

## Faculty Handbook

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## **Forward**

The *Faculty Handbook* is maintained by the Office of the Provost, in consultation with the Office of the President, the Faculty Senate, and other University administrators and staff. The handbook is designed as a convenient reference for present and prospective faculty members at all ranks.

The *Faculty Handbook* is updated periodically. In all cases, faculty should check the current, on-line version of the handbook at [www.my.spalding.edu/Provost-Academic Affairs](http://www.my.spalding.edu/Provost-AcademicAffairs) for answers to common faculty questions. More precise and detailed information about University policies relevant to faculty should be secured by reviewing the current versions of the *Faculty Governance Document*, the *Employment Handbook*, the *Administrative Policies and Procedures Manual*, or other statements of University policy issued by appropriate University administrators. Should the *Faculty Handbook* conflict with any other document stating University policy, that specific policy statement shall prevail.

The *Faculty Handbook* is not a contract of employment and nothing herein shall be construed as a guarantee of continued employment or an employment contract. All full- and part-time faculty members are expected to read this handbook and become familiar with its contents.

## **General Information**

### **Board of Trustees**

The current list of the membership of the Spalding University Board of Trustees is found on the University's Website at [www.my.spalding.edu](http://www.my.spalding.edu).

### **History**

Spalding University's mission and its approach to education are largely derived from its unique history. Spalding has almost 200 years of academic tradition and service, extending back to 1814 when the Sisters of Charity of Nazareth established Nazareth Academy at Nazareth, near Bardstown, Kentucky. The earliest public examination ceremony was held in 1825, with Henry Clay presiding and presenting the awards. The charter enabling the institution to confer academic diplomas was granted by the Legislature of the Commonwealth of Kentucky in 1829. By that time, the quality of the school's academic program was already well known to many distinguished Kentuckians, such as Ben Hardin, John J. Crittenden, Zachary Taylor, John Rowan, and James Speed, whose daughters attended the Academy. The name of the University is derived from and honors Catharine Spalding, the founder of the Sisters of Charity of Nazareth, who was responsible for securing the 1829 Charter and is also regarded as the founder of social work in the Louisville area.

As was the case with many 19th century academies for young women, the school not only conducted the standard secondary school curriculum but college subjects as well and served as a training center for sisters who were to teach in other schools. This college-level activity was facilitated, even before the granting of the charter, by the teaching of Bishop J. B. M. David, who had held professorial positions in the major seminaries at Nantes and Angers in France, of faculty members of old St. Joseph's College in Bardstown, and of well-educated members of the Sisters of Charity of Nazareth, such as Sisters Ellen O'Connell and Marie Menard.

Before the turn of the century, 84 new schools and academies had been established by the sisters in various parts of the country. Early on, there also developed a long-term involvement and dedication to nursing and health care. In 1821, the Nazareth sisters assumed operation of the infirmary at St. Joseph's College in Bardstown, and it was from that springboard that the health care apostolate was launched. During the Civil War, faculty and staff members of the school served as nursing sisters for both the Union and Confederate armies. Abraham Lincoln issued a letter of protection so that the sisters at Nazareth would not be disturbed. The sisters served both sides with distinction, but always for the purpose of better caring for those in pain, in need, and in fear. Six of 39 sisters who served in the Civil War died during that conflict.

In 1920, Nazareth College was opened in Louisville, Kentucky, the first four-year Catholic college for women in the Commonwealth, and one year later Nazareth Junior College was formally opened on the old Nazareth Campus. The two institutions were merged in 1940 into Nazareth College with two campuses. The two separated in 1961 to form Nazareth College at Nazareth and Catherine Spalding College in Louisville, but finally merged again in 1969 to form Spalding College. In May 1971, all instructional activity was consolidated on the Louisville campus. In 1973, the University, which had operated under the 1829 Charter to "The Nazareth Literary and Benevolent Institution," the corporation formed by the Sisters of Charity of Nazareth, was incorporated as an independent, urban, coeducational institution in the Catholic tradition for students of all traditions.

In 1984, in recognition of the wide range of programs offered, the institution was designated Spalding University.

In addition to selected associate and bachelor degrees, Spalding University currently offers a variety of graduate level programs leading to Master's and doctoral degrees. Today, the University is maintaining its characteristically innovative stance at the cutting edge of educational service to the greater Louisville community and beyond.

### **Mission**

Spalding University is a diverse community of learners dedicated to meeting the needs of the times in the tradition of the Sisters of Charity of Nazareth through quality undergraduate and graduate liberal and professional studies, grounded in spiritual values, with emphasis on service and the promotion of peace and justice.

#### *Diverse Community of Learners...*

Spalding University welcomes students, faculty, staff, and administrators, who are diverse in age, experience, intellect, race, class, minority status, gender, religion, and culture, and encourages them to become members of an academic community.

#### *Dedicated to Meeting the Needs of the Times...*

Since 1814, Spalding University has been and continues to be a community committed to providing curricula and programs that address evolving educational needs and to contributing knowledge and understanding derived from teaching, scholarship, and creative activity.

#### *Quality Undergraduate and Graduate Liberal and Professional Studies...*

Spalding University provides a stimulating educational atmosphere, personal student/faculty interaction, and individual attention to a student's total learning experience. The values of curiosity, wonder, and reflection, sharpened by rigorous critical thought, are brought together with recognition of the needs and expectations of each member of the community.

*Grounded in Spiritual Values...*

Established in the Catholic tradition, the Spalding University community embraces individuals of all traditions, encouraging them to live from a personal philosophy centered in a value system beyond self.

*Service and the Promotion of Peace and Justice...*

Spalding University serves human needs by challenging, encouraging, and supporting members of its community to exercise leadership in applying their learning to the fundamental needs of human life--physical, emotional, intellectual, and spiritual--in whatever social or professional context they may find themselves. All are encouraged to recognize moral, social, economic, political, and environmental issues, and to engage actively in the promotion of a just and peaceful world. Students at Spalding University represent a broad range of ages and come from various academic, social, economic, and national backgrounds. Their interaction with a well-prepared, experienced faculty is marked by mutual concern in a climate where learning is valued. The manner in which faculty and students engage in the learning process is determined by the character of the particular discipline being pursued and by the knowledge, ability, and creativity of those involved in the pursuit.

## **Organization**

Spalding University is divided into four colleges (each headed by a dean), which include a total of nine schools (each headed by a chair).

### **College of Business and Communication**

- School of Business
- School of Communication

### **College of Education**

- School of Education

### **College of Health and Natural Sciences**

- School of Natural Science
- School of Nursing
- Auerbach School of Occupational Therapy

### **College of Social Sciences and Humanities**

- Applied Behavior Analysis Program
- School of Liberal Studies
- Master of Fine Arts in Writing Program
- School of Professional Psychology
- School of Social Work

### **Principal Administrative Officers**

Tori Murden McClure, M.Div., J.D., M.F.A. - President  
L. Randy Strickland, Ed.D., Provost

### **Seal of Spalding University**

The University seal has at its center a pelican, wings displayed and inverted, pecking at her breast for, according to medieval legend, drops of blood to feed her young. The pelican is the symbol of the Sisters of Charity of Nazareth, Kentucky, who founded Spalding; it is also the symbol of the service the University and its graduates offer to humankind.

At each side of the pelican is a variation on the Christian cross. The cross on the right is the fleur-de-lis or French cross, symbol of the city of Louisville and a reflection of the French influence on the Sisters of Charity through their co-founder, Bishop Jean Baptiste M. David. The cross on the left is the crossed crosslet emblazoned on the coat of arms of the Spalding family from which descended Catharine Spalding, co-founder of the Sisters of Charity and the person for whom Spalding University is named. The founding date of the University, 1814, is inscribed on the pelican's nest, and the University's name and location provide the circumference of the shield.



### **Facilities and Services**

#### **Admissions**

The admissions function at Spalding University is located on the second floor of the Third Street Academic Building. There are different processes for the admission of undergraduate and graduate students, and required admission materials also vary from one graduate program to another. See the University catalog and the University Website for more information.

