify themselves if they have cause for bias or are directly involved. The Faculty Appeals Committee shall conduct its review of the matter with regard for academic due process, and using rules designed to obtain the most reliable evidence available. The Faculty Appeals Board will not, however, be bound by rules of legal evidence and may admit evidence which is of probative value in determining the issues involved. The objective is for the Faculty Appeals Committee to arrive at the best judgment possible considering fairness to the individual and fairness to the institution.
- (3) The Faculty Appeals Committee will provide its recommendation with supporting record to the President. If the Faculty Appeals Committee recommends dismissal and the President does not accept the recommendation of the Faculty Appeals Committee, the President will inform the faculty member of that decision. If the Faculty Appeals Committee recommends dismissal, and the President accepts the recommendation of the board, the President will inform the faculty member of the decision and arrange for the faculty member's termination at the University. If the Faculty Appeals Committee recommends against dismissal, and the President accepts the recommendation of the board, the President will inform the faculty member of the decision. If the Faculty Appeals Committee recommends against dismissal and the President does not accept the recommendation of the board, the President will inform the faculty member of his/her decision and arrange for the faculty member's termination from the University.

Process for A: Non-renewal of Probationary Appointments



***In the case of the first-semester faculty review, the recommendation would originate with the college dean rather than TPCC.**

Process for B: Termination of Appointment



* The President informs the faculty and the Faculty Appeals Committee of the decision

Chapter 6 General Grievances and Non-Compliance

Overview

There may be occasions other than tenure/promotion decisions or non-renewal of appointment in which the faculty member believes there is cause for redress. The general policy of the University is to first exhaust all reasonable means of attaining an informal solution to the problem. Should these fail, the faculty member may then pursue a more formal redress process. In addition to the language below which describes this process, a flowchart depicting this process is also provided at the end of the chapter.

A. Types of Grievances

1. Appeal Concerning Academic Freedom: A faculty member believes that a decision with respect to them is based significantly on considerations violative of academic freedom.
2. Appeal Concerning Professional Standards Issues: A faculty member is not meeting acceptable professional standards of conduct or performance. Examples would be misconduct short of that required for dismissal, or persistent failure to meet teaching or other professional obligations.
3. Appeal Concerning Other Issues: A faculty member identifies an issue other than those involving academic freedom and professional standards.
4. Appeal of Actions Based on Discrimination: The University of Mount Union prohibits discrimination on the basis of race, gender, gender identity or expression, sex, sexual orientation, religion, age, color, creed, national or ethnic origin, veteran status, marital or parental status, pregnancy, disability, or genetic information in student admissions, financial aid, educational or athletic programs, or employment as now or may hereafter be required by university policy and federal or state law. Inquiries regarding compliance may be directed to the Director of Human Resources. If a faculty member believes that a decision has been made in violation of this policy, the faculty member should provide a written statement outlining the issue to the Office of Human Resources for resolution of the matter.

B. Process for A.1, A.2, and A.3

1. Whenever a faculty member believes there is cause for redress, the faculty member will first contact their department chair(s)/program director to discuss the matter.
2. Should the faculty member and department chair(s)/program director not be able to resolve the matter, the faculty member will discuss the matter with the appropriate college dean(s).

3. If the matter involves the department chair(s)/program director, then the faculty member may move directly to discussing this matter with the appropriate college dean(s).
4. Should the faculty member and college dean(s) not arrive at a resolution, the matter may be referred to the Faculty Policies & Personnel Committee for a formal review.
5. For the formal review by the Faculty Policies & Personnel Committee, the faculty member should prepare written material to clearly identify the problems and issues involved. The written material normally should be provided to the VPAA so that the matter can be placed on the Faculty Policies and Personnel Committee's agenda. However, the material can be furnished to any member of the committee. While it is not feasible to state time limits which are applicable in all cases, the faculty member normally should initiate the request to the Faculty Policies and Personnel Committee within ten days after gaining knowledge of the matter at issue.
6. The Faculty Policies and Personnel Committee will review the material and determine whether it believes the matter may be appropriately settled by other means. In this case, the Faculty Policies and Personnel Committee may seek to bring about a settlement of the issues satisfactory to all of the parties involved. If in the opinion of the Faculty Policies and Personnel Committee such a settlement is not possible or is not appropriate, the committee will propose recommendations regarding the matter which are in the best interests of all involved in the case.
7. The Faculty Policies & Personnel Committee will forward its recommendations to the VPAA. After considering these recommendations, the VPAA will provide a decision to the faculty member(s) as well as the Faculty Policies and Personnel Committee.
8. Within ten days from receipt of formal notification of the VPAA's decision, the faculty member may appeal the decision.
 - a. If the VPAA concurred with the Faculty Policies & Personnel Committee's recommendations, the faculty member may appeal to the Faculty Appeals Committee. The individual and Faculty Policies and Personnel Committee will provide the Faculty Appeals Committee the documentation considered in making the original recommendation. The purpose of the Faculty Appeals Committee is not to substitute its judgment on the merits of the case, but to ensure that adequate consideration was given to the case by the Faculty Policies and Personnel Committee. If the Faculty Appeals Committee finds that the Faculty Policies and Personnel Committee gave adequate consideration to the faculty member's case, then the recommendation of the Faculty Policies and Personnel Committee stands. If the Faculty Appeals Committee believes that adequate consideration was not given to the faculty member's case, it will request reconsideration by the Faculty Policies and Personnel Committee indicating the respects in which it believes the

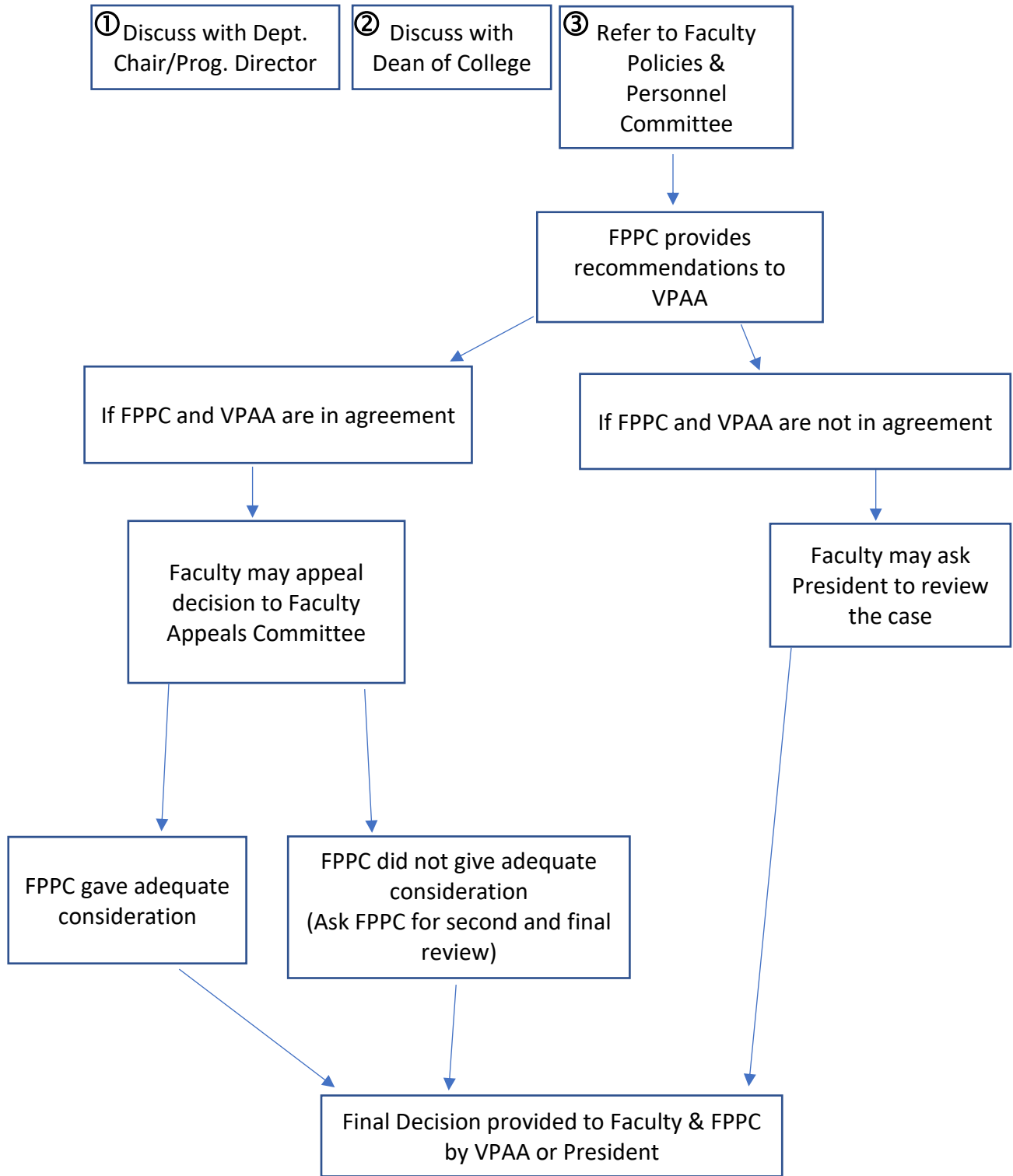
consideration may not have been adequate. The Faculty Policies and Personnel Committee will then reconsider the case. The Faculty Policies & Personnel Committee will forward its final recommendations to the VPAA. After considering these recommendations, the VPAA will provide the decision to the faculty member(s) as well as the Faculty Policies and Personnel Committee.

- b. If the VPAA did not concur with the Faculty Policies & Personnel Committee's recommendations, the faculty member may ask the President to review the case. The faculty member must provide a written appeal with supporting documentation directly to the President. The President may request additional information, as appropriate, and will then decide the case. The faculty member will be notified of the decision by the President, and the appeal process is concluded.

C. Sanctions

1. The sanctions or penalties which may be imposed in cases involving violations short of adequate cause for dismissal include but are not limited to the following: reprimand, suspension for a stated period, recommendation for pay arrangements less favorable than those for the remainder of the faculty, reduction in academic rank, delay of possible future promotion, or other actions which in the judgment of the Faculty Policies and Personnel Committee, the VPAA, or the President are appropriate for the case.

Process for A.1, A.2, and A.3



Note: Some issues may be able to be resolved through informal discussions (1 and 2 above) and thus will not move forward to a committee hearing.

Chapter 7 - Sabbatical and other Leaves

Overview

There are circumstances that may require an instructor to be off campus for extended periods of time for development, extended research, project completion, and teaching abroad or at another institution. Leaves are available to accommodate these circumstances. These leaves include sabbaticals, faculty exchanges, educational leaves, and special leaves, and are not emergency leaves, meaning that they require institutional foreknowledge and a certain amount of planning.

A. Types of Professional Leave

1. Four types of professional leave are available to full-time faculty members: (Under all circumstances, department chair/program director support is crucial, and should speak to concerns related to covering vacancies caused by leaves of absence.) These are sabbatical, faculty exchange, educational, and special leave.
2. Sabbatical leave is for tenured faculty. Faculty members may apply for a sabbatical leave during the sixth year of service, or during the sixth year of service since the individual's last sabbatical. If approved, the sabbatical would take place in the year subsequent to the year of application. The initial sabbatical leave is contingent upon the receipt of tenure.
3. Faculty exchange leave usually granted for the purpose of permitting an individual to participate in a faculty exchange program negotiated by the University or in an established program such as the Fulbright Scholars Program.
4. Educational leave without pay, usually granted for the purpose of permitting an individual to complete a degree, undertake a project, perform research, or participate in other activity closely related to the individual's academic field.
5. Special leave without pay usually granted for a purpose other than those mentioned above. An example of special leave would be to permit a faculty member to participate in a community or public service project or a political campaign or to write a book not directly related to the individual's academic field.

B. General Procedures and Critical Dates for Leave of Absence

1. Submission of requests and consideration of such requests for sabbatical, faculty exchange, educational, and special follow the same procedures. Requests for leave for the fall semester, spring semester, or for fall and spring semesters of an academic year must be submitted to the dean of the faculty member's college by the first Monday of October of the academic year preceding the year in which the leave is to be taken.
2. The request should be on the form designed for that purpose and should specify the purpose, method, relevance, and location of activities to be undertaken during the leave. The department chair/program director should include an evaluation of the

project and an assessment of how the absence, if approved, will affect the departmental teaching schedule. A copy of the sabbatical leave request form is in the addenda.

3. Requests for leaves may be denied if, in the judgment of the Faculty Development Committee, the VPAA, the President, or the Academic Affairs or Executive Committee of the Board of Trustees, the proposed program fails to meet the guidelines and criteria discussed below or is otherwise unsatisfactory.
4. Summary of Critical Dates for Leave of Absence:

First Monday of October	Applications due for the fall/spring semester or full year leaves
Second week of October	Applications considered by Faculty Development Committee
Second Monday of October	Recommended proposals are forwarded to the dean of the faculty member's college. The college deans confer with department chairs/program directors before passing the recommendations on to the VPAA and the President to determine which proposals will be recommended to the Board of Trustees.
January Board Meeting	Recommended proposals are presented to the Academic Affairs Subcommittee of the Board of Trustees.
Following the Board Meeting	Applicants notified

C. Sabbatical Leave

1. Sabbatical leave is granted primarily to aid the individual in study and renewal in order to enhance one's future contributions to the University. It is not a reward for past service, or a right, or a period of leave, which every person should expect to receive as a matter of course. The University is not committed to granting sabbatical leaves to all tenured faculty members every seventh year. Each proposal is considered on its merits and each absence is considered in its impact on the teaching schedule and overall academic program.
2. Each year, the Faculty Development Committee considers submitted sabbatical proposals. These proposals are placed into tiers: highly recommend, recommend, recommend with reservations, and do not recommend, based on their completeness, potential contribution to the faculty member's development, anticipated scholarly outcomes, and potential contribution to the University. All recommendations are forwarded to the college deans who confer with department chairs/program directors regarding the potential impact of a faculty member's absence on departmental or university functions. The recommendations are then passed on to the VPAA and the President to determine which proposals will be recommended to the Board of Trustees.
3. Many disciplines are so broad that no teacher can master all facets of the discipline; therefore, a sabbatical leave might be used to fill in an area of competence in a discipline or a related discipline as preparation for teaching in that area or might be used in other ways which clearly meets University needs. Sabbaticals should not be used, however, merely to prepare for a new and never-before-taught course. Faculty applicants should propose going beyond mere preparation for teaching new courses. A

sabbatical leave planned well in advance with clear goals and expectations creates the best circumstances for a professionally stimulating experience. Therefore, a strong sabbatical leave proposal is one which proposes a legitimate activity in conjunction with proper planning of the work to be undertaken, and, where applicable, the establishment of working sites and arrangements in advance.

