Faculty Development

Continuing professional development of all teaching faculty at Spalding University is the shared responsibility of the University and the faculty colleague. The Faculty Development Committee of the Faculty Senate is described in the *Faculty Governance Document* in Article VII, Section C-3.

Faculty Expert Guide

The Office of Marketing and Public Relations may choose to maintain a *Faculty Expert Guide*, in print and/or electronic form, to allow convenient public and journalistic access to subject-matter experts who are members of the University Faculty. Entries in the *Faculty Expert Guide* are updated periodically with the assistance of the deans, chairs, and faculty.

Faculty Governance

The role of the faculty in University governance is described in the *Faculty Governance Document*, which specifies the relationships between administrators and faculty in University decision making. The policies governing the Faculty Senate as a deliberative assembly are set forth in the *Faculty Senate Bylaws*. The current governance document was approved at the August 2006 Board of Trustees meeting. The current senate bylaws were approved at the September 2003 Board Trustees meeting.

Faculty IDs

All faculty members are issued ID cards for use in checking out library materials and for opening locks on smart classroom doors. ID cards are formatted for use as ID badges, and faculty members are encouraged to wear those badges while on campus. Faculty ID cards are issued in the University Admissions Office, located on the second floor of the Third Street Academic Center.

Faculty Promotion and Tenure Policies

Tenure policies for the University are found in the *Faculty Governance Document* (Article XI) and the documents describing tenure policies for the college and school in which the tenure-eligible faculty member is appointed. The *Faculty Governance Document* is found in Appendix A to the *Faculty Handbook and Part-Time Faculty Handbook*.

Tenure-eligible faculty should consult with their supervisors to acquire all policy statements and University forms relevant to applying for tenure.

Procedures

Procedures for Applying for Promotion and/or Tenure Consideration

Faculty members, who intend to apply for promotion and/or tenure consideration during this academic year, should proceed by following the steps listed below:

1. Review the standards for promotion and/or tenure in the current Faculty Governance Document and the College Rank and Tenure By-laws, to determine if the requirements for time in rank, education, experience and performance are met and can be documented.
2. Notify the immediate supervisor (Chair and/or Dean) of the intention to apply and discuss the supervisor's recommendation.
3. Applicants should prepare materials according to the following standards, including:

   - Complete a current application form from the Office of Academic Affairs, including documentation of pertinent time and experience requirements
   - A current vita in the University-approved format
   - Portfolio: A professional portfolio is a careful collection of selected evidence supported by a written narrative, allowing the reader to understand the rationale of the faculty member preparing the portfolio. For the review of the faculty member, the portfolio provides a written and categorized presentation of information that chronicles the faculty member's expertise in teaching, scholarship, and service in a specific time period as identified on the application.

Contents and Order of Application

1. **Application form and two other documents**

   - A written recommendation from the faculty member's supervisor
   - Introduction of self as a professional educator

2. **CV in approved University format**
3. **Teaching Section**

   Include a narrative in which the faculty member will describe his/her impact on successful student learning and provide evidence of accomplishment (maximum of 3 pages, double-spaced, Times New Roman 12 font). Additionally, the following documents are required:

   - Summary table of responses to questions from all course evaluations for the past 3 years
   - Summary table of grades awarded in all assigned courses during the past 3 years

- Syllabi of selected courses (1- 3) with changes over time
- Up to 3 examples of student work (including range of work and grading) from selected courses.

Artifacts

- 1 to 3 courses for focus

- evaluations from all course sections for three (3) year period including summary table of selected questions
- appendix with copies of all course evaluations during the 3-year time period
- table summarizing grades awarded in all courses
- syllabi including change over time for selected courses
- examples of a range of student work with grading (address in narrative)

4. **Scholarship Section**

Narrative (maximum of 3 pages, double spaced, Times New Roman 12 font)

Artifacts

- Examples (maximum of 5 pages), evidencing progress in scholarship, as defined by the College/School; include a copy of the College/School's current definition of scholarship.
- All pertinent scholarship activities and pursuits should be listed on the CV

5. **Service Section** (internal to Spalding community and external community, including professional community)

- Narrative (maximum of 3 pages) must be double spaced, Times New Roman 12 font.

6. **Appendix**

- Summary sheet with student comments from all courses taught for previous three (3) years.

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Third Year Review

Click to read or download form for Application for Third-Year Review.

Faculty members, who are in a tenure-track position, preparing the required Third-Year Review, will complete a condensed version of the materials required to apply for promotion and or/ tenure. Candidates should proceed according to the following guidelines:

1. Review the guidelines for promotion and/or tenure in the current Faculty Governance Document and the College Rank and Tenure Bylaws, and the School's definition of scholarship, to determine if the requirements for time in rank, education, experience and performance are met and can be documented.
2. Notify the dean and/or chair of the faculty member's intention to apply for review and discuss the dean/chair's recommendation.
3. Applicants should prepare materials according to the following guidelines, including:

   - Complete a current application form from the Office of Academic Affairs. Click to read or download form for Application for Third-Year Review.
   - A current vita in college-approved format
   - Documentation of pertinent time requirements
   - Portfolio – A professional portfolio is a careful collection of evidence supported by written narrative allowing the reader to understand the rationale of the person preparing the portfolio.