#### **Athletic Facilities and Programs**

Spalding University is a member school of the National College Athletic Association, Division III, (NCAA). Spalding sponsors intercollegiate athletic teams in a variety of sports, including men's and women's basketball, men's and women's soccer, baseball, softball, men's golf, men's and women's cross-country, and volleyball. The University's gymnasium is located in the Spalding University Center, along with the Department of Intercollegiate Athletics. Spalding athletic teams use some off-campus athletic facilities in the Louisville area.

#### **Bookstore**

The University bookstore is located on the first floor of the Egan Leadership Center. Textbook orders should be placed through the AAP Program or the administrative assistant for the school offering the course in question.

**Copy and Fax Services**

High-volume copy and fax services for faculty are available in the Learning Resource Center, located in the lower level of Mansion West. Unit codes must be used to make copies or use other services in the Learning Resource Center. For assistance with unit codes, faculty should contact their school chair. Unit codes are only to be used for services directly related to work-related duties.

**Development and Alumni Relations**

The Development and Alumni Relations office is located on the first floor of Mansion West.

**Enrollment Services Center**

The Enrollment Services Center, which houses the staff responsible for processing class registration and transcript requests and answering questions about financial aid, is located in the lower level of the University Center.

**Housing and Dining**

On-campus housing for male and female students is provided at Morrison Hall, 947 South Fourth Street, (502) 585-7139.

Any Spalding student who desires living accommodations must complete an annual residence hall application and contract. For the contract to be in effect, the applicant must have been accepted for admission or re-admission to the University and must make a room and key deposit. A one-time damage deposit is also required. For applications and deposit amounts, contact the Director of Residence Life at Morrison Hall.

On-campus dining is provided. Address any questions regarding times of operation and food service availability to the Director of Residence Life by calling campus extension 2783.

**Information Technology**

The Department of Information Technology is located on the second floor of Mansion East. Requests for repairs and support for computers, telephones, fax machines, printers, LCD projectors, smart classroom electronic locks, and other equipment supported by the department should be made by e-mailing [techsupport@spalding.edu](mailto:techsupport@spalding.edu). Requests for assistance with the University website should be made by e-mailing [pr@spalding.edu](mailto:pr@spalding.edu). The Department of Information Technology is responsible for the preparation of the forms used in administering student evaluations of instruction, and the department also scores and returns the results of those evaluations to the supervisors for the faculty teaching those courses.

**Learning Resource Center**

The Learning Resource Center is located in the lower level of Mansion West. The center provides high-volume copy and fax services, mail services, assistance with office supply orders, and support for instructional technologies for which the Department of Information Technology is not responsible (e.g., overhead projectors). Employee ID cards are issued by the Learning Resource Center. For more information about the Learning Resource Center, contact the manager at ext. 2269 or 2261.

**Library**

The Library at Spalding University provides print and non-print materials, electronic resources, audiovisual equipment and research programs for the University community. A

more complete description of library resources can be found in the *Spalding University Catalog* at the Library's website, [www.my.spalding.edu/library/University](http://www.my.spalding.edu/library/University) catalog.

### **Mail Services**

Mail for each faculty member is to be delivered to mailboxes provided in each school or college office. Outgoing mail should be directed, in appropriate envelopes, to the Learning Resource Center in the lower level of Mansion West. Unless special hours are announced, all outgoing mail must be in the Center by 2:30 p.m. for posting that day. A faculty member with a large volume of out-going mail (over 100 pieces) must contact the Manager of the Learning Resource Center at campus extension 2269 at least 24 hours prior to posting for special handling instructions.

### **Office Supplies**

Office supplies for faculty are usually ordered through the home school for that faculty member or, when applicable, through the Adult Accelerated Program. Subject to budgetary approval, faculty should contact the administrative assistant or school chair for assistance in securing necessary office supplies. Reimbursement is unlikely if employees make office supply purchases outside the approved process. For more information, see the purchasing policies document available from the Business Office.

### **Purchasing**

Purchasing policies for the University are available from the Business Office. See the school chair for approval of any purchases and for specific information on purchasing policies.

### **Security Control of Keys**

All key requests must be made through the Campus Safety Office. A supervisor must provide written approval for any key request before a key will be issued. The Key Request Form is available from the Campus Safety Office.

All keys are property of Spalding University. Employees are responsible for the safeguarding of keys. Keys may not be duplicated or assigned to other individuals without written authorization by the relevant supervisor(s). Employees must return all keys to the relevant supervisor(s) or the Human Resources coordinator at the completion of their employment or if assigned to another office location.

## **Faculty and Academic Issues**

### **Academic Freedom and Responsibility**

In keeping with the mission of Spalding University, academic freedom and responsibility as understood at Spalding University are described in the *Faculty Governance Document* (Article III, Section F).

Terms and conditions of every appointment to the faculty will be stated or confirmed in writing, and a copy of the written contract will be supplied to the faculty member.

### **Academic Misconduct**

The University is strongly committed to upholding standards of academic integrity. Any student found to have committed academic misconduct is subject to the disciplinary sanctions, conditions, and/or restrictions described in the *Spalding University Catalog*.



Faculty members who suspect a student of academic misconduct are responsible for complying with the written policies concerning such misconduct. Faculty who are accused of academic misconduct are subject to the procedures outlined in Appendix C of the *Faculty Handbook and Part-time Faculty Handbook*.

### **Adjunct Faculty**

As described in Article XI, Section D-1 of the *Faculty Governance Document*, adjunct faculty members hold academic rank from adjunct lecturer to adjunct professor. Unless otherwise specified in writing, adjunct faculty will be appointed at the rank of adjunct lecturer.

Adjunct faculty members are appointed on a per-course basis. Final appointment as an adjunct faculty member requires a contract signed by the adjunct faculty member and the Provost. The salary scale for adjunct faculty is available from the Office of Academic Affairs. Typically, adjunct faculty are limited to no more than 12 credit hours of assignment during the academic year.

Regarding overload courses, full-and proportionate-time faculty members who teach courses outside their normal teaching loads are required to sign an adjunct faculty contract and are paid for the overload course or courses on the adjunct faculty scale. During an academic year (July 1-June 30), full-time and proportionate-time faculty are limited to nine additional credit hours beyond their normal teaching loads. Any exception to this policy requires the approval of the Provost.

For a discussion of all the part-time faculty appointments available at Spalding University, see the *Faculty Handbook* entry on "Part-time Faculty."

### **Adjunct Faculty Evaluation Process**

Requirements for adjunct teaching responsibility include:

Candidates for adjunct faculty teaching positions must meet the criteria outlined in Article XI of the University Governance document. Each unit will designate an administrator who is responsible for assessing the qualifications of any candidate for adjunct instruction in the discipline of that unit, and making the decision regarding the hiring of that candidate.

The unit head or designated supervisor/mentor will complete an evaluation of each part-time faculty member. The following items may be included:

1. Class visit, providing opportunity to show observe the instructor and provide feedback following the class.
2. Review of Student Evaluation of Instruction results for all assigned courses with each part-time instructor.
3. Completion of the part-time faculty evaluation form and formulation of a plan for further enhancement of the faculty member's teaching effectiveness.
4. Complete a current application form from the Office of Academic Affairs.

### **Adoption and Sale of Textbooks and Related Materials**

Textbook adoption forms are available from the instructor's supervisor or the unit's administrative assistant. Instructors should complete and return the textbook adoption form by the announced deadline in order to assure textbook availability for students.

Faculty members are not authorized to perform the sale of books or other instructional materials without the written consent of the faculty member's chair or dean. The sale of textbooks and other instructional materials is the responsibility of the campus bookstore.

It is a serious breach of ethical conduct for faculty to order textbooks from publishers with the intent to sell those textbooks to students and/or book buyers.