D. Sabbatical Application Guidelines

1. The following guidelines are offered as items to be addressed in the submission of any of the above-named applications for support. They represent the minimal set of information required in the proposal. Members of the Faculty Development Committee are willing to work with faculty members as they develop their proposals to help ensure that these guidelines are addressed. Sabbatical proposals for on-campus or independent work using animal or human subjects should follow University of Mount Union guidelines for such work and have approval by the appropriate committee.
 - a. **Abstract (200 to 300 words):** This stand-alone synopsis is designed to enable your non-specialist reader to identify the key points regarding the merits of the proposal. Accordingly, please define any field-specific terminology. The Board of Trustees receives copies of the abstracts. The abstract should summarize the following elements of your proposal: problem and need, methods, teaching effectiveness/evaluation, and scholarly outcomes. Highlight the specific outcomes that you expect will result from completion of the project, emphasizing the ways in which these outcomes will benefit the University. Include a description of the specific ways that you intend to present your scholarly work in professional/academic settings among peers outside the University.
 - b. **Professional Competence:** Establishes you as the scholar, capable of doing the project. Describe relevant proficiencies that you possess (e.g., knowledge, experience, skills, credentials), and explain how these have prepared you to carry out this particular project. If applicable, briefly describe the primary ways in which a previous sabbatical(s) was demonstrably successful, including how it specifically enhanced your contributions to the University.
 - c. **Problem and Need:** Describe the academic motivation for your project (why you believe your sabbatical would be of benefit to your field or program). Describe the personal motivation for your project (why you believe your research/project would be of benefit to you). Be sure to cover both areas.
 - d. **Methods:** Describe your methodology to a non-specialist audience to give insight into your sabbatical process. Include a weekly/monthly timeline for your sabbatical detailing the specific activities in which you will be engaged. This might include logistic considerations such as travel, cost, data gathering/analysis or performances. Include a copy of the IRB approval (or application, if not yet approved) for research with animals or human subjects, if appropriate.
 - e. **Teaching Effectiveness and Evaluation:** Describe the ways that you expect the sabbatical will contribute to your development as a faculty member. You should

include a description of specific benefits to the University, for instance how completing the project will improve your teaching effectiveness. Include a description of how you will evaluate your success in meeting these professional development objectives.

- f. Scholarly Outcomes: Describe the specific forum(s) beyond the campus that you expect to utilize for dissemination of your work. It is recommended that you detail and focus on peer-reviewed written work, conference presentations, or performances/exhibits through which you will publicly display your work. (Provide specifics if available.). If applicable, describe any other specific outcomes not noted elsewhere that you expect from the completion of the project. Finally, include a description of the expected positive impact that completing the project will have on your present and future research and/or scholarship. As a reminder, a post-sabbatical report is required if your sabbatical is approved (sabbatical reports are reviewed as part of subsequent sabbatical consideration).
2. Sabbatical proposals require a letter of support from the department chair/program director, or other expert in the field (if the applicant is chair/program director). In the case of Questions 3 and 4, give specific examples about how the absence could be handled rather than generalities. The chair/program director must address the following questions:
 - a. How do you evaluate the relevance, currency, and/or validity of the project proposed? If the chair/program director cannot evaluate this, then a statement of support can be made by another expert in the field.
 - b. How will the proposal contribute to the professional development of this faculty member and increase his or her value to the students and colleagues of the department and stature as a member of the larger academic community?
 - c. What specific implications does this proposed absence have for the department? How will classes be met in his or her absence?
 - d. What other departmental or university functions will be impacted by the proposed leave?
 3. Efforts will be made to approve sabbatical leave requests for work of high quality at the time most convenient to the faculty member. The leave may be postponed, however, if the absence of the faculty member at the time of the requested leave will seriously impair the academic program of the University or contribute to a financial burden, which could adversely affect University operations; an overriding consideration is the teaching needs of the University in the faculty member's area of competence. Sabbatical leave requests from an individual or individuals in the same or related departments or programs may be deferred if they significantly affect the teaching capability or require the employment of replacements to the extent that it becomes financially impractical or the integrity of the department or graduate program cannot adequately be maintained. The period of postponement of approved sabbatical leaves, which are delayed, for reasons enumerated in this subparagraph will be counted toward eligibility for the next sabbatical. In this case, it is preferred that at least 5 years occur between sabbaticals.

4. If, after a sabbatical leave proposal is approved, the substance or location of the work to be undertaken changes, the faculty member should submit an amended proposal for reconsideration by the Faculty Development Committee, the faculty member's college dean, and the VPAA.
5. The salary, which the faculty member receives while on sabbatical leave, is: one semester - full salary; two semesters - 1/2 of the academic year salary.
6. By the end of the 5th week of the semester following sabbatical leave, the faculty member will submit the Post Sabbatical Report Form to the college dean, the VPAA, and the Faculty Development Committee who will recommend ways in which the faculty member can share the outcomes of their sabbatical work with the University community.
7. A faculty member receiving sabbatical leave must return to the University of Mount Union for at least one year of service before retirement and at least one year of service in other cases. The University of Mount Union may seek reimbursement of sabbatical salary paid should this requirement not be met.
8. Fringe benefits of a continuing nature remain in effect during a sabbatical leave. Medical coverage, life insurance, disability income protection, education of dependents and contributions to TIAA based upon the usual full academic year salary will be continued. Benefits that are individually approved, such as travel reimbursement, tuition assistance or other professional development benefits provided by the University, excluding competitive grant programs such as the STAR grants and the Austin-Montgomery Fund, may be applied for and granted during a sabbatical program based upon the academic validity of the proposed program and its value to the University. It is not to be assumed that the granting of a sabbatical leave entailing travel, educational or other expenses presumes the granting of support by the University for these expenses. Such decisions are to be individually negotiated between the faculty member involved and the administration of the University. Application for grants for support for such expenses from sources outside of the University is encouraged.
9. Recommendation by the Faculty Development Committee for approval of a proposed sabbatical program will be based solely upon the academic and educational merit of the program and its value to the applying faculty member, the educational program of the applicant's department or program, and the needs of the University. A faculty member may obtain externally funded expense support while on sabbatical leave, but a sabbatical must not be viewed as an opportunity to seek outside employment primarily to obtain additional income for the faculty member.
10. The period of a sabbatical leave will be considered as time of continual service to the University for purposes of eligibility for promotion.
11. Sabbatical reports will be made available on-line by the Faculty Development Committee and entered into the Faculty Meeting agenda.

E. Faculty Exchange Leave

1. Fringe benefits of a continuing nature remain in effect during a faculty exchange leave. Medical coverage, life insurance, disability income protection, education of dependents and contributions to TIAA-CREF based upon the usual full academic year salary will be continued.
2. The period of a faculty exchange leave will be considered as time of continual service to the University for purposes of eligibility for sabbatical leave or promotion or consideration for tenure.

F. Educational Leave

1. The application should state specifically the purpose of the leave and the method by which it is to be achieved as well as the relevance to the applicant's field.
2. Although there are many legitimate uses to be made of an educational leave, primary consideration will be given to those applications designed to improve proficiency or to undertake possible research and/or writing in one's discipline.
3. Educational leaves ordinarily will not be granted for more than one academic year.
4. Up to one year's educational leave may be counted toward eligibility for sabbatical leave.
5. Educational leave time is not counted toward consideration for promotion or tenure.
6. Fringe benefits do not continue while the faculty member is on educational or special leave except that medical and life insurance coverage can be continued at the faculty member's expense while on such leave.

G. Special Leave

1. Special leave ordinarily will not be granted for more than one academic year.
2. Special leave is not counted toward eligibility for sabbatical leave or promotion or consideration for tenure.
3. Fringe benefits do not continue while the faculty member is on special leave except that medical and life insurance coverage may be continued at the faculty member's expense while on such leave.

Chapter 8 - Policy on Salary and Compensation

Overview

Salary and related benefits are the principal means by which the University compensates professional personnel for their services. The general policy of the University with respect to salary and benefits is to attempt to compensate individuals fairly and the faculty as a whole. The University has historically devoted a high percentage of its resources to the instructional program, the primary resources component of which is salary and direct benefits. The level of compensation is a function of several factors, which, on the whole, reflect how well the University is functioning. These factors include qualifications and contributions of individuals; qualifications and contributions of the faculty as a whole; strength of the total educational program; the number of students who attend the University and their relative ability to pay for their education; effectiveness of management of the University's academic, student, and financial affairs; and the external support which our programs generate.

Each faculty member is offered a contract or salary agreement by April 15 for the faculty member's services for the following year. The ten-month contract period is August 1 through May 31. The twelve-month contract period varies by faculty member and is stated in each faculty member's contract. The date by which the faculty member is requested to return the contract is stated in the contract. The faculty member should either return the signed contract to the VPAA or discuss it with the dean of the faculty member's college prior to that date.

A. Salary and Compensation Levels

1. Mount Union considers that an individual's salary is a private matter and does not release the amount of individual salaries or information from which individual salaries can be determined, except as required by law. Data pertaining to salary and compensation level by rank and for the faculty as a whole will be periodically provided to the faculty. The President or dean of the faculty member's college will, upon request, discuss a faculty member's salary with the faculty member and will indicate the basis on which the current salary offer is determined and provide general information concerning how the salary compares to that of others of similar rank, service, and qualifications.
2. The salary and compensation range for each academic rank depends upon such variables as: past and present promotion policies; past and present salary policies and salaries of individuals; benefits used by individuals in each rank; and the experience, credentials, evaluation of past contributions and estimate of future contribution of individuals in each rank. Experience also varies over a wide range, especially among professors and associate professors.

B. Salary Payment

1. Regular salaries are paid in twelve equal monthly payments beginning in August. Faculty members are paid by direct deposit on the last business day of each month.
2. Payment for the summer session shall be made according to the contract letter.

C. Schedule of Faculty Compensation for Summer School

1. Compensation information for both full-time (10-mo. contract) and part-time faculty members is distributed each spring. Compensation is based on the credit hours and the number of tuition-paying students in the class. Since enrollment numbers can change at the last minute, the enrollment freeze date is used in determining compensation. Letters indicating the course(s), number of students, and corresponding compensation are prepared and sent to those teaching in the Summer School Program as soon as possible after the freeze date. Complete information regarding faculty compensation can be obtained from the Office of Academic Affairs. NOTE: Certain faculty and full-time staff members, etc. (a full-time employee on a 12-month contract) are not paid additional monies for teaching summer classes.

D. Summer School and Additional Compensation

1. Department chairs/program directors are primarily responsible for arranging a summer program in their department/program, which attempts to meet the academic, and professional needs of the faculty and that will attract students.
2. If there are more members in a department or program who wish to teach than there is a demand for services in the department, the department chair/program director will work a system of rotation, which is most satisfactory to the faculty members.
3. A faculty member's regular employment involves responsibilities for teaching, scholarship/creative activity, service, and engagement with students. A faculty member may accept responsibilities that exceed the general equity norm. These additional non-chair/director responsibilities may be compensated through a course release or financial compensation as discussed below. To the extent possible, such arrangements should be approved prior to the start of the fiscal year. The general standard is that a course release or equivalent will be provided for service that spans the length of a semester and significantly exceeds a faculty member's regular responsibilities. A course release shall be recommended by the dean of the faculty member's college and approved by the VPAA. Financial compensation must be approved by the college dean and VPAA, and the appropriate department chair/program director may be consulted. Full-time faculty members who have an appointment beginning August 1 and ending May 31 of the following year may be requested to perform certain responsibilities during the summer (June 1 to July 31) without additional compensation (e.g., participating in summer orientation activities and registration events, or attending faculty meetings). Faculty have the right to refuse such requests without penalty. In certain situations, a faculty member may receive financial compensation for accepting responsibilities that

exceed the general equity norm as determined by the appropriate college dean. Financial compensation should be limited to a portion of or all of the academic year and come about as a result of a faculty member actually working more than the others in their unit, and no other form of compensation (e.g., course release) being possible. Such compensation should be limited to no more than the academic year and will not be subject to automatic renewal.

E. Compensation for Courses Taken on a Directed-Study Basis

1. Courses taught on a Directed-Study basis during the academic year are part of the faculty members' regular compensation and teaching load and no additional compensation is received.

F. Employee Tuition Benefit

1. Employees may take summer classes tuition free when there are 3 students or more enrolled in the course. The employee cannot be counted toward the number needed to hold the class and faculty compensation may be adjusted based on the number of non-paying students. Directed Study courses and Internship courses are an exception; employees must pay the regular tuition fee for Directed Study and Internship courses.

G. Reconsideration of Salary

1. A faculty member who wishes to have his or her salary offer for the following year reconsidered should arrange to discuss the matter with the dean of the college prior to the date by which the contract or salary agreement is to be returned. The dean will provide the faculty member with general information concerning how the individual's salary compares to the salary of others of similar age, rank, service, and qualifications and the basis on which the salary offer was determined. Subsequent to this discussion, if the faculty member chooses, they may submit a written brief of the case and provide it to the dean of the faculty member's college and the VPAA.

H. Policy on Fringe Benefits and Professional Development

1. The fringe benefit and professional development programs of University of Mount Union are designed to supplement salary, provide a degree of security, and encourage the faculty member to undertake an active program of maintaining and improving professional capabilities. The proportion of faculty compensation, which is represented by fringe benefits and professional development costs, has been a substantial amount of the total compensation.
2. Further increases in compensation devoted to fringe benefits and professional development can be expected in the future due to mandated increases in costs or the growth of other programs. The policy to be followed by the University is to attempt to meet the compensation needs of the faculty by establishing the best attainable balance

between salary and other benefits. This may necessitate foregoing some fringe benefits or professional development programs, which may be very attractive to some faculty members. Otherwise, the proportion of compensation represented by fringe benefits and professional development would increase, with a corresponding proportionate reduction in disposable income. Another factor to be considered in the fringe benefit and professional development program is that of equity. Some of the fringe benefits and professional development programs are not equally available to all faculty members and, therefore, do not yield an equal return for all faculty. For example, faculty members with a terminal degree do not usually benefit from the in-service education program, and the benefits to be derived from tuition remission differ for faculty members who have families and those who do not. The overall objectives are to attempt to obtain the best balance of salary and other benefits, and to have a program as equitable as can be feasibly arranged.

3. All items relating to salary, fringe benefits, and professional development are separately accounted for and are not to be shown in departmental budgets. Budget requests are not screened in detail in this regard, but the provisions of this handbook with respect to fringe benefits and professional development apply, regardless of whether a department may have included a budget item that could be construed as supplementing the fringe benefits and professional development opportunities otherwise authorized by the University. The underlying principle is that fringe benefits and professional development opportunities are to be equally available to all eligible faculty members, and the provisions for payment or reimbursement are to be equally applied to the entire faculty without regard to other actions. Any exception to this procedure and any variation from the fringe benefit and professional development programs, which are described in this handbook, must be approved in writing by the President or VPAA.
4. The University experiences additional costs as a result of continuing certain benefits while a faculty member is on leave and providing the benefits to the faculty member's full-time replacement, as well.
5. Table of Fringe Benefits*

Sick Leave/Short-Term Disability**	Unemployment compensation**
Group Long-term Disability Insurance**	Employee Education
Social Security (FICA)**	Dental/Vision Insurance**
Life Insurance**	Family Medical Leave Act
Accidental Death & Dismemberment Insurance	Tuition Benefits for Spouses & Dependents**
Medical Insurance**	Holidays
Dependent Life Insurance	Workers' Compensation**
Retirement Annuity Plan (TIAA-CREF)**	Funeral Leave
Jury Duty Leave	Other Leaves of Absence
Military Leave	Travel Insurance
Optional Life Insurance	Liability Insurance
Tuition for In-Service Education	

*Please see the [University of Mount Union Employment Policies Handbook for Faculty](#) or contact the Office of Human Resources for clarification of benefits.

**University of Mount Union Fringe Benefits Included in AAUP Survey

6. Certain fringe benefits are included in surveys by organizations, which compile data on compensation, such as the AAUP. Other benefits may not be included.
7. Certain fringe benefits are not included in surveys by organizations, which compile data on compensation, such as the AAUP.
8. Table of University of Mount Union Fringe Benefits Not Included in AAUP Survey

Sick Pay	Death Benefits	Moving Allowance
Optional Life Insurance	Travel Insurance	Family Medical Leave Act
Liability Insurance		

I. Social Security Benefits

1. As a private employer, University of Mount Union makes payment to the national social security program for all employees. The amount of each payment (tax) is matched by the employee as required by law.