Contents and Order of Application

4. **Application including recommendation from supervisor**

   - Introduction of self as professional educator (one page letter to reader)

5. **CV (list most recent first activity in each section)**

   - Higher education
   - Current and previous positions
   - Teaching experience, (remainder based on college decisions)

- **Teaching Section**
  Narrative (maximum of three (3) pages, double-spaced, 12 Times New Roman font), including impact on successful student learning and how accomplished

  - Summary table of responses to selected questions from course evaluations
  - Summary table of grades awarded in selected courses
  - Syllabi of selected sections with change over time

- Up to three (3) examples of student work (including range of work and grading) from selected course

Artifacts

- 1 to 3 courses for focus
- evaluations from each course section for three (3) year period including summary table of selected questions
- appendix with copies of all course evaluations during time period
- table summarizing grades awarded in each course section

- syllabi, including change-over time for selected courses
- examples of a range of student work with grading (address in narrative)

6. **Scholarship Section**

   - Narrative (maximum of three (3) pages, double-spaced, 12 Times New Roman font)

   Artifacts

   - Examples (maximum of five (5) evidencing progress in scholarship as defined by the School/College
   - All should be listed on the CV

7. **Service Section** (internal to Spalding community and external community, including professional community)

   - Narrative (maximum of three (3) pages, double-spaced, 12 Times New Roman font)

8. **Appendix**

   - Summary sheet with student comments from all courses taught for previous three (3) years

Rev. 2-23-06

Seventh-Year Review

Click to read or download Seventh-Year application form.

Faculty members, who are in a tenure-track position, preparing the required Seventh-Year Review, will complete a condensed version of the materials required to apply for

promotion and or/ tenure. Candidates should proceed according to the following guidelines:

1. Review the guidelines for promotion and/or tenure in the current Faculty Governance Document and the College Rank and Tenure Bylaws, and the School's definition of scholarship, to determine if the requirements for time in rank, education, experience and performance are met and can be documented.
2. Notify the dean and/or chair of the faculty member's intention to apply for review and discuss the dean/chair's recommendation.
3. Applicants should prepare materials according to the following guidelines, including:

    - Complete a current application form from the Office of Academic Affairs. Click to read or download Seventh-Year application form.
    - A current vita in college-approved format
    - Documentation of pertinent time requirements
    - Portfolio – A professional portfolio is a careful collection of evidence supported by written narrative allowing the reader to understand the rationale of the person preparing the portfolio.

Contents and Order of Application

4. **Application including recommendation from supervisor**

    - Introduction of self as professional educator (one page letter to reader)

5. **CV (list most recent first activity in each section)**

    - Higher education
    - Current and previous positions
    - Teaching experience, (remainder based on college decisions)

6. **Teaching Section**
Narrative (maximum of three (3) pages, double-spaced, 12 Times New Roman font), including impact on successful student learning and how accomplished

    - Summary table of responses to selected questions from course evaluations
    - Summary table of grades awarded in selected courses
    - Syllabi of selected sections with change over time
    - Up to three (3) examples of student work (including range of work and grading) from selected course

- 1 to 3 courses for focus

    - evaluations from each course section for three (3) year period including summary table of selected questions
    - appendix with copies of all course evaluations during time period
    - table summarizing grades awarded in each course section
    - syllabi, including change-over time for selected courses
    - examples of a range of student work with grading (address in narrative)

7. **Scholarship Section**

    - Narrative (maximum of three (3) pages, double-spaced, 12 Times New Roman font)

Artifacts

    - Examples (maximum of five (5) evidencing progress in scholarship as defined by the School/College
    - All should be listed on the CV

8. **Service Section** (internal to Spalding community and external community, including professional community)

    - Narrative (maximum of three (3) pages, double-spaced, 12 Times New Roman font)

9. **Appendix**

    - Summary sheet with student comments from all courses taught for previous three (3) years

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Final Examinations

Unless a final examination period relevant to the course is announced in advance by the University, the final examination in any given course is typically scheduled during the usual class period on the last official day of class. However, final examinations can be rescheduled under the terms of the inclement weather policy published in the *Faculty Handbook and Part-time Faculty Handbook* or with the permission of the Senior Vice President for Academic Affairs. This policy is not intended to preclude providing reasonable accommodations for individual students with special needs.

Faculty members are required to offer an appropriate final examination experience (varied format options based on outcomes to be assessed) for all organized classes. Unless an exception is approved in writing by the Senior Vice President for Academic Affairs, any final examination experience must occur during regularly scheduled course hours on the Spalding University campus.

Grade Records

A complete description of the meaning of grades at Spalding University is provided in the *Spalding University Catalog*. Special instructions for the use of I, W, and X grades are provided in the catalog.

Professor Sheets are provided to the instructor of record by the registrar and the relevant school or college office. Final course grades are entered on those sheets unless an I or W grade is used. Grades should be returned to the Office of Enrollment Services or other designated campus office by the designated deadline or, if no deadline is provided, within three business days of the last scheduled day of class. The white sheet is submitted to the registrar and the pink sheet is submitted to the school or college office. The faculty member keeps the yellow sheet for his or her records.

Effective July 1, 2004, grade records at Spalding University should be retained for a minimum of one calendar year. Grade records are defined as grade books, computer and non-computer-generated grade sheets, and other such materials that permit a reconstruction of a student-graded performance in a course. Grade records are not limited to the final grades submitted at the end of a course. The need to retain grade materials for at least one year is based on reviews that may arise following student appeals on and off campus, including grade appeals, charges of racial discrimination and sexual harassment, and appeals to federal agencies. Chairs and deans must collect grade records, or copies of grade records, from instructors who retire or who otherwise leave the University. Each college will determine how materials are to be stored and, in general, how the process will be monitored.

Graduate Faculty

Full-time faculty who meet the requirements specified in the *Faculty Governance Document* are eligible for regular appointment to the Graduate Faculty. Part-time and proportionate-time faculty who meet the requirements specified in the *Faculty Governance Document* are eligible for appointment to the Graduate Faculty as associate members. Details concerning the rights and responsibilities of Graduate Faculty membership are found in the *Faculty Governance Document* (Article VII, Section C-2; Article X). Approved school and college governance documents may also specify additional obligations of Graduate Faculty membership applying only to the school and college faculty.