### **Advising of Students**

Faculty members are expected to advise students in their choice of academic course work. In doing so, faculty members help students clarify their values and goals, help students understand the nature of higher education, provide accurate information about educational choices, assist students in planning an educational program, and integrate the resources of the University to meet educational needs and aspirations of our students.

Final responsibility for planning a course of study rests with each student. However, anyone providing advising services should get to know and develop rapport with the advisee, know and understand both the University policies and the courses/teachers with which the student will come in contact, exercise judgment in guiding and motivating the student, and finally, be available and easy to contact when on campus.

Faculty should coordinate their advising responsibilities with the University Academic Advising Center. Faculty and staff members are assigned student advising functions by their immediate supervisors in accordance with current University policy.

### **Americans with Disabilities Act**

Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act (ADA) require that universities, and all faculty and staff therein, make reasonable accommodation for all students with disabilities in all programs and activities, both academic and non-academic. If such reasonable accommodation is denied to any disabled student, the institution may be held in violation of the law.

It is advisable that faculty members ask in each first class session that students with disabilities or health problems identify themselves to the faculty member (privately after class or during office hours) and indicate to the faculty member any special accommodations that they will need. Documentation supporting any such student request should be supplied by the Office of Student Development and Campus Life.

Faculty are encouraged to insert the following statement into each course syllabus: "Any student who, because of a disability, may require special arrangements in order to meet course requirements should contact the instructor as soon as possible to make such accommodations as may be necessary. Students should provide written verification of the need for such accommodations from the Office of Student Development and Campus Life."

### **Awards and Honors**

Awards and honors are available to Spalding faculty from a variety of sources, including recognition by the Board of Trustees or faculty awards given by many student organizations on campus. The highest faculty honor at Spalding University is the Trustee's Award for Outstanding Faculty, which usually is announced at the June commencement ceremony.

### **Civility in the Classroom**

In addition to faculty responsibilities detailed in the relevant statements of University policy, faculty members are expected to cultivate civility in the classroom environment. When speaking and writing as citizens, faculty members should be free from collegial censorship or discipline, but their special position in instructional settings imposes special obligations. As persons of learning and educational representatives, faculty members should remember that students and the public may judge their profession and their University by their utterances. Hence, faculty members in instructional settings should at all times strive to be accurate, exercise appropriate restraint, show respect for the opinions of others, and make effort to indicate that they are not speaking in the name of the University.

As teachers, faculty members encourage the free pursuit of learning in their students and hold before them the best scholarly standards of their discipline. They demonstrate respect for students as individuals and serve as their intellectual guides and academic advisors. They make every reasonable effort to foster honest academic conduct as described in relevant statements of University policy and assure that the evaluation of students reflects their true merit. Faculty will respect the confidential nature of the relationship between professor and student. They avoid any exploitation of student for private advantage and acknowledge significance assistance from them. Faculty members protect the academic freedom of our students.

Students who disrupt the University's classroom mission by rude, threatening, abusive, or obscene language or behavior will be subject to appropriate sanctions as announced under University policy. Faculty members are expected to maintain the highest standards of professionalism in all interactions with the constituents of the University.

### **Class Size**

Small organized classes may be taught only within certain limitations. The Provost sets the policy for determining when small organized classes are permitted. Ordinarily, undergraduate courses taught as organized classes must include at least ten undergraduate students as of the first day of instruction, and graduate courses taught as organized classes must include at least ten graduate students as of the first day of instruction.

An organized class is a course with a regularly scheduled meeting time; a course prefix, number and title; an assigned instructor or instructors; and the expectation of face-to-face interaction between the instructor(s) and multiple students.

### **Commencement**

One commencement ceremony is scheduled each academic year during the month of June. Faculty members are strongly urged to attend commencement ceremonies for their school and/or college as well as for the University.

### **Compensation for Teaching Overload Courses**

Full- and proportionate-time faculty members who teach courses outside their normal teaching loads are required to sign an adjunct faculty contract and are paid for the overload course or courses on the adjunct faculty scale. The salary schedule for adjunct faculty is available in the Office of Academic Affairs. Supervisors may require that a full- or proportionate-time faculty member seeking an overload teaching assignment receive written supervisory approval before accepting the assignment. During an academic year (July 1-June 30), full-time and proportionate-time faculty are limited to nine additional credit hours beyond their normal teaching loads. Any exception to this policy requires the approval of the Provost. Additional limits on overload teaching for full- and proportionate-time faculty may be incorporated in the annual faculty contract or announced in writing by the Provost.

### **Consulting or Outside Employment**

The efforts of full- and proportionate-time faculty are expected to be expended on behalf of the University. However, it is desirable that the faculty be composed of persons with such competence in their fields that their service in a professional capacity will be recognized and sought by the broader, external community. Hence, a faculty member may, with prior written approval of the immediate supervisor, perform outside employment (such as, but not limited to direct services, consultation or teaching) with compensation during the term of regular appointment, up to the equivalent of one work day a week (averaged throughout the number of on-duty weeks of their employment in a given year). Such work must not interfere with normal faculty duties, including those responsibilities of teaching, scholarship and University service expected of all full- and proportionate-time faculty members, with the understanding that outside work may itself be consistent with University teaching, scholarship and service expectations. Teaching at institutions other than Spalding University is defined as outside employment under the terms of this policy. The faculty member's acceptance of honorariums, stipends, and other small gifts (as defined in the Employee Handbook, Policy 5.16) will not be considered as paid outside employment.

When a full or proportionate-time faculty member participates in external, uncompensated consulting or volunteer activities related to his or her professional role at Spalding University, the faculty member shall apprise his or her immediate supervisor, in writing, of the activity in a timely manner.

Should outside work (whether compensated or uncompensated) begin to interfere with normal faculty duties, the chair/dean will meet with the faculty member to suggest what level of outside participation will be acceptable. If a conflict is perceived by the chair or dean where such outside activity (whether compensated or uncompensated) is concerned, the Provost has the final authority to determine what level of outside commitment is acceptable.

*REV 12-2-05*

### **Contracts and Salaries**

Contracts and salaries for faculty are the responsibility of the Office of Academic Affairs. All faculty contracts are issued by the Office of Academic Affairs. Only the University President and the Provost are able to make offers of employment to prospective faculty.

Recommendations regarding faculty hiring are transmitted to the Office of Academic Affairs through the deans and chairs.

### **Copyrighted Materials**

Faculty at Spalding University must comply with all applicable state and Federal laws regarding copyrighted materials. It is the responsibility of individual faculty and students to seek the necessary permission from the publisher to duplicate copyrighted materials in any forms.

Where relevant, the appropriate statement of copyright authorization is to be placed in the top right corner of the first page of an article, book chapter, or other printed materials. University technological resources are not to be used in any way that facilitates the violation of copyright laws.

Further assistance with the appropriate use of copyrighted materials can be obtained from many sources. One possible reference is listed below:

Association of Research Libraries. (1995). *Copyright, public policy and the scholarly community*. Washington, DC: Association of Research Libraries.

### **Correspondence Requiring Official Action**

Correspondence requiring official action goes from the faculty member to the school chair for transmittal (if necessary) to the academic dean, to the Provost, and to the University President. Faculty members should not write or speak on behalf of the University without the prior express consent of an appropriate supervisor and, usually, the Marketing and Public Relations office. Marketing and public relations materials must be approved by the Marketing and Public Relations office.

### **Course Syllabi**

Unless instructed to use already existing course syllabi or modules, faculty members develop course syllabi for the courses to which they are assigned. Faculty members will distribute those syllabi to students in print and/or electronic form in a timely fashion at or near the beginning of each course. Faculty and supervisors are jointly responsible for ensuring that syllabi meet University and professional expectations for the content of the syllabus, and supervisors may direct faculty to revise syllabus content to reflect such expectations, with the understanding that such supervision will not compromise University guarantees of academic freedom.