J. Liability Insurance

1. The University of Mount Union maintains a liability insurance policy, which covers all employees and student teachers. The insurance company will pay "all loss" for legally obligated civil claims by "wrongful acts." A "wrongful act" is any actual or alleged error or misstatement or misleading statement or act or omission of neglect or breach of duty including misfeasance, malfeasance, or nonfeasance in performance of duties for the University. "All loss" is any amount which is legally obligated to be paid by the employee for any claim or claims made for "wrongful acts" and shall include damages, judgments, settlements, and costs, costs of investigation and defense of legal actions, claims or proceedings and appeals there from, cost of attachments or similar bonds but not including fines or penalties imposed by law or matters deemed uninsurable under the law. Within 24 hours after occurrence or upon receipt of alleged claim of a "wrongful act," a faculty member should present in writing to the VPAA the alleged claim for presentation to the insurance company.

K. Admission to University Events and Family Program

1. During the academic year, faculty members and their families are admitted free, with a general admission ticket, to campus activities such as athletic contests, musical recitals, art shows, and guest performances and lectures. For dramatic productions, free tickets are issued for family members. These activities are partially underwritten by student fees. Procedures for obtaining free tickets for events will be established and announced periodically. The exception to free admission is an activity for which a student group or

other campus organization has imposed a charge, such as certain athletic events, theater productions or music events. Reserved seats or other tickets of choice may be purchased for events, which have this type of accommodation.

2. Specifically, these privileges are for faculty and staff members and their immediate families only. They do not extend to neighbors, guests (except personal, out-of-town, temporary, houseguests), or other friends.
3. The University also attempts to make available certain facilities and programs when not interfering with student programs for the use of faculty and staff families.

Chapter 9 - Faculty Development and Scholarly Activity Benefits Policy

Overview

Professional development and scholarly activity of the faculty and staff is essential to maintain academic vitality. Both the individual and the University benefit from the professional growth of the faculty, and the cost and responsibilities for professional development and scholarly activity must be shared by both.

The University attempts to sustain an atmosphere, which is conducive to the professional growth of individual faculty members and of the faculty as a whole, and financially supports professional development and scholarly activity programs. However, for true professional growth the most important factor is the individual initiative, motivation, scholarly interest, and enthusiasm of faculty members who voluntarily contribute their time, energy, and resources in seeking professional improvement and advancement. Without these factors a professional development and scholarly activity program will not be successful no matter how well planned, intentioned, or financed.

Professional growth of individual faculty members is encouraged both on and off campus. On-campus opportunities include convocations, special lectures and performances, seminars, funds for inviting individuals of special competence to campus, reassigned time to undertake research or special study, library support for research, and other matters related to intellectual inquiry. Off-campus opportunities include leaves, payment of travel to professional meetings, payment of professional dues, tuition for in-service education, tuition for non-degree programs, participation in programs of professional meetings and faculty development grants.

The sections below describe opportunities related to professional development and scholarly activity as well as the funding mechanisms for those opportunities. The allocation of such funds and need to adhere to compliance related matters necessitates an understanding between the faculty and the academic affairs administration of the University of Mount Union that certain basic expectations are essential to the work of faculty members. Some of these expectations are directly linked to our regional accreditor, the Higher Learning Commission. Others are grounded in being a learning/teaching focused institution and engaged faculty member for our students. The following activities and practices must always be completed and by the deadline provided:

- All required compliance training
- Submission of midterm and end of term grades
- Syllabi on file for *all* credit bearing student experiences
- Use of the instructional management system (D2L) for all courses in which listed as the instructor of record
- Submission of confirmation/discrepancy report at the start of a semester

Failure to satisfactorily and completely engage in any of the above will be factored into faculty applications for sabbatical; research appointments; endowed chairs; professional development, scholarly activity, and traveling funding; internal grant opportunities; and support for external opportunities (e.g., grants, outside employment).

A. The Annual Professional Development & Scholarly Activity Fund

1. The University shall maintain an annual budget for faculty professional development and scholarly activity. These funds will be divided across Colleges based upon the number of full-time faculty in each. While UMU may reimburse faculty for professional development and scholarly activity opportunities, faculty may incur out-of-pocket expenses pending available funding and frequency of funding requests. All professional development and scholarly activity requests are subject to the following guidelines:
 - a. Applicants for such funding shall use the current Professional Development & Scholarly Activity Fund form, include relevant supplementary information, and direct such requests to their academic department chair/director which will then be sent on to their College Dean for final approval. Applications shall be submitted as early as possible each fiscal year (July 1-June 30) but no later than September 1st.
 - b. A request for reimbursement and purchases made by a university purchasing card shall be supported by original sales slips, invoices or receipts and shall be given on the proper university form. Faculty shall comply with all university rules and regulations regarding reimbursement and use of purchasing cards.
 - c. On an annual basis, the offices of each College Dean shall supply an accounting to the Provost's Office detailing how these funds have been spent.
 - d. Faculty utilizing funds shall be required to submit a written report to their respective College Dean with the following information:
 - (1) Goals
 - (2) Sessions attended (If traveling)
 - (3) Evidence towards goals met
 - (4) Explanation of how the professional development or scholarly activity opportunity benefits the college or program, and/or how it impacts teaching effectiveness
 - e. Any unallocated funds shall be used for additional professional development and scholarly activity opportunities, at the discretion of the College Deans.
2. Funds from other sources, which are available for professional development and scholarly activities, will be used prior to University funds. For example, an individual who has a grant from an outside agency which can be used for tuition assistance or expenses cannot also collect for these items from the University except up to the limit of the University's allowance, including the amount paid by the other agency.

B. Professional Development and Scholarly Activity Opportunities Supported Through the Annual Professional Development & Scholarly Activity Fund

1. Subject to the process and stipulations described in Chapter 9, Part A, the University shall use the Professional Development & Scholarly Activity Fund described in Chapter 9, Part A to reimburse faculty for professional development and scholarly activity opportunities incurred in, but not limited to, the following:
 - a. Presenting/Attending professional conferences and meetings* (in-person or virtual),
 - b. Workshops and professional meetings (in-person or virtual),
 - c. On-campus professional development speakers or events,
 - d. Publication costs,
 - e. Software purchases,

- f. Hardware purchases,
- g. Professional organization membership dues,
- h. Certificate renewal/maintenance,
- i. Faculty-led student travel,
- j. Attending programs involving faculty development,
- k. Conducting research and other scholarly activities away from campus, and
- l. Other activities or resources as approved by the respective College Dean.

*Includes domestic and international travel.

2. Approval of Travel and Arrangements for Transportation and Reimbursement
 - a. If faculty are approved for transportation funding through the Professional Development & Scholarly Activity Fund described in Chapter 9, Part A, they should consult the University of Mount Union Travel & Reimbursement Policy for detailed information regarding approved travel costs and allowances.

3. Dues for Professional Memberships
 - a. The University may pay annual dues for professional association memberships in the appropriate discipline for each faculty member each year up to the University contribution limit for this benefit. (See Chapter 9, Section D for the current University contribution for professional association membership dues.) The faculty dues/membership amount can be used for more than one professional membership up to the University contribution limit. If approved by the academic department chair/ director, departmental/program funds can also be used toward membership dues. The association(s) must be closely related to the faculty member's academic area of interest and be a recognized professional association(s), preferably of national stature. The dues to be paid are those regularly paid by members of the organization and should not include charges for items not usually construed to be dues.

4. Publication Costs
 - a. Manuscript Costs
 - (1) To encourage scholarly writing, the University may pay one-half of the cost of manuscript preparation, which is personally borne by the faculty member, up to the University contribution limit per article published in a recognized professional journal and up to the University contribution limit per book published by a professional, scholarly, or cultural organization. (See Chapter 9, Section D for the current University contribution for manuscript costs.) This benefit is intended to underwrite certain costs, which the faculty member would otherwise have to pay personally. It will be paid only if funds from grants or other sources are not available. This benefit does not apply to articles or books published commercially. Clerical assistance for the preparation of manuscripts is discussed in Chapter 16, Section B.
 - b. Page Charges and Reprints
 - (1) To encourage publishing in recognized professional journals, the University may pay pagination charges up to the University contribution limit per article or one-half of the pagination charges, whichever is less, for an article authored solely by a faculty member, and a proportionate share if the article is jointly authored with others. (See Chapter 9, Section D for the current University contribution for page charges.) This

charge will be paid only if required for publication, and only if other funds, such as those from a professional society or a grant, cannot be used. This benefit underwrites charges, which the faculty member, after exhausting all other possibilities, would have to pay in order to have an article published. The journal in which the article is to be published must be a nationally recognized and indexed publication. The University may also pay for reprints for each article authored by a faculty member. (See Chapter 9, Section D for the current University contribution for reprints.)

C. Additional Professional Development and Scholarly Activity Opportunities

1. Tuition Assistance for Non-Degree Programs

- a. To encourage faculty members to maintain currency in their teaching field, the University supports their attendance at courses, symposia, and seminars, which are directly related to the core of the faculty member's academic effort at University of Mount Union. The University will pay an amount toward the tuition or fee for the activity once annually. (See Chapter 9, Section D for the current University contribution for non-degree program tuition.) Living expenses, travel costs, and one-half of the tuition and fees are to be borne by the individual. If the faculty member also receives support from another source, such as remission of tuition or fees, or a grant or stipend, then the support from the other agency will be included before the University contribution is determined. Faculty are also encouraged to apply to the Faculty Development Committee for support through an Austin-Montgomery Grant.
- b. To participate in this program, the faculty member should outline the proposal, state the proposed breakdown of costs to be borne by the University and the individual, and submit it to the VPAA, preferably with descriptive literature concerning the course, symposium, or seminar. Upon approval by the VPAA, the faculty member may obtain the University's contribution toward the program in a convenient manner.
- c. The purpose of this program is to encourage faculty members, especially those who have completed a terminal degree, to participate in professional activities. It is not intended to serve as a means of obtaining support for an activity, which would not otherwise be supported by the University. For example, it cannot be used to pay the fee at a national professional meeting for which the University is already furnishing the individual's transportation to and from the meeting, nor is it intended to cover such activities as nice-to-take courses, no matter how culturally broadening, which are not in the faculty member's teaching area at Mount Union. It is restricted to the support of one such program per year per faculty member, noncumulative, with the expectation that it will be used to improve the teaching capability of the faculty member.

2. Faculty Development Grants

- a. Faculty development grants may be offered in specified areas in which there is an essential need to develop a teaching capability which the University does not have, or which is inadequate and cannot be improved effectively by other means. The program is directed toward developing a teaching capability or significantly

improving and expanding an existing one. It is not directed toward improving the faculty member's competence in his or her field; tuition assistance for non-degree programs is for this purpose. Faculty development programs usually will be conducted in conjunction with an agency or organization with which the University is affiliated, and a part of the cost of the program will be underwritten by that agency or organization. An example is an overseas travel and study program, which is subsidized by a grant from a government or foundation. The faculty development grant would assist the faculty member in paying remaining costs associated with the program. The faculty development grant would cover 1/2 of the faculty member's expenses up to the University contribution limit for this benefit. (See Chapter 9, Section D for the current University contribution for faculty development grants.)

- b. Information regarding available faculty development grants usually will be announced to the entire faculty to permit all eligible faculty members to apply for them. In case the program is directed toward a particular segment of the faculty or a discipline, the faculty development grants will be made available to those individuals in the segment or the discipline involved.
- c. A variety of sources currently provide funding for faculty development. These include: The Sponsored Travel and Research (STAR) program; the Austin-Montgomery Memorial Development Fund; and the First-Year Faculty Development Fund. Each of these programs is described below.
- d. The appropriate college dean will inform faculty members about the status of their application in case of each of these grants:

- (1) Sponsored Travel and Research (STAR) Grants

- (i) Description: Sponsored Travel and Research (STAR) Grants have been made possible through a gift from the Consolidated Natural Gas Company, in recognition of University of Mount Union's achievements in innovative program development. In order to honor the spirit of the awards and to continue the incentive for creative program and individual development, a portion of the income from the consolidated grant will be reserved to support University of Mount Union faculty projects which are innovative, creative, and helpful to the University and to the pedagogical development of individual faculty members. Normally, grants will be awarded to assist the funding of summer projects, but other proposals may be considered if special opportunities arise.

- (ii) Procedures: Full-time Mount Union faculty members may submit proposals of no more than five typewritten pages plus the project's budget to college dean. Proposals for projects will be considered by the Deans Council. The Council, in concert with the VPAA will review proposals and make awards based upon merit and the availability of funds. While the general criteria of innovativeness and helpfulness to the University or the development of the individual as a teacher will be the central consideration, preference may be given at the direction of the panel to those who have not previously received awards and to requests which indicate additional external funding which a STAR Grant might augment.

- (iii) Deadlines: Proposals for summer projects must be submitted by January 10 each academic year for the following summer. Announcement of awards will be made by March 1st. Proposals involving special opportunities may be submitted at any time and will be considered by the Deans Council.
 - (2) The Austin-Montgomery Memorial Development Fund
 - (i) Income from this fund, established as a presidential discretionary fund at the request of the donor, is used to support a wide variety of individual faculty development initiatives. Recent awards have supported faculty computing workshops, faculty research, and a visiting lectureship in Japan. Proposals for support through the Austin-Montgomery funds should be submitted to the dean of the faculty member's college by January 10th for consideration by March 1.
 - (ii) Applicants should follow the guidelines stipulated under the STAR grants above. In the event that a faculty member learns of a summer travel or research opportunity later than the January 10th deadline, proposals will be considered as late as May 15. If there are funds still available, the Deans Council and Faculty Development Committee will make a recommendation to the President as to the merit of the project for support.
 - (3) The First-Year Faculty Development Fund provides monies to underwrite the costs of:
 - (i) The New Faculty Development Symposium for first- and second-year faculty members.
 - (ii) Travel to one professional meeting for each new full-time faculty members in their first year which is in addition to the regularly provided benefit.
 - (iii) Awards to each new full-time faculty member who publishes a paper in an appropriate professional journal or who presents a paper at an accepted professional meeting. (See Chapter 9, Section D for the current University contribution for awards.)
 - (iv) International travel will be negotiated with the dean of the faculty member's college.
3. Research Appointment
- a. The Research Appointment is a release of at least one course for the semester awarded for the purpose of producing original scholarship and/or research. The appointment is available for one semester but is renewable. An application is made to the Faculty Development Committee by the first Monday of October for both fall and spring appointments for the following academic year. A Research Appointment report is due by the end of the fifth week of the semester following the appointment. The final awarding of the Research Appointment is made by the dean of the faculty member's college.
4. External Grants Acquisition

- a. Faculty members who wish to seek external grants must confer with their college dean and the VPAA. All external grant applications must also be vetted by the Vice President for Business Affairs and Treasurer before they may be submitted.
- b. Matching Funds for Research
 - (1) To encourage active scholarship and research, the University attempts to provide matching funds for proposals submitted to granting organizations, such as government agencies or foundations. The amount and uses of the matching funds depend upon the nature and quality of the proposal and benefit of the University. Each case is considered separately.
 - (2) The proposal should be submitted in draft form with tentative budget to the VPAA far enough ahead of the submission deadline so that it can be evaluated carefully. After approval of the draft version, the proposal should be prepared in final form. Prior to submission to the agency or foundation, the proposal will be signed by the President or VPAA as the authorizing University official.
 - (3) Copies of the proposal will be prepared for the VPAA and for the Vice President for University Advancement.
 - (4) A proposal, which involves the use of University facilities or other University resources, may not be submitted to an off-campus organization in draft form or in any other form without prior approval of the VPAA.

5. Endowed Positions

- a. The University of Mount Union offers a number of prestigious Endowed Professorship and Endowed Chair positions. The Faculty Development Committee solicits nominations and applications for these positions as they become available. The Faculty Development Committee then forwards a formal recommendation to the Tenure, Promotion, and Continuation Committee, which in turn forwards its recommendation to the VPAA and the President. Ultimately, the Board of Trustees acts upon the recommendation of the President and makes these appointments.
- b. Appointees receive financial assistance to support their growth in their respective academic disciplines. The funds may be used for such professional development needs as conference travel, research supplies, and materials for creative projects, research travel, sabbatical expenses, or other purposes specified by the endowment. Although the activities are the appointees to choose, they ultimately must be of benefit to University of Mount Union students and the University at large. Approval of these activities and expenditures is made by the Academic Affairs administration. Specific terms concerning the use of these professional development funds are given in the appointment letter. Appointees are expected to use their titles so that others may become aware of both the generosity of the University's donors and the title of distinction that they have earned.
- c. Appointees will report on their use of the endowed funds at the end of the second year of each appointment period. The Faculty Development Committee, the Tenure, Promotion, and Continuation Committee, and the VPAA will use these reports in considering reappointment to the endowed position, as well as in informing the Board

of Trustees, donors, and the University community at large of the scholarly and creative work done by faculty members under the auspices of these positions.

D. Summary of University Contribution Amounts for Faculty Activities

DESCRIPTION	AMOUNT
Tuition for non-degree programs	\$125, or one half of the tuition or fee, whichever is less
Professional association membership dues	\$125
Faculty development grants	\$300
STAR Grants	Up to \$2000
First-Year Faculty Development Award	\$500
Manuscript costs	\$50 per article and \$200 per book
Pagination charges	\$25 per page, up to a limit of \$100 per article, or one-half of the pagination charges, whichever is less
Reprints	\$25
Field trips of longer duration	\$40 per student, or transportation expenses, whichever is less; and \$150 per faculty member, or one half of the faculty member's expenses, whichever is less

Chapter 10 – Faculty Conduct and Responsibilities

A. Teaching

Overview

The principal teaching responsibility of a faculty member is to prepare and conduct academic courses in a manner to stimulate learning by students. Historically, the faculty at Mount Union has been characterized by dedicated service with the primary focus on teaching and interest in students. Traditionally, the faculty has participated willingly and energetically in campus activities and shown a strong concern for the best interest of the University as an institution.

The educational program and students are best served by teaching arrangements, which foster, within a financially sound program, optimum contact between each faculty member and students. The University's principal source of income is tuition, and the ability of the University to compensate faculty and staff is related more directly to the average number of students taught than to any other single factor. It is essential that an educationally and financially sound balance be maintained in this respect.

The attitudes, competence, and actions of individual faculty members and the faculty as a whole are major factors in setting the intellectual tone on campus and establishing a favorable academic climate. Students generally respond to learning challenges they receive from the faculty and reflect enthusiasm from intellectual inquiry based on that generated by the faculty.

1. Faculty Course- and workload
 - a. The total workload of a faculty member is determined by the chairperson and college dean and considers such factors as the number of courses and semester hours taught, contact hours, difficulty and type of instruction, number of students taught, number of students taught on an individual basis, research and scholarly activity, preparation for recitals or similar activities, advising individual students and campus organizations, University committee work, and community or public service.
 - b. The typical teaching load for a full-time tenure-track or tenured faculty member is 12 semester hours per semester. Faculty teaching all graduate courses will typically have a 9 semester hours per semester teaching load; their teaching load is reduced due to their increased responsibilities with student mentoring and the expectations of greater scholarly activity. Faculty teaching a mixture of undergraduate and graduate courses will maintain a 24-hour credit load per academic year, with each graduate credit equivalent to 1.33 undergraduate credits.
 - c. The standard annual teaching load of a non-tenure-track faculty member will be 32 credit/contact hours at the undergraduate level. The actual teaching loads could be considered for adjustment by the College Dean based on factors such as the needs of the department, the faculty member's service and professional development focus, the number of students enrolled in each course, and the faculty member's expertise. This may vary from year to year and may differ from one faculty member to another,

in consultation with the College Dean and department chair/program director. An annual teaching load letter will be provided by the College Dean to each non-tenure-track faculty member, their chair/director, and the Provost which outlines expectations for the faculty member. These will be accessible to the Tenure, Promotion, and Continuation Committee for evaluation purposes.

- d. A sound program at Mount Union, considering teaching load and acceptable arrangements of student charges and faculty compensations, is one in which each faculty member teaches between 140 and 200 students per year, which typically generates between 420 and 600 student credit hours per year. When a faculty member's teaching load is such that the individual will be teaching fewer than 90 students per year, or more than 190 students per year, it will be the responsibility of the department chair/program director involved, in consultation with the college dean, to make appropriate adjustments.
- e. Appropriate action, in the case of too few students, may include:
 - (1) having such faculty teach an additional course or courses to reach the typical numbers outlined above in (d),
 - (2) having such faculty develop teaching expertise in areas of University need,
 - (3) having such faculty members devote a portion of their total workload to assisting in administrative activities. Such activities might include work in admissions and recruitment, student advising and study programs, publicity and development activities, preparation and updating of institutional data, and writing grant proposals.
- f. Faculty personnel burdened with above-normal teaching load may have their departmental and/or other duties adjusted.
- g. Reassigned time is not customary for normally expected duties and responsibilities of the faculty member. Reassigned time may be granted for certain University activities when the duties associated with these activities are so time consuming that they seriously interfere with the faculty member's ability to teach a full load. Such arrangements for reassigned time are made on an individual basis upon recommendation by the department chair/program director and approval by the VPAA and are made after review of all the factors involved.
- h. No enumeration of guidelines, criteria, and equivalencies or discussions of equity, balance, and good intentions will answer all questions concerning workloads, or apply to all cases. Faculty members are encouraged to discuss actual or potential problems relating to workload with the department chair/program director and the dean of their college, if needed, in an effort to solve them.

2. Meeting Classes as Scheduled

- a. The policy of the University is that classes are to be taught at the time listed in the schedule except in extenuating circumstances. Students plan their course work by the date and hours shown on the schedule, and the University has an obligation to meet those dates and hours unless there are overriding considerations to the contrary. A change in the class meeting time shown in the schedule generally should not be proposed for the convenience of the faculty member, nor should a change be

- proposed unless it is acceptable to all students in the class. A change from the schedule of other than a temporary nature must be approved by the department chair/program director and the Registrar prior to putting it into effect.
- b. A faculty member who finds that he or she must be absent from class without having been able to make prior arrangements should notify the department chair/program director by the most expeditious means. If unable to reach the chair, the faculty member should contact another member of the department so that students will be notified of the faculty member's absence. Classes should only be canceled when alternative arrangements cannot be worked out in the time available.
 - c. Cancelled classes should be made up.
3. Notice of Availability to Students
- a. Faculty members should post their office hours on their office doors and work out a system for appointments with students or make other arrangements to facilitate the meeting of students at times which are mutually convenient.
4. Planned Absence from Campus
- a. The absence of a faculty member from campus on a class day during which the faculty member has a scheduled class, appointments, commitments, or other obligations on campus, must be discussed in advance with the department chair/program director except in extraordinary circumstances. The unexplained absence of a faculty member who is expected to be on campus reflects unfavorably on the University as a whole, and certainly on the individual faculty member involved.
 - b. As a matter of both courtesy and practice, faculty members should discuss possible absences from the campus with the department chair/program director well ahead of time to permit planning for the absence.
 - c. A planned absence exceeding two class days during the term must be approved in advance by the dean of the faculty member's college. The request for approval should be submitted in writing, with the department chair's or program director's recommendation, well in advance of the requested dates of absence. Absence of this type will be approved only as an exception to good practices and usually only for professional purposes, which cannot be adequately accomplished by alternate means.
 - d. A department chair/program director should notify the dean of their college prior to absence from campus.
5. Travel on Official University Business
- a. Travel on University business is that approved travel which directly supports a University program or activity. The same general procedures apply to travel on University business as to other types of travel, i.e., the absence from campus during a semester must be approved by the department chair/program director, and the expenditure of funds to support the travel must be approved by the dean of the faculty member's college prior to the travel. A link to the travel request authorization form is in the addenda.
 - b. The expenses to be paid for travel on University business vary with the nature and purpose of the trip, but can include reasonable personal expenses such as

- transportation, food, and lodging. The period of the travel will be for the shortest time consistent with accomplishing the objectives of the trip.
- c. All expenses must be accounted for in detail. Statements of expense should be supported by receipts, and the cost of various items should be shown for faculty members, students, or others involved in the travel. Standards of expense accounting are those generally specified by the Internal Revenue Service.
 - d. Field trips and other off-campus academic activities are encouraged within reasonable limits of cost and time away from campus. Field trips are off-campus activities, organized and supervised by a faculty member, which directly support course work. Students will not be required to participate in field trips, which would necessitate their missing other scheduled classes. All field trips under University auspices for which a time is not shown in the schedule are undertaken on the basis that the students are voluntarily participating and have been able to work out arrangements with the other faculty members with whom they have courses. Field trips, which require student absence from campus for over two days, and consequent absence from other classes, are not encouraged and should be submitted to the VPAA prior to final planning. Please see the University Travel Policies in the Addendum for complete details concerning travel with students.
 - e. Financial support of field trips and of faculty members participating in field trips is of three different types:
 - (1) Field trips of less than one day's duration which are directly related to course material: The University pays transportation costs for participants but not the cost of food, entrance tickets or fees, or optional items for students. Expenses of the faculty member accompanying the group, which are directly related to the trip are paid by the University.
 - (2) Field trips of one- or two-days' duration which are directly related to course material: The University pays transportation costs for participants but not overnight accommodations, meals, or entrance tickets or fees for students. Expenses of the faculty member accompanying the group, which are directly related to the trip, are paid by the University.
 - (3) Field trips of longer duration or field trips which combine education, recreation, sightseeing, or entertainment. Examples would include a choir tour to Europe, visit of science students to Florida, visit of English or drama students to England, visit of Spanish students to Mexico, visit of economics students to Washington. The University will pay a predetermined portion of the expense, which usually will be limited to transportation, or \$40 per student, whichever is less. Up to one-half of the faculty member's expenses may be borne by the University with prior individual arrangements in each case. Expenses to be paid for the faculty member usually will be limited to a maximum of \$150 per trip; each proposed field trip will be considered separately.
 - f. Requests for approval of field trips should be submitted well in advance on a travel request authorization form. No obligations should be incurred prior to approval of the travel authorization. (See [University of Mount Union Travel & Reimbursement Policy](#) Expenses for field trips are budgeted and paid from departmental budgets.

- g. Field trips supplement campus work, they do not substitute for it. They may not be used as a basis for credit, either directly or indirectly, unless the student is enrolled in the course in question.
6. Continuation of Classes During Severe Weather or Emergency
- a. Faculty should inform their students at the beginning of the academic year of the policies below. Let them know that if they suspect a class might be canceled for severe weather or an emergency situation, they should call the University's main switchboard (330-821-5320 or 1-800-992-6682) for class cancellation information. Additionally, faculty should follow these procedures to ensure timely notification to students who may be driving to campus from a distance:
 - (1) Daytime classes
 - (i) The faculty member notifies the Academic Department of the need to cancel the class. If the faculty member cannot speak directly with the departmental secretary or department chair/program director, they should notify the dean of their college. In the case of 7:30 a.m. classes, the faculty member should call campus security at: 330-428-1344 and ask the person on duty to post a note on the classroom door. The faculty member should still call the department and leave a message on voice mail.
 - (ii) The Academic Department (or security officer) will post notice of the cancellation on the classroom door.
 - (iii) Whenever possible, the faculty member and/or department will attempt to reach those students by phone who may be driving to campus from a distance.
 - (iv) The faculty member should also use the University's learning management system to notify their students.
 - (v) The Department notifies the switchboard of the cancellation.
 - (2) Evening classes
 - (i) After 5:00 p.m., the faculty member calls the University's main switchboard number at 330-821-5320 and notifies them of the cancellation, providing the course's title and number, professor's name, building and room number, and class time.
 - (ii) Whenever possible, the faculty member will attempt to reach those students by phone who may be driving to campus from a distance.
 - (iii) The switchboard operator then contacts security, asking them to post the cancellation notice on the classroom door.
7. Cancellation of All Mount Union Classes
- a. The University closes only in times of emergency. If weather conditions warrant limiting its activities, a decision will be made by the President or the VPAA not to operate classes, offices, or both. In the event of severe weather, the decision to close the University totally or partially will be communicated to the campus community by the President's Council, via the following events:
 - (1) The Vice President for Student Affairs will notify the University's Information line at 330-829-2806.

- (2) Vice President for Business Affairs will notify the Campus Security Department; Vice President of Public Affairs and Marketing will make every effort to notify local television and radio stations by 7:00 a.m. on the day of the closing.
- b. If it is determined that both classes and offices will be closed, only designated emergency staff is expected to report or remain at work.
8. Availability during Academic Year
- a. Faculty members are expected to be available for campus activities during their contract period.
9. Participation in Seminars, Convocations, and Similar Activities on Campus
- a. Faculty members are encouraged to participate in seminars of various types, convocations, special recitals or shows, and other activities on campus which contribute to the intellectual climate and the cultural broadening of the campus.
10. Statement Regarding the Teaching of Intelligent Design in Science Classes

The University of Mount Union Faculty recognizes the importance, in the Liberal Arts tradition, of uniting and integrating its many disciplines so that they collectively contribute to the education of our students. At the same time, the defining principles and methodologies inherent in each particular discipline are necessarily used to teach within that discipline. Thus, in the science curriculum, it is the pedagogical and professional responsibility of the Faculty to teach students using the best scientific principles, theories, conclusions, and methodologies. As noted by the American Physical Society, "... the systematic application of scientific principles has led to a current picture of life, of the nature of our planet, and of the universe which, while incomplete, is constantly being tested and refined by observation and analysis." This ability to construct critical experiments which can result in rejection of hypotheses connected with a theory, or even the entire theory itself, is fundamental to the scientific method.

The scientific evidence for biological evolution is enormous and continues to grow. Official statements from the National Academy of Sciences, the American Association for the Advancement of Science, and numerous other scientific and educational societies demonstrate overwhelming support for the concept of evolution. In these same statements, the scientific community rejects Intelligent Design as a scientific alternative to evolution, because the foundational tenets of Intelligent Design are not subject to inquiry consistent with the scientific method.

The inclusion of non-scientific explanations of natural phenomena in science curricula risks misrepresenting the nature and processes of science and compromises a central purpose of science education: the preparation of a scientifically literate workforce and citizenry. The teaching of Intelligent Design as science, or otherwise misrepresenting science by employing non-scientific explanations, abdicates our professional responsibility to teach our students the best current scientific principles, theories, conclusions, and methodologies. The failure to follow the highest standards of science education will undermine the reputation of the University and its scientific disciplines.

Therefore, the Faculty of the University of Mount Union resolves that it is inappropriate in the science curriculum to present non-scientific explanations of natural phenomena (such as Intelligent Design) as science.