A syllabus is a document summarizing what both the faculty member and the student can expect from the course. The faculty member can reasonably revise syllabus content during the course, as long as students are clearly informed of those revisions in a timely fashion. Many courses in the Adult Accelerated Program require the use of a module, which is an expanded and detailed syllabus written to comply with the special requirements of the Adult Accelerated Program. Unless otherwise noted, all policies applying to syllabi at Spalding University also apply to modules.

Syllabi differ greatly, according to course design and subject matter expectations. When possible, special expectations for such matters as required style guides for written work should be noted in the syllabus or in other print or electronic course materials made

available to the student. At a minimum, all Spalding University course syllabi shall include all of the following information:

1. Course number and prefix, title and credit hour allowance
2. School, College or program offering the course
3. Faculty office hours, office location, and contact information
4. Required textbooks and other materials
5. Brief description of the course and outline of course contents
6. Course objectives and learning outcomes for students (learning outcomes are consistent for multiple courses/sections)
7. Course attendance policies (based upon applicable University, College and School standards)
8. ADA statement: Any student who, because of a disability, may require special arrangements in order to meet course requirements, should contact the instructor as soon as possible to make such accommodations as may be necessary. Students should provide written verification of the need for such accommodations from the Office of Student Development and Campus Life.
9. Academic policies: The current University catalog and relevant College/School handbooks, delineates pertinent academic policies, including academic and professional integrity. The catalog is available on-line at [www.spalding.edu](http://www.spalding.edu). Each student is responsible for compliance with these policies.
10. Course withdrawal dates and financial aid information:  
  
If your class is in term \_\_\_\_\_, the last date to drop your class is \_\_\_\_\_ and the last date to withdraw is \_\_\_\_\_. Specific withdrawal information is available from the office of the University Registrar.  
  
Please be sure to contact your University financial aid counselor before dropping or withdrawing from any class, as this may impact your financial aid status.
11. Brief summary of course assignments
12. Methods of evaluation and grade calculation
13. Policies and dates for mandatory field trips or other functions that require student attendance

Unless otherwise specified in faculty employment agreements, course syllabi and materials developed with University funds remain the property of the University and the course developer(s). The individual(s) will own the intellectual property and may receive

compensation for the work and retain distribution rights of the materials. Exceptions to this policy may exist under the terms of the University's policy on intellectual property rights, which is described in the Faculty Handbook and Part-time Faculty Handbook.

However, if the faculty member or members leave the University, Spalding University retains the right to use the course materials for the courses offered as long as the University sees fit. The retention of rights is to protect the student in the event the professor becomes ill or is otherwise unable to complete his or her teaching assignment. This will also protect the student in the event an instructor, who leaves the University and is unable to assist the student in completing the course, assigns a grade of "I".

Faculty members must provide print and electronic versions of their syllabi (and other course materials, as requested) to their immediate supervisors.

## **University Approved Curriculum Vita Format**

### **Curriculum Vita**

*Rev. 9-21-06*

1. Name and Address
2. Education
  - List highest degree first.
  - For each degree list major and minor if applicable.
3. Professional Experience
  - List most recent first.
  - For each position briefly list – in bullet form – duties and/or accomplishments.
4. Licensure and Certifications
5. Scholarship
  - Includes publications, presentations, consulting, etc., according to your School's definition of scholarship
  - For consulting projects provide outcomes
6. Grants
7. Honors and Awards
8. Professional Service
9. Community Service
10. University Service
11. Professional Memberships
  - Include leadership roles

### **Emeritus Appointments**

These are individuals who have been on the faculty of Spalding University for a period of ten or more years and are, on retirement, named professor emeritus on recommendation of the President and the approval of the Board of Trustees.

### **Excused Faculty Absences from University Classes**

Faculty absences from University classes with or without pay may be granted to faculty members as previously arranged with the immediate supervisor and approved by the Provost. If a faculty member must miss a class meeting, the primary concern of the University is for providing a sound educational experience for students during the absence of the regular faculty member.

### **Faculty Advising**

On faculty advising of students, see the section of the *Faculty Handbook and Part-time Faculty Handbook* titled "Advising of Students."

### **Faculty Annual Evaluation**

#### *Instructions for Preparation of Annual Faculty Evaluation*

All forms for the annual evaluation process can be found on the Spalding website portal at [www.myspalding.edu/Faculty & Staff/Office of Academic Affairs](http://www.myspalding.edu/Faculty%20&%20Staff/Office%20of%20Academic%20Affairs).

The annual evaluation process is designed to allow an opportunity for each faculty member to reflect upon his/her accomplishments and areas for future growth and the corresponding impact upon the University. Each full-time and proportionate-time faculty member is required to participate in the faculty evaluation process. The timeframe addressed in the evaluation is July 1 - June 30 of the current year. Elements of the evaluation process include the following:

1. Based upon College/School determined timelines, but no later than May 31, each faculty member will complete a self-evaluation and updated curriculum vita. The *self-evaluation will address his/her accomplishments and challenges for the performance areas of teaching, scholarship, and service to the community and/or University for preceding calendar year*. The individual faculty outcomes, developed in the previous year's Faculty Annual Professional Development Plan, as agreed upon as a part of the last evaluation, will be addressed. Each College/School's rank and tenure criteria, including the School's definition of scholarship, for each performance area will serve as the framework for the individual faculty member's self-review.

This self-evaluation will be limited to a five page, narrative document with a 12-point Times Roman font and one-inch margins. In addition to this document, an *approved application form (Attachment A)*, a draft of the professional development plan for the current year, and a *current copy of the faculty member's curriculum vita* (Spalding University approved format) will be included and submitted to the faculty member's designated (by the College Dean and/or Chair) supervisor.



2. Upon receipt of the faculty member's completed self-evaluation and curriculum vita, the supervisor (Program Director, Chair or Dean) will complete an evaluation of the faculty member, which parallels the areas addressed in self-evaluation. This evaluation includes consideration of all submitted application materials and the supervisor's observations and judgment. A narrative summary, addressing each area (based upon School/College criteria) and the Annual Faculty Professional Development Plan, will be prepared, along with individual performance area ratings and an overall rating on the *approved Supervisor Evaluation Form (Attachment B)*.
3. Following the completion of the supervisor's review and evaluation, the designated supervisor and faculty member will discuss the findings. Based upon this meeting and the written evaluation, the faculty member will complete the Professional Development Plan (Attachment C) for the immediately past calendar year. The Professional Development Plan will include the completion of the Faculty Workload Plan for the upcoming academic year (July 1 – June 30). This plan will become part of the annual faculty evaluation plan and will be the basis (along with approved revisions, deletions and/or additions) for the evaluation of the faculty member's performance for the forthcoming calendar year and the assignment of the faculty member's workload. Authorization of the faculty workload for the upcoming year requires the approval of the chair or dean and the Provost.
4. The completed evaluation (faculty self-evaluation as described in #1, supervisor evaluation and individual Professional Development Plan) is due to the Provost by the first Friday in March.
5. Faculty members, who are eligible and will be completing the newly revised Application for Promotion in Rank, Tenure and/or Third/Seventh-Year Review, are still required to complete a professional development plan. Faculty members are not required to complete a separate self-assessment in addition to the preparation of the required portfolio.

<b>Summary of Annual Faculty Evaluation Timeframe</b>		
<b>Task</b>	<b>Due to</b>	<b>Due Date</b>
Faculty member completes annual, narrative self-evaluation narrative for 2009 and proposed 2010 professional development goals/CV and submits to his/her Chair or designated Supervisor	Chair/Supervisor	January 30, 2010
Chair or designated Supervisor holds meetings with each faculty member to complete 2010 goal setting process, review progress & finalize the evaluation	Includes both faculty member & Chair/Supervisor	March 16, 2010
Chair or designated Supervisor forwards printed, hardcopy, reviewed/signed evaluation documents	Dean	March 16, 2010
College Dean submits reviewed/signed documents to University administration	Provost	March 30, 2010

NOTE: All of the necessary evaluation forms can be accessed with the link below as Microsoft Word files. Simply save the forms to your computer, and you will be able to type each form, utilizing the tab key to navigate the fill-in portions of the forms.