B. Faculty Conduct

1. Faculty/ Student Code of Behavior Policy
 - a. Faculty members exercise power over students, whether in evaluating them, writing recommendations for them, supervising their work, or serving on University committees. Professionalism is diminished when those in positions of authority abuse or appear to abuse their power. Codes of ethics for most professions forbid such professional-client relationships, including sexual relationships. In the view of the University, the professor-student relationship is one of professional and client. The University will view it as professionally unethical if faculty members engage in sexual relationships with Mount Union students, or personal relationships in which the faculty member misuses their power over a student of the University, even when both parties have consented to the relationship.
 - b. If any personal or familial relationship exists prior to one of the parties entering the University, the faculty member should discuss the situation with his or her supervisor and arrangements should be made so that, if possible, the faculty member would not be directly involved in an evaluative relationship with the student.
2. Statement regarding Anti-Racism
 - a. The University of Mount Union Faculty recognizes the importance of anti-racism efforts. The following Anti-Racism Statement has thus been crafted by a group of faculty, students, staff, and alumni:

Anti-racism is the conscious acknowledgment and examination of perceptions, beliefs, narratives, policies, and practices that contribute to racial inequities that negatively impact outcomes for individuals and racial minority groups. As a process, anti-racism leads to intentional, proactive engagement in behaviors and activities for preventing and eliminating racism.
3. Avoidance of Potential Conflict of Interest
 - a. The position of a faculty member as a professional person and the unique relationship between a faculty member and student requires that the University and the faculty member take all reasonable precautions to reduce the possibility of potential conflict of interest or compromising circumstances. It is especially important that the faculty member's actions and statements be such that his or her integrity with respect to grades is never called into question.
 - b. The following, though not all encompassing, are intended to provide guidelines which, when carried out with good judgment, will greatly reduce the number and type of circumstances which could leave the faculty member and the University open to questions of propriety:

- (1) Faculty members should avoid financial dealings with students. Faculty members may not charge students for educational services and may not sell educational materials, such as books, instruments, or equipment to students. Similarly, faculty members should not purchase items from students except those of inconsequential value to indicate support of charitable or student organizations or activities.
 - (2) Faculty members should avoid the acceptance of gifts of other than inconsequential value from students, their parents, or vendors whose products could influence decisions related to the educational program.
 - (3) Billing for all instruction by a faculty member is through the Business Office. This includes instruction under University auspices, using University facilities, or other instruction, which parallels University instruction. Faculty members may not receive direct payment for instructional services from students, their parents, or their agents.
 - (4) A faculty member may not prescribe for purchase by students a book or other item from which the faculty member receives financial reward without prior written approval of the Faculty Personnel and Policies Committee.
 - (i) When faculty prescribe for purchase by students a book or other item from which the faculty member receives financial reward, they should make every attempt to order the book or item according to any and all bookstore ordering guidelines. Special attention should be paid to re-use of the same book or course material: if a faculty member knows they are teaching the same course and/or using the same book, he or she should make every attempt to allow students an opportunity to purchase used copies of the book or course materials.
 - (5) Faculty members should avoid statements or actions, which may subject them to possible claims relating to arbitrariness or the advocacy of political or religious beliefs in a manner, which implies prejudice against a student holding dissimilar views.
4. Outside Employment
- a. Members of the faculty are full-time employees of the University during the period of their contract. The status of a professional permits that individual to establish one's hours within reasonable bounds and to meet one's professional commitments in the manner that the individual deems most appropriate. For faculty members this means that the number of office hours is not specified nor the number of hours to be spent on campus, since it is expected that faculty members will spend sufficient time on campus to meet all commitments.
 - b. Outside employment affects, in some measure, the ability of the faculty member to devote full time to University duties. Outside work, which relates closely to the faculty member's area of competence and which promotes professional growth is encouraged, providing it does not significantly interfere with the performance of duties at the University. Public or community service is also encouraged providing it does not significantly interfere with the performance of duties at the University. Work which does not fall into one of the above categories or which otherwise

impedes the faculty member's efforts at the University is not encouraged and must be considered carefully by both the faculty member and the University before it is undertaken.

- c. Faculty members who wish to accept a part-time job outside the University when they are under contract to the University for full-time work are expected to obtain the approval of the department chair/program director, dean of the college, and the VPAA on an annual basis. Faculty members should submit a letter through the department chair/program director to the dean of the college outlining the nature of the work to be accomplished and estimating the degree of interference with University duties.
 - d. Graduate faculty will be expected, in some situations, to maintain professional expertise by being employed in their field outside of the University. Such employment shall be detailed in the initial contract with the University and reviewed annually with the program director and the dean of the faculty member's college.
5. Attendance at Convocations
- a. All full-time faculty members are expected to participate in the processions for matriculation convocation, honors convocation and senior recognition, baccalaureate, and commencement. Absence from a formal activity for which there is a procession usually will be approved only for professional reasons. Requests for absence should be submitted to the dean of the faculty member's college in writing. The faculty member will be notified of action on the request and the University Marshal will be notified by the college deans of all approved absences.
6. Faculty Meetings
- a. Faculty meeting dates are set by the Faculty Senate and are usually held at 4:15pm on Mondays during which the University is in regular session. The Faculty Senate or any faculty member can call for a special full faculty meeting if the requirements in the Faculty Senate Bylaws, #13 (c) are met.
 - b. The faculty as a corporate body is charged with responsibility for the conduct of certain University affairs, particularly with respect to academic and student matters. These and other aspects of University life are dealt with at faculty meetings, which also serve as the principal forum for the discussion of other internal University matters. For the proper conduct of the business of the faculty, it is essential that faculty members attend the meetings and participate in the deliberations.
 - c. The Secretary of the Faculty Senate will prepare the written agenda for each faculty meeting. The agenda for the meeting, minutes of the previous meeting, and reports of committees will be available by Tuesday preceding the Monday faculty meeting. Faculty members who have items that they wish to have placed on the agenda should provide this information to the Chair of the Faculty Senate by 5:00 p.m. on the Friday before the Agenda distribution date. However, any member of the faculty may move from the floor that a matter be considered under "New Business."
7. Recruitment of New Faculty Members
- a. An important responsibility for all members of a department or graduate program is the recruiting of new faculty members. The Office of Academic Affairs maintains a "hiring toolkit" that addresses all aspects of the search process and that is updated

annually. This toolkit provides specifics related to procedures and protocols and must be followed for all full-time faculty searches. Please see the Addendum in this Handbook for a link to the current toolkit.

8. Policy on Academic Honesty

- a. The full Policy on Academic Honesty, which includes the community responsibility for promoting academic honesty, examples of academic honesty violations, and the process for adjudicating such violations, can be found in the Appendix to this handbook.

9. Address and Telephone Numbers

- a. Faculty members are expected to keep the college dean's office and the Office of Human Resources informed of their correct contact information during the academic year. Faculty members should also update this information in Self Service. This information will be safeguarded as desired by the faculty member and restrictive or proprietary information will be released only as required by law.
- b. Faculty members are invited to inform their college dean's office of their contact information during leave or other prolonged absence from campus. If the faculty member wants mail to be forwarded, they should also notify the mail center of the proper address.

10. Use of Technology Resources

- a. The University provides computers, network facilities, information services and resources to faculty to assist in the pursuit of educational goals. The University maintains a webpage at (<http://www.mountunion.edu>) which is a central repository of all types of information about the University and is accessible inside and outside of the University community. Faculty and staff are required to adhere to all University policies related to access and use of computer hardware and software, e-mail, Internet websites, data security, and copyright laws. Information about computer use and services and the current policies on computing ethics, computer software, use of social media, and other such rules and guidelines are available on the [University Policy page](#). For technology questions, or concerns please contact the IT Helpdesk by sending an e-mail (helpdesk@mountunion.edu) or by phone (330-829-8726 or extension 4357).

11. Instructional Technology

- a. The Instructional Technology team of the Office of Information Technology works co-creatively with faculty to integrate technology into the curriculum, trains faculty, conducts workshops, and manages the Faculty Information Technology Lab. The Lab is available to assist faculty in developing new and broader use of computers in the classroom. Contact the Manager of Instructional Design for information on hours and reservation procedures. The Instructional Technology Team is also available for help with software questions, course instructional design, and campus academic computing policies. A description of multimedia equipment and classrooms available to faculty, workshops for faculty, upcoming training sessions, and information about off-campus events, funding sources and e-mail discussion lists can be obtained. Additional information is available on the [intranet IT Homepage](#).

- b. Brightspace by Desire2Learn, is the University's Learning Management System (LMS) for delivering online classroom/course content. Brightspace's user interface makes it easy for instructors to design content, grade course assignments, and engage students outside of the physical classroom. Additional features of the software are: virtual classrooms, the ability to conduct online quizzes, and discussion forums. Brightspace also contains a module for e-portfolio, which the institution uses for the Second Year WOC Portfolio, as well as a Capstone Portfolio. For more information on how to use Brightspace please visit the [IT intranet page](#) or contact the Instructional Technology team by sending an e-mail to helpdesk@mountunion.edu.
- c. Self Service is an internet-based front end to Ellucian's PowerCAMPUS administrative system. Self Service provides visitors, students, faculty, system administrators and other members of the University community with "anytime, anywhere" access to course and student information. Self Service serves as a flexible, yet secure, interface to Mount Union's academic databases. Faculty members must enter grades for midterm deficiencies and end of semester grades through Self Service. The Office of the University Registrar communicates about the due dates for these postings and can help you with the required procedure(s). Contact the University Registrar's Office at extension 6018 or extension 6596 for assistance. If you encounter technical difficulties, send e-mail to helpdesk@mountunion.edu.
- d. As governed in the aforementioned policies, institutional data should always be stored on approved devices, servers, and cloud services. These include encrypted USB devices such as thumb drives and external hard drives, locally housed server resources, Microsoft OneDrive, and Brightspace. At no time should institutional data, including financial or personal identifiable information (PII) be stored on mobile devices or shared outside of the University. Email should not be forwarded to personal accounts as this data could contain [FERPA](#) related information which could lead to a data loss incident as well as [FERPA](#) violation. Passwords are the first line of defense in maintaining account and network security and require a minimum length and complexity to help strengthen the overall security posture of user accounts. Passwords should not be stored in written form and should never accompany a device in which it can be used to login to.

12. Computer Purchases

- a. All budget managers must purchase all computer hardware and software through the office of Information Technology according to University policy. It is critical that budget managers involve IT in the selection and buying process to maintain hardware and software standards, to ensure that a product works as expected in our networked environment, and to obtain the lowest pricing available within these constraints. Questions about choosing and buying computer hardware and software for University use should be directed to the Director of IT. Information on computer policies is also available on the [University webpage](#).

13. Use of Educational Facilities

- a. General-purpose classrooms are assigned by the Registrar. Other educational space, such as a laboratory, is assigned by the Registrar or by the department

- chair/program director or director in charge of the facility. The VPAA is charged with responsibility for the proper and effective use of all educational facilities.
- b. The use of University facilities by campus groups must be approved by the Manager of Campus Card and Facilities Scheduling. The responsible person should complete a facility request form, which can be obtained at any of the secretarial stations or in the Student Activities Office. Details with respect to time and requirements for furniture, speaker systems, etc. must be shown on the request form to ensure that the facility, once its use is approved, is open at the proper time and with needed items. The cost of the use of the facility will be charged to the sponsoring individual or organization.
 - c. The use of campus facilities by any off-campus group is coordinated by the Manager of Campus Card and Facilities Scheduling. The following general provisions apply to the use of facilities by off-campus groups:
 - (1) The proposed use of University facilities does not interfere with planned University activities.
 - (2) The request is from a responsible individual in an identifiable organization who agrees to accept responsibility for conduct of those who use the facility, for police protection if needed, and for financial responsibility for any damage to University facilities. The organization must agree to relieve the University of personal liability for members who attend the function.
 - (3) The objectives of the proposing organization are consistent with objectives, which the University supports.
 - (4) The request is consistent with requirements of the Ohio Athletic Conference and other organizations with which the University is affiliated.
 - (5) The organization is able and willing to pay the fee for the facility, which is established by the University. Requests to faculty members by off-campus individuals or groups for the use of University facilities should be referred to the Student Affairs Office.

Chapter 11 – Harassment Policy

Overview

As an educational community, University of Mount Union is committed to promoting responsible behavior. The University will not tolerate behavior that in any way undermines the emotional, physical, or ethical integrity of any member of its community. Mount Union seeks to protect and enhance the personal safety, dignity, and self-respect of each member of the University community. Moreover, the University will use its influence to encourage the entire community to treat its students, faculty, staff, and affiliated visitors in a manner consistent with the principles of this statement. Academic freedom can only exist when all are free to pursue ideas in a non-threatening, non-coercive atmosphere of mutual respect. Harassment is thus harmful not only to persons involved, but also to the entire University community.

Nothing in this document shall be construed to limit an individual's rights to freedom of political or artistic expression, or other expressions of an academic nature. In particular, the expression of political opinions about issues both on campus and in the wider national and international community explicitly does not constitute harassment. Works of art created or presented by students, faculty, and other members of the community similarly are protected.

A. Definition of Harassment

1. Harassment includes, but is not limited to, any verbal or non-verbal conduct directed at an individual or group of individuals due to their race, religion, ethnic origin, gender, sexual orientation, or disability, when such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive environment for working, learning, or living on campus. Such harassment may occur between any members of the University community. It is a violation of University policies to engage in harassment, or to retaliate against anyone bringing forth a complaint of harassment. False accusations of harassment will not be tolerated and may constitute intimidation and harassment and will be responded to as any other case of harassment. Repeated incidents, even where each would not on its own constitute harassment, may collectively constitute harassment under this definition.

B. Specific Types of Harassment

1. Certain forms of harassment tend to occur more frequently in society and are therefore described below in more detail.
 - a. Sexual Harassment. Sexual harassment in all of its manifestations runs counter to the mission of University of Mount Union and will not be tolerated in the University community. Sexual harassment violates not only the dignity of the individual, but also the integrity of the University. All reports of sexual harassment will be promptly

investigated and addressed. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other physical or verbal conduct of a sexual nature when it meets any of the following:

- (1) Submission to such conduct is either explicitly or implicitly made a condition of employment or academic standing, or where there is an implied or expressed promise of reward or threat of negative consequence for refusal.
 - (2) Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual; or
 - (3) Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive environment for working learning or living on campus.
 - (4) Examples of sexual harassment include, but are not limited to:
 - (i) Coerced sexual activity,
 - (ii) Some incidents of physical assault,
 - (iii) Direct or implied threats that submission to sexual advances will be a condition of employment, work status, promotion, grades, or letters of recommendation,
 - (iv) Direct propositions of a sexual nature and/or subtle pressure for sexual activity that is unwanted and unreasonably interferes with a person's work or academic environment,
 - (v) A pattern of conduct that unreasonably interferes with the work or academic environment (not legitimately related to the subject matter of a course) including,
 - (vi) Sexual innuendoes, inappropriate comments or remarks about an individual's clothing, body, or sexual activities,
 - (vii) Suggestive or insulting sounds, inappropriate humor and jokes about sex or gender in general; sexual propositions, invitations, or other pressure for sexual intimacy,
 - (viii) Inquiries and commentaries regarding a person's sexual activity, experience, or orientation,
 - (ix) Unwanted patting, pinching, brushing against a person's body, attempted or actual kissing or fondling, or any other inappropriate touching or feeling, or staring.
- b. Racial Harassment. Racial harassment is antithetical to the values of University of Mount Union, and the University will not tolerate acts based on racial bigotry. It is the goal of the University to eliminate all manifestations of racism from the campus and any incidents of racial harassment will be promptly investigated and addressed. Racial harassment includes behavior which threatens, intimidates, coerces, or degrades an individual or group because of race, ethnicity, or national origin in a manner that unreasonably interferes with an individual's work or academic performance or creates an intimidating, hostile, or offensive environment for working learning or living on campus.
- (1) Examples of racial harassment include, but are not limited to:
 - (i) Racial/ethnic slurs of any kind.

- (ii) Any behavior, including the production or display of graphic or written statements, that threatens, intimidates, coerces, or degrades an individual or group because of race, ethnicity, or national origin, or calls attention to the race, ethnicity, or national origin of another person in a manner that prevents or limits their academic and/or personal freedoms;
 - (iii) Physical assault, destruction of property, intimidation, or any behavior that is physically threatening, harmful, or humiliating when such conduct is directed against an individual or group because of their race, ethnicity, or national origin.
- c. Disability Harassment. Harassment directed at individuals or groups because of an actual or perceived disability is antithetical to the values of University of Mount Union. Such acts will not be tolerated by University of Mount Union and will result in prompt investigation and response. Disability harassment includes behavior which threatens, intimidates, coerces, or degrades an individual or group based on an actual or perceived disability in a manner that unreasonably interferes with an individual's work or academic performance or creates an intimidating, hostile, or offensive environment for working learning or living on campus.
 - (1) Examples of disability harassment include, but are not limited to:
 - (i) Verbal acts and name-calling. Any behavior, including the production or display of graphic or written statements, that threatens, intimidates, coerces, or degrades an individual or group because of an actual or perceived disability that prevents or limits their academic and/or personal freedoms.
 - (ii) Physical assault, destruction of property, intimidation, or any behavior that is physically threatening, harmful, or humiliating when such conduct is directed against an individual or group because of an actual or perceived disability.
 - (iii) Behavior that creates a hostile environment by unreasonably interfering with or denying a person's participation in or receipt of benefits, services, or opportunities from the University because of an actual or perceived disability.

C. Grievance Procedures regarding Harassment

1. Persons who believe they have been harassed are encouraged to discuss the complaint with the Associate Dean of Students or the Director of Human Resources. All members of the University community are encouraged to utilize the informal grievance procedures as a means of resolving harassment complaints.
2. Every attempt will be made to protect any alleged victim from further harassment or injury. The University and persons involved in the investigation will make every effort to maintain the confidentiality of the complaint and the investigation.
3. Procedures for Student to Student/Faculty/Staff Member Harassment.
 - a. Informal Grievance Procedure. Any campus community member with a complaint of harassment against a student should discuss this complaint with the Associate Dean of Students*. If appropriate and desired by the complainant, the Associate Dean of Students will arrange a meeting between the two parties and assist in the discussion of the complaint. The complainant has the right to end this informal grievance

process at any time and proceed to the formal grievance procedure. If the complainant does not desire an informal meeting, the Associate Dean of Students will assist him/her in the completion of the formal grievance procedure outlined below.

- b. Formal Grievance Procedure. Any campus community member who wishes to make formal complaint of harassment against a student should submit a detailed written report about the allegations to the Associate Dean of Students*. The report should include information about the dates, time, place, participants' names, and the harassing behavior. The Associate Dean of Students will discuss the report with the complainant to ensure clear and thorough understanding of the allegations. Every effort will be made to maintain the confidentiality of information regarding the complaint.
 - (1) The Associate Dean of Students, with the knowledge of the complainant, will contact the accused student to discuss the accusation. Investigation of a harassment complaint may include interviewing other persons necessary to obtain sufficient information on which to make a determination of the situation. The accused student will receive written notice of the allegations and the specific violations of the Student Code of Conduct with which the student is being charged.
 - (2) A hearing will be scheduled before a Judicial Hearing Officer or Board, as assigned by the Dean of Students or his/her designee. The accused student and the complainant will be afforded all rights outlined in the procedures of the Student-Faculty-Administration Judicial System, which can be found in the Student Handbook.
 - (3) The Hearing Officer or Board will make a determination of responsibility based upon the preponderance of evidence. If the accused student is found to be responsible for the alleged harassment, he/she will be sanctioned in accordance with the Student Code of Conduct. Based on Title IX of the 1972 Educational Amendments, the complainant will be informed of the determination of responsibility. However, the Family Education Right to Privacy Act prohibits the disclosure to the complainant of any sanctions placed against the accused student unless they directly involve the complainant (i.e. letters of apology to complainant, restrictions on contact, etc.)
 - (4) Disciplinary action shall be taken against any person found to have willfully falsified a claim of harassment. It is also a violation of this policy to retaliate against another member of the campus community for bringing forward a claim of harassment.

* If a student/faculty member/staff member wishes to make a complaint of harassment against the Associate Dean of Students, he/she should contact the Dean of Students.

4. Procedures for Faculty/Staff Member to Student Harassment.

- a. Informal Grievance Procedure. Any student with a complaint of harassment against a faculty or staff member should discuss this complaint with the Associate Dean of Students*. If appropriate the Associate Dean of Students will contact the Director of Human Resources to discuss the allegations. If desired by the complainant, the Director of Human Resources will arrange a meeting between the student and the

accused faculty/staff member and assist in the discussion of the complaint. The Associate Dean of Students may act in an advisory role for the student upon his/her request. The complainant has the right to end this informal grievance process at any time and proceed to the formal grievance procedure. If the complainant does not desire an informal meeting, the Associate Dean of Students and the Director of Human Resources will assist him/her in the completion of the formal grievance procedure outlined below.

- b. Formal Grievance Procedure. Any student who wishes to make a formal complaint of harassment against a Faculty/Staff member should submit a detailed written report about the allegations to the Director of Human Resources**. The report must include information about the dates, times, place, participants' name(s), and the harassing behavior. The Director of Human Resources will discuss the report with the complainant to ensure clear and thorough understanding of the allegations. Every effort will be made to maintain the confidentiality of information regarding the complaint. The Director of Human Resources will contact the appropriate Vice President and advise him or her of the accusations.

- (1) The Director of Human Resources, with the knowledge of the complainant, will contact the accused to conduct a thorough investigation of the allegations. Investigation of a harassment complaint may include interviewing other persons necessary to obtain sufficient information on which to make a determination of the situation. The Director of Human Resources will then make a determination if the accusations can be substantiated and, if so, refer the matter to the appropriate Vice President to be handled in accordance with the guidelines in the appropriate personnel handbook.

- (2) Disciplinary action shall be taken against any person found to have willfully falsified a claim of harassment. It is also a violation of this policy to retaliate against another member of the campus community for bringing forward a claim of harassment.

* If a student wishes to make a complaint of harassment against the Associate Dean of Students, he/she should discuss the complaint with the Dean of Students.

** If a student wishes to make a formal complaint of harassment against the Director of Human Resources, he/she should submit a detailed written report about the allegations to the Vice President of Business Affairs and Treasurer.

5. Procedures for Faculty/Staff Member to Faculty/Staff Member Harassment

- a. Informal Grievance Procedure. Complaints of harassment of any nature will be taken seriously and thoroughly investigated. There are two options for a Faculty or Staff member with a complaint of harassment against another faculty or staff member to initiate a claim of sexual harassment. They include contacting one of the following: 1) the vice president responsible for their department or 2) the Director of Human Resources. If appropriate and with the knowledge of the complainant, the vice president will contact the Director of Human Resources to discuss the allegations. If desired by the complainant, the Director of Human Resources will arrange a meeting between the complainant and the accused faculty/staff member and assist in the

discussion of the complaint. The complainant has the right to end this informal grievance process at any time and proceed to the formal grievance procedure.

- b. Formal Grievance Procedure. Any Faculty or Staff member who wishes to make a formal complaint of harassment against another Faculty or Staff member should submit a detailed written report about the allegations to the Director of Human Resources *. The report must include information about the dates, times, place, participants' name(s), and the harassing behavior. The Director of Human Resources will discuss the report with the complainant to ensure clear and thorough understanding of the allegations. Every effort will be made to maintain the confidentiality of information regarding the complaint. The Director of Human Resources will contact the appropriate Vice President and advise him or her of the accusations.
 - (1) The Director of Human Resources, with the knowledge of the complainant, will contact the accused to conduct a thorough investigation of the allegations. Investigation of a harassment complaint may include interviewing other persons necessary to obtain sufficient information on which to make a determination of the situation. The Director of Human Resources will then make a determination if the accusations can be substantiated and, if so, refer the matter to the appropriate Vice President to be handled in accordance with the guidelines in the appropriate personnel handbook.
 - (2) Disciplinary action shall be taken against any person found to have willfully falsified a claim of harassment. It is also a violation of this policy to retaliate against another member of the campus community for bringing forward a claim of harassment.

* If a faculty or staff member wishes to make a formal complaint of harassment against the Director of Human Resources, he/she should contact the Vice President of Business Affairs and Treasurer.

Chapter 12 – Student Advising

Overview & Philosophy

A major out-of-class responsibility of faculty members is that of serving as academic advisors to students, particularly with respect to course work, which the student may be taking in the faculty member's teaching area. In addition, faculty members frequently advise students other than those designated as their academic advisees.

Thorough, holistic advising is central to the identity and mission of Mount Union. The academic advisor serves not only as a facilitator but also as a mentor and partner in the student's journey toward a fulfilling life, meaningful work, and responsible citizenship.

In order to fulfill this role, the advisor seeks to understand the student's goals, interests, and aptitudes as these unfold over time. The process of matching the student with courses and resources depends upon this understanding and extends beyond the university, encompassing opportunities for community service, travel, and nonacademic work.

The advisor also takes an active interest in the wellbeing of the student, listening with compassion, providing appropriate counsel, and connecting the student with more expert help as needed. This interest is not limited to concerns about the impact of mental and physical health on academic performance. It is an expression of the University's concern for the whole student, and its mission to help each student lead an ethical, meaningful, and flourishing life.

A. Expectations of Undergraduate Academic Advisors

Undergraduate Academic Advisors are expected to:

1. Encourage broader interests beyond completion of students' degree programs. Academic Advisors should also encourage experiential opportunities such as internships, study abroad, service, focused and relevant co-curricular activities.
2. Demonstrate interest in students' lives beyond academic concerns and interests. As mentoring relationships develop, Academic Advisors must exercise some level of intuition about how students are faring as they move through the university experience and plan for life after graduation.
3. Spend sufficient time with advisees. This includes planned, individual meetings and appropriate levels of email, phone, and more casual in-person conversation as needed and requested by the student.
4. Anticipate requests by students to provide letters of recommendation, serve as references, and/or complete credentialing paperwork to assist advisees seeking career advancement and graduate school admission.
5. Be knowledgeable about the requirements of the advisee's intended degree programs, as well as the Integrative Core and the University Honors program, as

appropriate. Academic Advisors should also know about policies pertaining to transfer, international, and other specific student circumstances.

6. Be sufficiently knowledgeable about broader campus resources in order to assist students with a variety of concerns by referring them to appropriate campus offices (such as the Center for Student Success, Counseling Services, etc.)
7. Be prepared to offer career and/or graduate school advice related to the student's academic field, and to make referrals to Career Development services as needed and appropriate.
8. Conduct face-to-face meetings with all advisees each semester. Students' presence at these meetings should be a condition of authorization to register. Exceptions to the face-to-face meeting expectation are acceptable when appropriate circumstances exist (such as serious illness, online education, and/or study abroad). Such exceptions should be discussed with the department chair/program director.
9. Collaborate with advisees to create and maintain an academic plan to complete all graduation requirements within a specific time period.
10. Maintain a file (conventional or digital) on each advisee. This file could include the academic plan and notes from advising sessions.
11. Work with their department chairs to ensure that substitute courses are acceptable for an advisee's degree progress. The department chair shall then inform the registrar of any departmentally approved course waivers, prerequisite waivers, course substitutions, or other exceptions to graduation requirements.
12. Monitor the academic performance of advisees, and direct advisees with academic performance concerns to appropriate campus resources.
13. Notify appropriate campus resources of concerns related to an advisees' academic performance.
14. Attend relevant training sessions as offered by appropriate faculty committees and campus offices.
15. Understand and comply with additional advising-related processes and expectations included in the current version of UMU's *Advising Statement*.

B. Expectations of Graduate Academic Advisors

Graduate Academic Advisors are expected to:

1. Encourage networking and professional growth opportunities to enrich the life of the graduate student.
2. Demonstrate interest in students' lives beyond academic concerns and interests. As mentoring relationships develop, faculty must exercise some level of judgment about how students are faring as they move through the graduate level experience.
3. Spend sufficient time with advisees to develop and address the demands of graduate education. This includes at least one meeting each semester.
4. Maintain a file (conventional or digital) on each advisee. This file could include the academic plan and notes from advising sessions.
5. Meet with advisees in a manner that is best suited to accomplish effective advising in the graduate program.

6. Anticipate requests by students to craft letters of recommendation, for advanced degree applications or career advancements.
7. Be sufficiently knowledgeable about broader campus resources in order to assist students with a variety of concerns by referring them to appropriate campus offices and online resources, including, but not limited to the Center for Student Success, Counseling Services, etc.
8. Monitor the academic performance of advisees, and direct advisees with academic performance concerns to appropriate campus resources.
9. Notify appropriate campus resources of concerns related to an advisees' academic performance, as well as other concerns such as the need for counseling.
10. Be prepared to offer career advice related to the candidate's degree and area of interest.
11. Work with their program directors to ensure that substitute courses are acceptable for an advisee's degree progress. The program director shall then inform the registrar of any approved course waivers, prerequisite waivers, course substitutions, or other exceptions to graduation requirements.
12. Attend relevant training sessions as offered by appropriate faculty committees and administrative offices.
13. Understand and comply with additional advising-related processes and expectations included in the current version of UMU's *Advising Statement* (see Appendix 3).

Chapter 13 – Appointment of Department Chairs and Program Directors

Overview

The principal obligation of the department chair/program director is to build and maintain a department or program strong in scholarship and teaching capacity. The position is one of academic leadership with only those academic administrative duties which are necessary to meet the principal obligation. The position requires a positive approach toward the resolution of the educational and personnel problems, which face the department or program. The chair/director of a department or program serves as the chief representative of the department/graduate program within the University.

A. Eligibility and Term

1. Department chairs/program directors should be tenured members of the faculty. Department chairs and program directors are appointed by the college dean, normally for a term of three years after consultation with members of the department or program. The appointment shall be confirmed in writing. Department chairs/program directors may be reappointed by the college dean for a term of three years after consultation with members of the department/program. Normally, a chair or director should not serve more than six consecutive years.

B. Roles and Responsibilities

1. The department chair/program director has a wide range of responsibilities within the academic department and in the University more generally. Above all, it is essential that the department chair/program director maintain a high level of teaching and scholarship so as to serve as a role model for the professional expectations of the department or graduate program. As chair/director, the fundamental charge is to ensure that his/her academic department or program provides quality instruction, consistent with the goals and needs of the institution. No list can include every specific task associated with being the department chair/program director, but the list below describes the major roles and responsibilities of the position. Specific duties and tasks of chairs and directors can vary across disciplines and college and are determined by the college dean.
 - a. Leadership Roles
 - (1) Fostering a professional work atmosphere: The department chair/program director will be involved in finding solutions to problems related to teaching and will also attempt to resolve conflicts between students and faculty. He or she strives to be fair, reasonable, and approachable to both students and faculty. The department chair/program director also works with the college dean and the Tenure, Promotion and Continuation Committee in resolving

personnel or teaching problems relating to members of the department or program.