### **Faculty Appointments and Rank**

Faculty appointments and rank are discussed in Article XI, Sections A-E of the *Faculty Governance Document*. Final responsibility for faculty appointments and rank concerns rests with the Provost, the University President, and the Board of Trustees.

### **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**

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.
  - 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

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**Seventh-Year Review**

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

#### **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)

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* or with the permission of the Provost. 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 Provost, 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.

Effective January 2011, all grades will be posted online through Web Advisor by the faculty of record. Once grades have been submitted, the faculty member should email the Registrar at [registrar@spalding.edu](mailto:registrar@spalding.edu) and the Registrar will then verify the grades and post them to student transcripts. Final course grades are entered unless an I or W grade is used. Faculty should use the Incomplete Grade Request form on Web Advisor to submit Incomplete grades. Faculty should never submit a W grade. W grades only appear when the student withdraws herself or himself from the class.

### **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.

### **Grievance Procedure**

Instructors who encounter a problem or disagreement other than one which is of an academic nature, and who cannot resolve the problem or disagreement informally, should bring the issue to their chair or dean.

Grievances of University faculty relating to tenure or faculty dismissal are addressed in the relevant sections of the *Faculty Governance Document*. Grievance procedures in other cases are explained in the *Employment Handbook*.

### **Intellectual Property Rights**

Unless otherwise specified in faculty employment contracts or the *Faculty Handbook and Part-time Faculty Handbook*, Spalding University does not claim copyright or patent rights on material resulting from teaching, research, scholarly and artistic activities such as scholarly articles, research bulletins, monographs, paintings, sculptures, books, textbooks, theses, dissertations, submissions to scientific and technical journals, reference works and the like, when the University provides no substantial direct support beyond regular salary, customary use of administrative support staff, and the use of libraries, studios, or offices.

Copyrightable or patentable material resulting from individual, group, or interdisciplinary efforts receiving a substantial level of direct support from the University or its schools or units in the form of money, personnel, or facilities beyond those levels of support described in the previous paragraph is regarded as Spalding-sponsored and shall be the property of Spalding University, and at Spalding University's discretion shall be copyrighted or patented in the name of Spalding University except for material produced or developed under grants or contracts from agencies of the federal, state, or local government or private sources.

A substantial level of direct Spalding University support can be defined as follows:

1. When equipment, materials, and staff services from any of a variety of schools or units other than the home school are used in the development of the copyrightable or patentable materials at no expense to the author or inventor or home school.
2. When the author or inventor has received support for the development of copyrightable or patentable materials, such support being in the form of money in excess of normal teaching salary, reduced teaching load in excess of that customarily given, or other resources from a school, college, or any unit of Spalding University.



In all cases of substantial Spalding support, an appropriate agreement determining the ownership of the copyrightable or patentable product between Spalding University and the author or inventor shall be entered into prior to the beginning of the project whenever possible. Questions as to whether particular research projects or other activities are considered Spalding-sponsored should be addressed to the Provost if those questions cannot be resolved by the affected parties.

Copyrightable and patentable works produced under grants or contracts shall be subject to the conditions of the contract or grant with respect to ownership, distribution, and other rights. If the contract or grant does not specify the allocation of rights in the copyrightable or patentable works, Spalding University will claim the copyright or patent on the work.

### **Off-campus Student Trips and Activities**

Off-campus trips and activities are coordinated through the relevant school or college (if applicable) in accordance with the policies of the University relevant to such trips and activities. Students and parents should understand that participation in such off-campus activities is at the student's own risk. If personal injury or accident should occur to students or other persons during such activities, the University will assume no responsibility, financial or otherwise. Faculty and staff sponsors and organization officers are urged to take all reasonable precautions to ensure the safety and well-being of persons participating in the off-campus activity.

Unless approved in writing by the Provost, there are no official excused class absences for students who participate in off-campus trips by student organizations. Each student shall be responsible for making individual arrangements with instructors for class work missed while participating in an off-campus trip. Instructors usually will be free to set their own requirements for class work missed under such circumstances, although they are encouraged to grant students an opportunity to make up all course work missed while participating in an off-campus trip.

### ***Course Delivery at National and International Sites***

The University supports the provision of credit courses at national and international sites that significantly support the academic curriculum and individual programs of study for students. For those units that offer such courses, it is necessary to assure that sufficient planning and related managerial processes are employed. All such courses must be approved by the Chair/Dean and the Provost prior to announcing/listing the course for enrollment. Major planning areas include:

1. Student Trip Costs

The School offering the course at a location other than the Spalding campus will provide students with a brochure or fact sheet describing the trip costs per student and detailing the course focus and itinerary. This brochure or fact sheet must be provided at least twelve (12) weeks in advance of the beginning of the session in which the trip is offered.

The actual cost of the course credits is the student's responsibility and is not discounted. Additionally, each student is responsible for the payment of the trip cost as listed in the program brochure/fact sheet prior to the trip. Trip costs include all items listed as the standard aspects of the trip/course, such as housing costs (single or double as specified), selected meals, special site admission fees, and transportation (both air and ground). It is the responsibility of the academic unit to prepare the budget for a trip and submit the proposal to the Provost and to the University Budget Officer a minimum of six months prior to the trip. The trip cost per student will include all faculty related travel expenses, excluding salary (covered by tuition).

The final calculated trip costs per individual student includes an indirect cost assessment of 15%, reflecting administrative staff/ faculty workload, and other areas such as insurance, etc. The trip costs, as listed in the brochure/fact sheet will not be discounted. Trip costs shall be detailed in the budget and any surplus funds at the completion of the course/trip will be credited to general University funds. A non-refundable deposit of \$500 for trip costs is due no later than eight (8) weeks prior to the trip from each participating student.

2. Credit-hour Criteria for Offering National/International Course(s)

- a. For a faculty member to be assigned to a course involving national or international study, three (3) hours for faculty workload must be earned; calculating the student enrollment for workload must total a minimum of thirty (30) credit hours, excluding students enrolled as Audits or as Metroversity students.
- b. If a faculty member offers two (2) separate national or study abroad courses during the same trip, and the student enrollment for each course separately totals at least thirty (30) credit hours (and 60 credit hours when both courses are added together), then the faculty member is given credit for six (6) hours of faculty workload (or overload according to University policy). A minimum of thirty (30) credit hours is required whether or not the course counts towards academic load or overload.

When the faculty member offers two (2) separate courses, and the enrollment of one course is thirty (30) credit hours and the other is less than thirty (30) credit hours, the first course will count for three (3) credit hours of faculty workload, and the faculty member will be paid for the second course per each individual student according to the rate for an Independent Study. No added student fees for an Independent Study will be required.

- c. Additionally, if the faculty member offers two (2) separate courses, and if the enrollments for each course separately is less than 30 credit hours, and if the enrollment for both courses added together reaches the required minimum of 30 credit hours, then these 30 credit hours will count for three (3) credit hours of faculty workload.

All of the same expectations outlined above (a, b, and c) will apply for each additional faculty member assigned by the chair/dean to participate in the trip.

3. Spalding University will cancel the course(s) and the trip involving the faculty member(s) if a sufficient number of students have not enrolled for the minimum thirty (30) credit hours six (6) weeks prior to the beginning of the session in which the trip is scheduled.

The University reserves the right to cancel the course and/or trip up to the first day of the session in which the course is offered; such cancellation may be attributed to any of the following items, but not limited to: enrollment level (at least 30 credits per faculty member), availability of faculty, space availability, travel arrangements/conditions, and School/University needs and priorities.

For more information on University attendance policies, see the *Spalding University Catalog*, the *ADULT ACCELERATED PROGRAM Calendar and Course Schedule*, and the other relevant documents stating University policy.