- (2) Establishing a vision for the department: The department chair/program director will work with members of the department or program, and the dean of the college to identify the goals of the department or program and its role within the institution. In addition, the department chair/program director works with the members of the department or program to regularly review the department's curriculum to ensure current and appropriate academic standards, and to evaluate learning objectives. Working with the Committee on Assessment, the chair/program director will periodically manage a systematic review of the department or program.
- (3) Maintaining communication to and from the University: The department chair/program director is responsible for conducting regular meetings with the department or program as needed. It is essential that the chair/program director make efforts to gather questions and concerns from members of the department or program for the purpose of communicating those issues to the college dean and other interested parties, as appropriate. It is also essential that the chair/program director clearly and effectively communicate University policy to the department or program, and to support the implementation of administrative decisions. Chairs and directors are also expected to attend and participate in periodic meetings of department chairs and program directors conducted by the college dean or the VPAA.

b. Resource Development Roles

- (1) Mentoring faculty: The chair/program director counsels faculty members on professional matters, helps faculty to establish annual and long-term goals, and provides recommendations concerning sabbatical and educational leaves and on other personnel actions pertaining to members of the department.
- (2) Evaluating faculty: The department chair/program director completes an annual written evaluation of non-tenured faculty and staff members in the department or program and makes recommendations on matters of continuation and tenure. In order to effectively complete this evaluation, the chair/program director is encouraged to review syllabi and student evaluations, make classroom observations, and discuss these during follow-up mentoring sessions with each departmental member. When a non-tenured department chair/program director is due to be evaluated, he or she should arrange for a colleague from within the department or program to complete the chair's or program director's portion of the evaluation form. The dean of the chair's college should be consulted in selecting the evaluator. When the department chair is on sabbatical during the spring semester, the interim chair should complete the faculty evaluations for the department.
- (3) Recruiting new faculty: The department chair/program director works with the dean of the college in recruiting new faculty members.

c. Administrative Roles

- (1) Scheduling courses: The department chair/program director arranges the teaching schedule after consultation with members of the department and coordination with related departments, in accordance with guidelines from the college dean. The chair/program director is responsible for ensuring that all courses are staffed with qualified instructors, which may include part-time or adjunct faculty, as instructed by the college dean. The chair/program director coordinates appropriate academic matters with other department chairs and program directors. The department chair/program director is responsible for ensuring that his/her department or graduate program adheres to University policies pertaining to Final Exams and Reading Day.
- (2) Preparing and administering the department budget: The department chair/program director, after consulting other members of the department, prepares an annual budget request for support of departmental/program activities in accordance with a timetable and procedures outlined by the dean of the chair/director's college. The chair/program director administers the approved budget in a manner to best fulfill departmental/programmatic teaching responsibilities within the limits of the approved budget.
- (3) Providing services to students: The department chair/program director meets with students who wish to declare a major in the department/program and approves the assignment of an advisor from among the faculty in the department/program. The department chair/program director ensures that faculty members of the department/program are available for advising and assisting students, particularly prior to and during registration, and during the drop/add period. As appropriate, the chair/program director attempts to bring the majors into departmental affairs and to arrange conditions that encourage the majors in the department/program.
- (4) Maintaining compliance and ensuring safety: The department chair/program director is responsible for working with the appropriate units of the University to ensure that the department/program is complying with all state and federal laws, and that all members of the department are properly administering University policy. The chair/program director is also responsible for enforcing policies and procedures designed to ensure the safety of students, faculty, staff, and others. The department chair/program director must clearly communicate all relevant policies and regulations to the members of the department/program. If the chair believes that a policy has been violated, or that a law has been broken, he or she should report the violation to the college dean immediately.

Chapter 14 – Departmental and Activity Budgets

Overview

The University policy is to rely on the judgment and prudence of department chairs/program directors and to attempt to provide, within reasonable bounds and the limits of available funds, adequate support for departmental or activity programs. Consistent with this policy, department chairs/program directors or activity directors are expected to submit a budget request, which represents their best estimate of the funds, needed to support their program. They are charged with ensuring that obligations and expenditures are made in accordance with established University procedures and do not exceed budgeted amounts. Requisitions must be signed by the department chair/program director or activity director or a designated alternate.

A. Budgets

1. Departmental or activity budgets depend upon such matters as available funds, number of students to be served, programs which are increasing or decreasing, status of prior equipment purchases and current needs, and other matters related to the educational program or co-curricular activity.
2. Departmental budgets, based on guidelines from the college deans, will be submitted early in March for the following academic year. Budget requests will likely be confirmed by June 1, although delays may arise due to finalization of the overall institutional budget. A department chair, program director or activity director who believes that the confirmed budget for the department, graduate program or activity is inadequate to support the program for the year may request reconsideration of the budget through the dean of their college. The budget request will be reconsidered, and the former budget will be confirmed, or a new budget approved. Once confirmed and approved, the budget officer is responsible to see that spending for the year remains within the approved amount. Budget overruns should be communicated to and approved by the college dean. The Business Office will accept requisitions charged to a departmental account for requests, which total less than \$500, as approved by the department chair, program director or by an activity director. Requisitions for non-budgeted items should be forwarded to the dean of the college before being submitted to the Business Office.
3. Funds for departmental capital equipment will be released twice during the academic year: on August 15 and on January 15. Capital equipment is defined as an item costing more than \$1,500 and having a usable lifetime of three or more years. In this way capital equipment requests will be able to be evaluated in relation to projected income figures for a particular academic year. Approximately one-half of the total money allocated for a department's capital equipment will be released at each of the above dates. Department chairs/program directors will submit proposed capital equipment budgets with priorities designated according to this timetable.

Chapter 15 – Teaching Recognition and Awards

Overview

The principal recognition a teacher receives is the esteem and respect of students and colleagues. Certain other types of recognition and awards are available as described below:

A. The Great Teacher Award

1. The Great Teacher Award is given by the Alumni Council for excellence in teaching.
2. To be eligible a faculty member must have the rank of instructor or above, have taught at least one course during the academic year, and not have received the Great Teacher Award within the past five years.
3. According to the award criteria, "excellence implies the ability of the professor to stimulate a student into a greater knowledge and understanding of the subject matter."
4. Each graduating senior is provided with a list of faculty members who are eligible for the Great Teacher Award and a form on which to nominate a person for the award. This form will enumerate the following six concepts:
 - a. Organization: My nominee was well organized in the structure of the course and in the presentation of the materials.
 - b. Inspiration: My nominee inspired me to learn inside and outside of the classroom.
 - c. Support: My nominee supported my learning both inside and outside of the classroom.
 - d. Assignments: My nominee's assignments challenged me to learn and grow.
 - e. Evaluation: My nominee's evaluation of assignments was fair and meaningful.
 - f. Overall Effectiveness: More comments and observations about my nominee would be:
5. This evaluation form will be used in conjunction with the following support material:
 - a. Syllabi and/or teaching philosophy
 - b. Assignments
 - c. Review by Tenure, Promotion, and Continuation Committee
6. After review by the Chair of the Tenure, Promotion, and Continuation Committee, all nominations will be returned to the Alumni Office and distributed by the Director of Alumni Relations and University Activities for use by the selection committee in determining the winner.
7. The selection of the Great Teacher Award is made by a committee consisting of:
 - a. President of the Alumni Council
 - b. Immediate past president of the Alumni Council
 - c. President of the National Cabinet of Mount Union Women
 - d. Two immediate past recipients of the Great Teacher Award
 - e. The Senior Class Officers
 - f. Ex-officio members of the selection committee without voting rights are:
 - (1) The President of the University
 - (2) The VPAA

(3) The Director of Alumni Activities

8. The evaluation form and comments submitted by seniors will represent 80% of the voting process, with the other 20% weighted in the supporting material.
9. The award is made at the discretion of the selection committee and does not have to be given each year. It is presented at the Honors Convocation. The value of the award is \$2000.

B. Distinguished Scholarship Award

1. This award is to be given to a faculty member who has contributed significantly to their academic discipline through scholarly or creative work at an exceptional level. For the purposes of this award, “scholarship” is recognized as a product of significant work that is performed, published, or displayed, and as such, faculty members in all disciplines at the University of Mount Union are eligible for this award. The work under consideration must have been performed for a public audience at a regionally or nationally recognized concert venue, published by a regionally, nationally, or internationally recognized, non-predatory publishing house or scholarly journal, displayed in a gallery or locale of regional or national significance, or distributed electronically via an appropriate open source venue or website that is peer reviewed and not considered to be self-publishing. The faculty member’s work should be of significance to others in the field. Faculty will nominate their colleagues and must, in a nomination letter addressed to the Tenure, Promotion, and Continuation Committee, explain in detail, with relevant examples or evidence, why the nominee deserves this distinction. To be awarded annually, as monies permit.

C. Distinguished Service Award

1. This award is to be given to a faculty member who has contributed significant service to the University of Mount Union and/or the community at large. Service could be seen in the form of committee work that led to meaningful change or development at the University, significant service to a professional or community organization modeling responsible citizenship to our students, or other methods that a faculty member could articulate in a nomination letter. This award is to be given to faculty members who distinguish themselves as public servants, and all faculty members at the University are eligible. Faculty will nominate their colleagues and must, in a nomination letter addressed to the Tenure, Promotion, and Continuation Committee, explain in detail, with relevant examples or evidence, why the nominee deserves this distinction. To be awarded annually, as monies permit.

D. Distinguished Teaching Award

1. Separate from the Great Teacher Award, this award is to be given to a faculty member at the University of Mount Union who has engaged their students in innovative, rigorous, and responsive classes. This person could be nominated for outstanding work

in a specific course or for their distinguished teaching over time, although this is not meant to be a lifetime achievement award. Faculty members in all disciplines at the University of Mount Union are eligible for this award. Faculty will nominate their colleagues and must, in a nomination letter addressed to the Tenure, Promotion, and Continuation Committee, explain in detail, with relevant examples or evidence, why the nominee deserves this distinction. To be awarded annually, as monies permit.

E. Faculty Lecture

1. A Faculty Lecture normally is scheduled annually in the spring semester to provide the opportunity for faculty, staff, and students to hear a formal lecture by a faculty member. The Faculty Development Committee prepares a list of nominees from which the lecturer is normally selected by the VPAA. A modest honorarium is offered in connection with the lecture.

F. Matriculation Convocation

1. A member of the teaching faculty gives a talk at the Matriculation Convocation, which is held for new students, faculty, and staff during the orientation period before the beginning of the academic year. In recent years, this speaker has been the recipient of the Great Teacher Award from the previous spring. Should it become necessary to consider alternate speakers, the Faculty Development Committee prepares a list of nominees from which the lecturer is selected by the President.

G. Nomination for Off-Campus Awards

1. The University has the opportunity to nominate faculty members for various competitive awards. The Faculty Development Committee prepares a list of individuals from whom nominees can be selected for general teaching awards or recognition for their overall contribution.
2. Some award competitions are more restrictive and frequently are based on such matters as the discipline in which one teaches the amount of teaching experience, age, and other eligibility criteria. Nominations can be originated by the faculty member, by the department chair/program director, or by another faculty colleague. Awards bring distinction to the individual and to the University, and nominations for all appropriate awards are encouraged where faculty members are eligible and are reasonably strong contenders.

Chapter 16 – Miscellaneous

A. Student Attendance Policy

1. Because of the significant mutual commitment of faculty and student, it is expected that students will attend and participate in classes and laboratory periods for which they are registered. Students who must miss class for any reason should contact the faculty member before the absence if possible, or in case of emergency, as soon as possible thereafter, to make arrangements for missed assignments. Repeated absences from class and laboratory periods will likely affect the grade earned and, if not excused by the instructor, may place the student on probation or suspension from the University.
2. Students who must miss class for health reasons are required to contact the Health Center for diagnosis and either treatment, release, or referral. The medical staff will determine the seriousness of health problems and inform the Dean of Students when absence is legitimate; but students retain the responsibility to notify faculty and make up work. In cases of prolonged illness or off-campus emergency, the Dean of Students must be notified; the Dean of Students will verify the cause and provide notification where warranted.
3. Field trips and other off-campus academic activities are encouraged within reasonable limits of time away from campus. Field trips are off-campus activities, organized and supervised by a faculty member, which directly support course work. Students may not be required to participate in field trips, which would necessitate their missing other scheduled classes. All field trips under University auspices are undertaken on the basis that the students are voluntarily participating and have been able to work out arrangements with other faculty members with whom they have courses. Field trips, which necessitate student absence from other classes, should be submitted to the VPAA prior to final planning.
4. Organized student activities and intercollegiate athletics may also, because of external scheduling exigencies, interfere with regularly scheduled classes. It is expected that participants in such activities will carefully weigh course needs and activity demands with the help of advisors before registering for classes; if conflicts would jeopardize performance, alternate course selection may be appropriate. Activity advisors and coaches should explain schedules carefully to students at an early date, and students must assume responsibility for making arrangements to miss necessary classes and make up work. When schedules of two field trips or other extracurricular activities conflict, students must make a choice; but activity directors should not penalize students for a situation beyond their control.
5. Reading Days. Reading Days are established by the Faculty. Athletic events and other extra-curricular activities sponsored by the University of Mount Union will not be held on Reading Days. With the exception of NCAA or OAC-mandated championships that the University has been unable to reschedule, and other exceptions specifically approved by the Academic Policies Committee, no extra-curricular activities sponsored by University of Mount Union should be scheduled on Reading Day or on the weekend.

breaks during the final examination period. Department chairs or graduate programs directors are responsible for enforcing Reading Day and Final Exam policies. Final Exam Policy for Student Athletes: Although the University discourages scheduling athletic competitions during final exam week, such events may occur due to tournaments, playoffs, or other unforeseeable reasons. The University supports student-athlete involvement in these events and seeks to facilitate a cooperative process for administering final exams when conflicts occur. The following policy describes the conditions and procedures for arranging for alternate scheduling for final exams without requiring a formal petition to the Academic Policies Committee.

6. Students assume the primary responsibility for notifying their instructors of the conflict, and for making appropriate arrangements to take all exams before the end of the final exam period. If a conflict is likely to occur, the following procedures will be followed:
 - a. The Athletic Department shall notify the Office of Academic Affairs of potential conflicts during final exam week at least one week before the competition. As soon as possible, the Athletic Department will provide a list of all students participating in the event, including athletes, trainers, assistants, managers, reporters, etc.
 - b. The Office of Academic Affairs will notify the Faculty of the potential conflict, including the list of all student participants. This policy shall apply only to students whose names appear on this list. The notification will include the specific dates and times when the students will be departing (and when they will be returning, if known).
 - c. Once a potential conflict has been determined, students will contact their instructors to discuss alternate arrangements for their finals in affected courses. The student and instructor will work together to find a mutually agreeable date and time for the exam. (Note that it is always acceptable, with instructor approval, for a student to take a final exam with another section of the same course.) If the instructor prefers, the Academic Support staff will administer exams during scheduled times; faculty will be notified of the specific details of this option.
 - d. Alternative arrangements should generally adhere to the following:
 - (1) Final exams should not be taken before Reading Day (though exams *may* be taken on Reading Day if both parties agree); and must be completed no later than the last regularly scheduled day of exams.
 - (2) Alternative examination arrangements are contingent upon participation in the athletic competition. In the event that Mount Union does not participate in the event, all alternative arrangements become void, and students will revert to the regular final exam schedule published by the Registrar. Likewise, if an individual student is not participating, he or she will revert to the regular final exam schedule.
 - e. Because absences detract in different degrees from various learning and class participation expectations, only individual instructors in courses, or the college deans, may excuse absence. The Dean of Students confirms absences for health reasons. To avoid confusion, instructors are expected to establish and carefully explain their attendance policies for each course in writing at the beginning of the term. Instructors should coordinate their attendance expectations with the class

schedule, the campus calendar, and institutional priorities. Any attendance conflicts will be resolved by the college dean in consultation with the parties involved. Bona fide emergencies may be excused by the college dean if verified, and work may be made up. Prolonged absence for any reason may result in withdrawal, a grade of "Incomplete," or failure, depending on the nature of the course work missed and circumstances of the absence.