### **Office Hours**

During any period in which classes are being offered, all faculty members should maintain scheduled office hours as directed by the college dean and/or school chair. Schedules should be posted and available to students. Faculty members are expected to post and hold office hours sufficient to meet the instructional and advising needs of their students. Faculty members should take into consideration the requests of students who cannot meet with them at the posted times. Minimally, during scheduled work periods in accordance with the approved faculty contract and faculty assignment plan, full- and proportionate-time faculty members are expected to schedule and hold **a minimum of five office hours** per week.

### **Part-time Faculty**

Part-time, non-tenure track faculty appointments are described in Article XI, Section D of the *Faculty Governance Document*. Part-time faculty categories include adjunct faculty, clinical supervisor, affiliate faculty, and proportionate-time faculty. Additional policies concerning part-time faculty in a specific college or school may be available from the dean or chair of the relevant unit. See the *Faculty Handbook* entry on "Adjunct Faculty" for more information relevant to part-time faculty.

**Plagiarism**

Plagiarism is an unethical research or scholarly activity as described in the *Faculty Handbook and Part-time Faculty Handbook's* section entitled "Policy on Allegations of Unethical Research or Scholarly Activities."

**Proportionate-time Faculty**

Proportionate-time faculty members are three-quarter time faculty members.

Proportionate-time faculty members are members of the University Faculty as defined in Article III and Article XI of the *Faculty Governance Document* and have the same voting rights in almost all cases as do full-time faculty. Proportionate-time faculty are typically eligible for health and retirement benefits. As described in Article X of the *Faculty Governance Document*, proportionate-time faculty members are treated as adjunct faculty for purposes of appointment as associate members of the graduate faculty. Proportionate-time faculty members are eligible for appointment and promotion in rank but are not eligible for tenure.

**Sabbatical Leave**

Sabbatical leave enables a tenured full-time faculty member to undertake such research, writing, study, creative endeavors, or advanced degree work that would not be possible during the course of meeting University Faculty responsibilities. While these leaves obviously benefit the individual faculty member, they also benefit the University in that sabbatical leaves increase the knowledge, usefulness, effectiveness, and productivity of the faculty member involved.

The University will grant and schedule sabbatical leaves in accordance with the academic and financial requirements of the University. Sabbatical leaves are granted at full salary for one half year or at half salary for one full year. Only full-time faculty members are eligible for sabbatical leave. Faculty members on sabbatical leave are to devote themselves full-time to their scholarly activity are not free to engage in any kind of paid work without the consent of the Provost.

Faculty members are eligible for one sabbatical leave after each seven years of full-time service to the University. Sabbatical leave applications must meet applicable college and University requirements, and faculty members are not guaranteed sabbatical leave.

Health and other benefits shall continue during the sabbatical leave, except that benefit levels will be reduced appropriately for a faculty member taking a one-year sabbatical at half pay. Promotion in rank shall not be delayed because of sabbatical leave. Faculty shall not be penalized for having taken sabbatical leave when being considered for a salary increase.

A faculty member interested in applying for sabbatical leave should contact her or his supervisor for more information. Specific policies governing sabbatical leave may be found in the applicable college or school governance document.

## **Sabbatical Application Procedures**

### **Application Procedures for Sabbatical Leave Consideration**

Faculty members, who intend to apply for a sabbatical leave consideration during this academic year, should do the following:

1. Review the guidelines for a sabbatical leave in his or her College/School to determine if the requirements for eligibility are met.
2. Notify the dean and/or chair of the faculty member's intention to apply for a sabbatical leave and discuss the dean/chair's recommendation.
3. If the faculty member then decides to apply for a sabbatical leave, he or she should prepare a set of materials according to the following guidelines:
  - Complete a current application form from the Office of Academic Affairs. [Click to open or download application form.](#)
  - Compile a detailed description of the proposed project/activity.
  - Include a written narrative, describing how the proposed project/activity relates to the faculty member's teaching, scholarship or other activities.
4. The criteria to be considered in evaluating a faculty member's request for a sabbatical leave include:
  - Contribution of the proposed project/activity in relation to the mission(s) of the School/College and University and the faculty member's professional development.
  - Length of years of service at Spalding University
  - Previously approved sabbatical leave(s)

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## **Salary Increases**

The University is committed to paying competitive salaries to all of its employees, including members of the teaching faculty. Full and proportionate-time faculty who remain with the University are notified of salary increases by the Provost. The salary scale for per-course adjunct teaching is available from the Office of Academic Affairs, and adjustments are made in that salary scale from time to time.

The University uses salary data available from CUPA-HR, the College and University Professional Association for Human Resources, to assist with the process of making judgments about competitive compensation for full- and proportionate-time faculty. Other sources of information regarding competitive compensation are also considered.

### **Student Evaluation of Instruction**

Students are given the opportunity to evaluate the instruction in every course they take at Spalding University. These evaluations are used for formative and summative purposes by faculty, chairs, deans, college rank and tenure committees, and the Provost. The procedure for administering the student evaluation of instruction forms is approved by the Provost. The Department of Information Technology is responsible for the preparation and processing of the student evaluation forms.

### **Summer Appointments**

Spalding University faculty members teach courses throughout the year, and there is no special summer-appointment category for faculty employment. Full- and proportionate-time faculty may teach for load during any term or session with the permission of the appropriate supervisor. Adjunct faculty members, including full- and proportionate-time faculty teaching for overload pay, are scheduled as needed through the academic year. Overload teaching is never guaranteed to full- or proportionate-time faculty at any time during the academic year.

### **Visiting Speakers**

A faculty member who wishes to invite a guest speaker to their classroom should obtain approval from her or his immediate supervisor (i.e., a chair or dean) prior to the invitation. An invited speaker for the general campus should be approved prior to the invitation by the college dean of the faculty member who extends the speaking invitation.

Honoraria or stipends, if applicable, for visiting speakers are the responsibility of the faculty member, school or college. Such compensation ordinarily must be budgeted and approved well in advance of the appearance by the visiting speaker.

The views and opinions of visiting speakers are not necessarily the views of Spalding University.

### **Workload for Faculty**

The Provost determines the workload for full and proportionate-time faculty, in consultation with the relevant dean and chair. Full-time faculty members, who have no administrative release, are normally responsible for 24 semester hours of instruction or its equivalent, as determined by the Provost. A Faculty Work Load Plan will be submitted by each full-time faculty member as a part of the annual evaluation; once approved by the School chair/dean and Provost, any significant change in a faculty member's work plan will require consultation and re-approval by the School chair/dean.

### **Independent Studies**

Within a contract year, a faculty member, who supervises a three-hour independent study, will be compensated at \$200 for each student completed, three-hour independent study. In those instances, where the credit hour amount is less than three hours, the compensation will be at \$75 per credit hour.

### ***Dissertation Workload Supervision Standards for Graduate Faculty***

#### **I. Purpose**

The supervision of a dissertation represents a significant teaching and/or scholarship activity for the graduate faculty member. A student's completed dissertation serves as the

culmination of his/her scholarship and research endeavors. This policy details the process for the assignment of the faculty member's participation in the dissertation process. This policy:

- Increases quality outcomes through an expanded number of qualified chairs and members of dissertation committees.
- Assists in meeting the educational/scholarship needs of candidates for supervision of dissertations.
- Promotes faculty scholarship and expands opportunities for such scholarship to faculty in units not offering a doctoral degree.
- Identifies load expectations of faculty for this scholarly activity.
- Assures equity in load expectations and compensation for the faculty members involved in dissertation supervision.

## II. Administration/Faculty Responsibilities

The responsibility for the assignment of dissertation chairs and committee members rests with the dean/chair of the college/school offering the doctorate program. Inherent in this responsibility is assurance that all committee members meet the content specialty standards of the discipline and the graduate status appointment criteria as delineated in the current Faculty Governance Document. Responsibilities for dean/chair, graduate faculty and undergraduate faculty (potential graduate faculty) are identified in A - C below:

### A. The Dean/Chair in College/Schools Offering the Doctorate will:

- Maintain records of dissertation chair and member/reader assignments for all faculty members who supervise dissertations within that college.
- Develop and implement a faculty reporting system, including compensation and recognition processes for dissertation service that exceeds load expectations.
- Ensure equity in dissertation assignments among the graduate faculty of the college/school.
- Provide faculty support and related resources, including professional development regarding the supervision of dissertations.
- Provide resources to meet the dissertation and scholarship needs of students.
- Recommend payments (due to Provost) for cumulative payment to each designated faculty member by June 30 for each academic year.
- Collaborate with chairs, directors, and faculty to assure that procedures are followed.

### B. Graduate Faculty will:

- Ensure that dissertation supervision is a true scholarly activity for both the faculty member and the student.
- Provide a list of research interests for distribution to doctoral candidates.
- Meet expectations for minimum number of dissertation assignments identified in this document and consider additional assignments within the stated limit.
- Follow established reporting procedures.

- Report these responsibilities for evaluation and promotion purposes as teaching, service, and scholarship in accord with the college/school's definition of teaching, scholarship, and service.

C. Undergraduate Faculty may:

- Choose to request graduate faculty status (without change in course load) to establish eligibility for dissertation committee service as graduate chair or reader/committee member.
- Provide a list of research interests for distribution to doctoral candidates.
- Report these responsibilities for evaluation and promotion purposes as teaching, service, and scholarship in accord with the college/school's definition of teaching, service, and service.

III. Dissertation Load Expectations and Compensation for College of Education and School of Professional Psychology Graduate Faculty

A. All committee members, including the chair, are invited by candidates, and approved by chair or dean of the school, because of the contributions (including content expertise and availability) the faculty can make to the quality of the completed dissertation. Active dissertation status indicates that the student is actively working on the dissertation, meeting with the committee chair and/or committee members, making progress, and enrolled in EDD/PSY 893/894.

B. Load Standards for Graduate Psychology or Graduate Education Faculty include:

C. Graduate faculty members in Psychology and Education who have been full-time faculty members at Spalding University for one or more years, or who have served as graduate faculty at another institution, will be expected to chair a minimum of three active dissertations during any academic year when asked by candidates whose topics are appropriate to the interest and/or expertise of the faculty.

D. A graduate faculty member, who chairs in excess of three, completed dissertations, in an academic year (July 1 - June 30), will be compensated at \$500 for each completed dissertation beyond the initial three.

E. Serving as a member/reader on four completed dissertations is equivalent to chairing one dissertation and may be included in the load calculation for compensation.

F. Graduate faculty members will not receive compensation in an academic year, July 1 - June 30, for serving as readers/members of less than four dissertations. But, such service may be included in the faculty's report of teaching, scholarship, and service, depending upon the college/school definitions.

G. Graduate faculty who chair more than five active dissertations must have the written approval of the dean/chair.



H. The maximum number of active dissertations that any faculty member can chair is nine. In extreme cases, based on student need, a faculty member may be given approval to chair more than nine active dissertations, with the written approval of the PROVOST.

#### IV. Graduate Faculty Dissertation Load for Graduate Faculty Assigned to Schools Not Offering a Doctorate

All graduate faculty members, with graduate workload release, will be expected to chair dissertations and/or serve as readers/members on dissertation committees when asked by candidates whose topics are appropriate to the interest and expertise of the faculty. Graduate faculty members in schools other than Psychology and Education, who hold a terminal degree, may be expected to chair one active dissertation during any academic year or serve as a committee reader on up to four active dissertations when asked by candidates whose topics are appropriate to the interest and expertise of the faculty. All committee members, including chair, are invited by candidates, and approved by chair or dean of the school, because of the contributions (including content expertise) the faculty member can make to the quality of the completed dissertation. Compensation will be at the same level as described in the Section III.

#### V. Undergraduate Faculty Participation in the Dissertation Process

Faculty in areas with no graduate program, and who hold a terminal degree (and meet the content expertise requirements), may choose to chair active dissertations or serve as a committee reader. All committee members, including chair, are invited by candidates, and approved by chair or dean of the school, because of the contributions (including content expertise) the faculty member can make to the quality of the completed dissertation. Appointment to the graduate faculty is required for this assignment. Such faculty will be compensated in the amount of \$500, upon completion, for each dissertation chaired, including equivalency of four reader/member dissertation assignments.

#### VI. Adjunct Faculty Participation in the Dissertation Process

Only adjunct faculty holding a terminal degree may choose to chair or serve as a committee reader member for dissertations. All committee members, including chair, are invited by candidates, and approved by chair or dean of the school, because of the contributions (including content expertise) the adjunct faculty member can make to the quality of the completed dissertation. An adjunct faculty member may chair no more than three active dissertations in one year. Adjunct faculty serving in this capacity must be appointed as graduate faculty by the Provost, and the complete graduate faculty credentialing process must be met. Adjunct faculty who chair a dissertation will be paid a lump sum of \$500 upon completion of each dissertation. Serving as a member/reader on four dissertations is equivalent to chairing one dissertation.

### **Counseling Center**

The Student Counseling Center provides individual, family, and group counseling for all students, staff and their families. Graduate students pursuing advanced degrees in psychology staff the center. A personal crisis, interpersonal conflict, family problems or stress are examples the types of concern that may lead to feelings of distress, depression, or anxiety. Talking things over in a relaxed confidential setting with a professionally trained

counselor or psychologist frequently goes a long way toward clarifying concerns and discovering how to deal with them. Those interested in the counseling services should contact the Student Development and Campus Life Office at 588-7176.

As described in POL 5.5 of the *Employment Handbook*, the University also provides counseling services to employees and their families through its Employee Assistance Program.

### **Human Resources**

The Human Resources coordinator is housed on the second floor of the Third Street Academic Center. All questions regarding the terms of employment and benefits should be addressed to this office.

### **Institutional Research**

The mission of the Academic Compliance is to support institutional planning, assessment, decision-making, and reporting activities through the provision of descriptive statistical information, data analysis, and special studies.

Information regarding institutional statistics, certification for various accrediting groups, and historical data is accessible upon request to members of the University community. Assistance with the development of assessment tools and measurement instruments is provided by this office to academic and administrative departments.

### **International Students**

Spalding University is home to a diverse community of undergraduate and graduate students from over 30 countries. In recent years the University has had many students from such countries as Belize, Cyprus, Jordan, and Taiwan.

Questions about international student services should be directed to the International Student Coordinator in the Office of Student Development and Campus Life. Spalding University has a large and active International Club, and faculty and students are encouraged to participate in the activities of the club.

### **Louisville Campus**

Spalding University has operated in its current location in downtown Louisville since 1920. Currently, the campus includes the Mansion East/West Complex, the Spalding University Center, Teilhard de Chardin Hall (under renovation), the Spalding University Library, the Egan Leadership Center, Morrison Hall, and the Third Street Academic Center. In 2008, the University renovated and moved into faculty offices, classrooms and labs in the new College of Health and Natural Sciences Building.

### **Marketing and Public Relations**

The Marketing and Public Relations office is located on the second floor of the Third Street Academic Center. All University-related marketing and public relations materials must be approved by the Marketing and Public Relations office. Media inquiries and questions about public relations and marketing campaigns should be directed to the Marketing and Public Relations office. University employees are not permitted to make any statement or take any position on behalf of the University without the approval of an appropriate supervisor and/or the Marketing and Public Relations office.

**Registrar**

The University Registrar's office is located in the Enrollment Services Center in the Spalding University Center. This office has several responsibilities, including oversight of the class registration process, determination of course credit granted to transfer students, processing of transcript requests, and review and determination of degree audits.

**Security Office**

The Campus Safety Office is located in the first floor of Spalding Commons at campus extension 2180.

**Traffic and Parking**

All members of the campus community, including administration, full- and part-time faculty, staff, and students, must purchase parking permits to park on campus. Questions about traffic and parking on campus, including parking permits and parking tickets, should be directed to the Campus Security office at campus ext. 2180.