B. Administrative Support Arrangements

1. Designated faculty members in academic buildings serve as administrative support coordinators for the faculty members in those buildings. The administrative support coordinators will be appointed biennially by the Dean of the University.
2. Faculty offices are assigned on the basis of seniority by the administrative support coordinator, as approved by the VPAA and the dean of the appropriate college, except for certain offices traditionally reserved for particular positions.
3. Faculty members may seek administrative assistant support from the Senior Administrative Assistant to the dean of their college. Senior administrative support to faculty members will be provided based on the work priorities of the dean.
4. Mail to faculty members will be delivered to their academic building. Deliveries are made twice daily to the main academic buildings during the academic year.
5. Departments/graduate program and individuals may arrange to have material reproduced in the Print Center in the basement of Beeghly Hall. Print Center representatives should be informed of special security requirements such as for examinations. Copy quantities of 60 or more should be sent to the Print Center.
6. Assuming the department/graduate program has budgeted monies for work-study, the chair may obtain student assistants for work in the department through the Office of Student Financial Aid. If the duties to be performed are such that a range of individuals can be considered, the request should be made to that office for the referral of students on work-study grants. If there is high selectivity for the position, the department chair/program director should suggest a list of possible candidates to the Office of Student Financial Aid who will work with the department chair/program director in attempting to fill the position with a student who most needs the financial assistance. Students will not be promised employment without prior coordination with the Office of Student Financial Aid. Students will not be employed unless there is an approved position in the department or activity budget. Total student labor cost will be charged to departments/programs. Only the department chair/program director, or a designated substitute, will sign the timecard for student employment.
7. The department chair/program director will work with the administrative support coordinator on matters requiring action by the Physical Plant office and the administrative support coordinator will report the matter to the Physical Plant office.

Appendix 1

Terminal Degrees used for Tenure and Promotion at Mount Union by Discipline

<u>Discipline</u>	<u>Terminal Degree(s)Accepted/Rationale</u>
Accounting	Masters with CPA, Ph.D., or D.B.A.
Athletic Training	Ph.D. or Ed.D. & A.T.C.
Art	M.F.A. Ph.D. for those who teach Art History or Art
Biology	Ph.D.
Business Administration	Ph.D. or D.B.A. The Executive-in-Residence position: terminal degree is a M.B.A., M.A., M.S., or equivalent master's degree plus significant experience and expertise in upper-level business management. The Professional-in-Residence non-tenure-track appointments: terminal degree is M.B.A., M.A., M.S., or equivalent master's degree plus significant work experience and expertise in the area of business that is the appointee's primary teaching responsibility.
Chemistry and Biochemistry	Ph.D.
Communication	Ph.D. M.S.J. is the terminal degree in Journalism
Economics	Ph.D.
CSIS	Ph.D.
Earth & Environmental Studies	Ph.D.
Education	Ph.D. or Ed.D.
Engineering	Ph.D.
English	Ph.D. or M.F.A. (creative writing only)
Exercise Science	Ph.D.
Health	Ph.D. or Ed.D.

History	Ph.D.
Mathematics	Ph.D. or D.A. or similar doctorates
Music	Ph.D. or Doctor of Musical Arts M.M. – Band Director
Nursing	Ph.D., D.N.P., Ed.D. or D.N.Sc.
Philosophy & Religious Studies	PhD., D. Phil., Th.D., D. Theol. S.T.D. (Specifically <u>not</u> considered equivalent to these degrees is the D. Min.)
Physical Education	Ph.D. or Ed.D.
Physical Therapy	Ph.D., Ed. D., D.Sc., D.P.H., DPT with advanced credential/certification, or terminal doctoral degree in a related field
Physician Assistant Studies	M.S.
Physics and Astronomy	Ph.D.
Political Science	Ph.D. or D.A
Psychology	Ph.D., Psy.D. (Ed.D. for Ed Psych.)
Sociology and Criminal Justice	Ph.D.
Sports Business	Ph.D. or Ed.D.
Theater	M.F.A. or Ph.D.
World Languages & Cultures	Ph.D. or D.M.L.

Revised: July 25, 2019

Appendix 2

Links to Forms and Policies

[Application for Sabbatical, STAR or Austin Montgomery Support](#)

[Employment Policies Handbook for Faculty](#)

[Faculty Hiring Toolkit](#)

[Faculty Information and Evaluation Form](#)

[Policy on Academic Honesty](#)

[Post-Sabbatical Report](#)

[Professional File Update Form](#)

[Purchasing Requisition Form](#)

[Reimbursement Form for Travel and Miscellaneous Expenses](#)

[Sabbatical Proposal Form](#)

[Travel Request/Authorization Form \(General Use\) for field trips or other University business](#)

[University of Mount Union Travel & Reimbursement Policy](#)

[University Store Requisition Form](#)

Appendix 3

Academic Advising Statement

I. Statement of Advising Philosophy

Thorough, holistic advising is central to the identity and mission of Mount Union. The academic advisor serves not only as a facilitator but also as a mentor and partner in the student's journey toward a fulfilling life, meaningful work, and responsible citizenship.

In order to fulfill this role, the advisor seeks to understand the student's goals, interests, and aptitudes as these unfold over time. The process of matching the student with courses and resources depends upon this understanding and extends beyond the university, encompassing opportunities for community service, travel, and nonacademic work.

The advisor also takes an active interest in the wellbeing of the student, listening with compassion, providing appropriate counsel, and connecting the student with more expert help as needed. This interest is not limited to concerns about the impact of mental and physical health on academic performance. It is an expression of the University's concern for the whole student, and its mission to help each student lead an ethical, meaningful and flourishing life.

II. Expectations of Academic Advisors

A. Holistic Approach

- Academic Advisors should encourage broader interests beyond completion of students' degree programs. Academic Advisors should also encourage experiential opportunities such as internships, study abroad, service, focused and relevant co-curricular activities.

Academic Advisors must demonstrate interest in students' lives beyond academic concerns and interests. As mentoring relationships develop, Academic Advisors must exercise some level of intuition about how students are *really* faring as they move through the university experience and plan for life after graduation.

B. Time

- Academic Advisors must spend sufficient time with advisees. This includes planned, individual meetings and appropriate levels of email, phone, and more casual in-person conversation as needed and requested by the student.

- Academic Advisors should anticipate requests by students to provide letters of recommendation, serve as references, and/or complete credentialing paperwork to assist advisees seeking career advancement and graduate school admission.

C. Knowledge

- Academic Advisors must be knowledgeable about the requirements of the advisee's intended degree programs, as well as the Integrative Core and the University Honors program, as appropriate. Academic Advisors should also know about policies pertaining to transfer, international, and other specific student circumstances.
- Academic Advisors must be sufficiently knowledgeable about broader campus resources in order to assist students with a variety of concerns by referring them to appropriate campus offices (such as the Center for Student Success, counseling services, etc.).
- Academic Advisors should be prepared to offer career and/or graduate school advice related to the student's academic field, and to make referrals to Career Development services as needed and appropriate.

D. Academic Support & Planning

- Academic Advisors are expected to:
 - Conduct face-to-face, individual meetings with all advisees each semester. Students' presence at these meetings should be a condition of authorization to register. Exceptions to the face-to-face meeting expectation are acceptable when appropriate circumstances exist (such as serious illness, online education, and/or study abroad). Such exceptions may be granted by the department chair/program director in conjunction with Academic Affairs.
 - Collaborate with advisees to create and maintain an academic plan to complete all graduation requirements within a specific time period.
 - Maintain a file (conventional or digital) on each advisee. This file should include the academic plan and notes from each advising session.
 - Work with their department chairs to ensure that substitute courses are acceptable for an advisee's degree progress. The department chair shall then inform the registrar of any departmentally-approved course waivers, prerequisite waivers, course substitutions, or other exceptions to graduation requirements.
 - Monitor the academic performance of advisees, and direct advisees with academic performance concerns to appropriate campus resources.

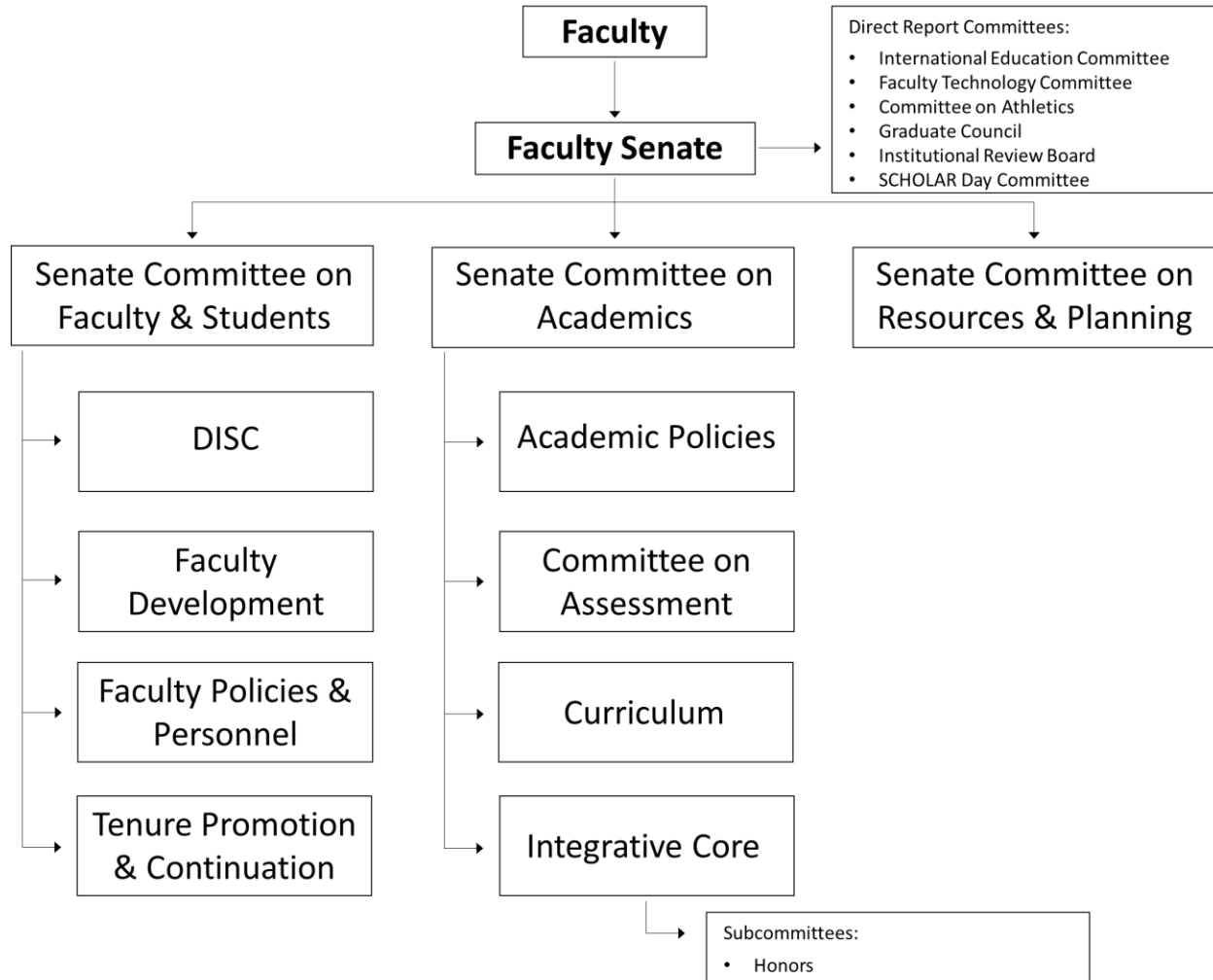
- Notify appropriate campus resources of concerns related to an advisees' academic performance.
- Attend relevant training sessions as offered by appropriate faculty committees and campus offices.

Appendix 4

[Revisions Log](#)

Appendix 5

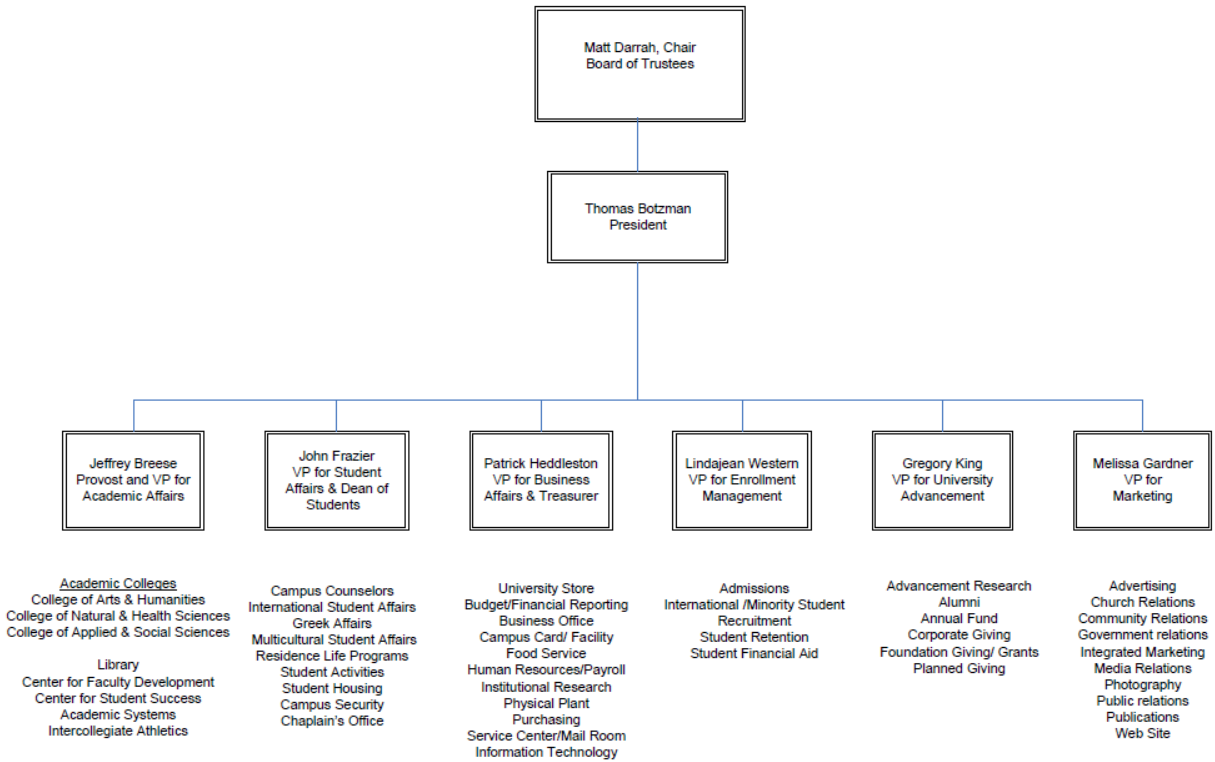
Faculty Senate and Faculty Committee Organizational Chart



Appendix 6

Administrative Chart

University of Mount Union President's Council



7/1/2020

Appendix 7

Roles and Responsibilities Documents

The Roles and Responsibilities documents have been created by the College of Applied & Social Sciences and the College of Arts & Humanities to enhance understanding of how each college perceives the teaching, professional development, scholarship, and service expectations that are outlined in the Faculty Handbook. These documents have been designed to assist those who evaluate faculty and to provide newer faculty with a resource to assist them in preparing their evaluation materials. These documents cannot conflict with the Faculty Handbook and therefore do not provide additional criteria for tenure, promotion, continuation, and evaluation. Proposed changes to a given document shall be brought forward by the respective college to the Faculty Policies and Personnel Committee. Approval of these changes will follow the guidelines provided in the Preface to the Faculty Handbook.

[Link to the College of Applied & Social Sciences Roles and Responsibilities Document](#)

[Link to the College of Arts & Humanities Roles and Responsibilities Document](#)