**University Center**

The Spalding University Center, across Fourth Street from Mansion West, houses the Enrollment Management offices, Business Office, and Registrar's Office. Additionally, it provides recreational and services facilities including the auditorium, gymnasium, ballroom, dining commons, and Department of Intercollegiate Athletics.

**Inclement Weather**

A complete description of the University's inclement weather guidelines is found in POL 4.1 of the *Employment Handbook*.

**Inclement Weather Team:**

The following individuals will decide, as a team, under which action we are going to operate:

*Weather Team*

Strickland, Randy

Barney, Rick

Wilcox, John

Chain of Notification: R. Strickland to R. Hudson

R. Hudson to R. Barney

R. Barney to Diane Tobin, Jackie Young

*Media notification procedure:*

R. Barney will notify the following media regarding closure/delayed opening:

WHAS-11 TV

WAVE-3 TV, WHAS Radio-840 AM

WLKY-32 TV

Fox 41 TV Weather

*University Inclement Weather Line (2102)*

R. Barney will change the recording on the University's inclement-weather telephone line.

And update the Spalding website with information about any campus closing or delayed opening.

### **Leaves of Absence**

Policies covering leaves of absence are described in the *Employment Handbook* and/or are available from the campus office responsible for Human Resources.

### **Private Use of University Property**

University property may not be used for the private benefit of members of the faculty and staff. Particular care must be taken that University-owned vehicles are used only for University business and that proper records are kept of such use.

### **School of Liberal Studies Field School**

The School of Liberal Studies operates a Social Sciences and Humanities Field School during some summer enrollment periods. The field school operates in one or more international locations. Ireland and Ecuador are two recent sites for the field school. The work of the field school sometimes involves faculty and course offerings from outside the School of Social Sciences and Humanities.

### **Smoking**

The University will be officially a smoke-free institution, beginning July 1, 2008. Although campus buildings at Spalding University are non-smoking facilities, smoking is permitted in designated outdoor areas.

### **Student Organization Advisors**

All University-recognized student organizations are expected to have a faculty advisor except where a special provision has been made for a staff advisor through the Office of Student Development and Campus Life. Faculty members are encouraged to support student organizations by participating as advisors to those organizations in which the faculty member has a special interest.

### **Travel Reimbursement**

Subject to budgetary approval, Spalding University provides reasonable reimbursement to University employees who travel on University business. University travel should be approved in advance by the appropriate supervisor, usually the school chair. Specific policies governing travel reimbursement are available from the Business Office.

### **Emergency Procedures**

All faculty members should be familiar with the evacuation plans posted for each classroom in which they teach, so that in the case of an emergency students can be evacuated using the most expedient and safe method possible.

In the case of fire, medical emergency, or other serious situations faculty should call 911 emergency services, and contact campus security at ext. 2180.

Emergencies involving maintenance problems should be reported to Facilities Management at campus extension 2792, 2793, or 2794 and to Campus Safety at campus extension 2180.

## **Use of University Buildings and Grounds**

### **Conference Rooms/public meeting space:**

Any faculty member, staff member, student, or student organization requesting use of the following spaces should contact the Coordinator of Campus Events in the Office of Marketing and Public Relations regarding availability:

- Mansion West (Room 105, 1st and 2nd floor Conference Rooms, Dining Room, Drawing Room, Kitchen)
- Egan Leadership Center (ELC)
- ELC Lobby
- Morrison Hall (Residence Hall)
- Lower-level Recreation Area
- Spalding University Center
- Auditorium
- Ballroom
- Dining Commons (Red and Green Dining Rooms)
- Gymnasium
- Third Street Academic Center conference rooms
- College of Health and Natural Sciences – conference rooms

### **Classroom Space/rooms:**

Any faculty member, staff member, student, or student organization requesting use of any classroom space should contact the Registrar at campus extension 2632 to check availability.

In addition to regular classrooms, the following rooms are also designated as classroom space for reservation purposes:

- Mansion East; Oak Conference Room
- Classroom space in the College of Health & Natural Sciences Building
- Egan Leadership Center (ELC)
- ELC Lectorium
- Library
- Library Lecture Lounge

## **Appendix A: Faculty Governance Document**

Faculty Governance Document can be found at [www.my.spalding.edu/Provost/- Academic Affairs](http://www.my.spalding.edu/Provost/- Academic Affairs).

## **Appendix B: Faculty Senate Bylaws**

Established in accordance with the Spalding University *Faculty Governance Document*. Approved by the Ad Hoc Governance Committee, August 27, 2003. Approved by the Board of Trustees, September 18, 2003.

### **Article I. Membership**

#### **A. Qualifications**

1. To be eligible to serve in the senate as an elected senator or alternate one must be a University faculty member of Spalding University not currently serving as a dean, vice president, or president of the University.
2. The University president and the Provost shall be ex officio, non-voting members of the senate.
3. A representative of the student government association, appointed by the SGA president and approved by a simple majority of the SGA legislative body, shall be a non-voting member of the senate and shall serve for a one-year term. The SGA senator shall, at the request of any two faculty senators, remove herself or himself from the senate meeting room when the faculty senate is in executive session.

#### **B. Selection**

1. The University faculty of each school shall elect by secret ballot one senator and one alternate to the faculty senate, except that each college shall elect no fewer than two faculty senators and two senate alternates from its qualified faculty. In the event that an elected senator cannot attend a meeting of the senate, the alternate for that senator shall be contacted and asked to attend that meeting. Alternates shall be full, voting members of the senate during meetings of the senate when the senator for whom the alternate is designated is not present. Alternates shall not be eligible to sign officer recall petitions (see Article IV, Section C-7).
2. The University faculty shall elect by secret ballot four at-large senators and four at-large alternates from the eligible faculty of the University.
3. A committee of tellers made up of members of the University faculty and appointed by the president of the senate shall conduct the elections for at-large senators and alternates, with the University faculty allowed to vote for a maximum of four senate candidates without specifying an order of preference. A ballot with the names of all eligible faculty shall be distributed to the University faculty. The four leading vote recipients are elected to the senate, with the next four leading faculty vote recipients randomly assigned by the president of the senate to an at-large senator as the alternate for that senator. Should one or more of the first four vote recipients decline to serve in the month following the election, the alternate(s) who received the largest number of votes in the election shall serve as senator(s). Should one or more of the elected at-large alternates decline to serve in the month following the election, the faculty

member(s) who received the largest number of votes in the election without winning election as a senator or alternate shall serve as alternate(s). Any tie in this election shall be broken by the toss of a coin. Senators and alternates are charged to represent the interests of the entire University in their service to the faculty senate.

4. Senators shall be elected for any subsequent year prior to the determination of teaching schedules for the following academic year.
5. Each school chairperson shall submit the names of elected senate delegates to the president of the senate no later than February 1 or immediately following the filling of a vacancy.

#### C. Term of Office

1. Senate terms of office for elected representatives shall be two years, except when one-year terms are necessary to insure staggered representation.
2. A school can, by two-thirds vote of its total membership, recall any of its senators.
3. A recall election shall be held for an at-large senator if a recall petition is signed by at least 20 members of the University faculty and submitted to the president of the senate. A two-thirds vote of the total membership of the University faculty is required to recall an at-large senator.
4. If a senator is absent for more than four consecutive meetings of the senate, the seat shall be declared vacant.
5. When a vacancy occurs in any elected Senate position involving a senator elected by a specific school, the alternate from that school shall complete the unexpired term. When a vacancy occurs involving an alternate from a specific school, the school faculty shall hold a special election.
6. Should an at-large senate seat become vacant more than one month following the last election for at-large senators, the remainder of that senate term shall be filled by the alternate to that senator. Should an at-large alternate position become vacant more than one month following the last election for at-large senators, the steering committee shall elect an alternate from among those eligible University faculty not currently serving as senators or alternates.
7. A senator or alternate who wishes to resign shall submit a letter of resignation specifying the effective date of resignation to the president of the senate and, if relevant, to the chairperson of the school concerned. A copy of the letter shall be sent to the secretary of the senate.

#### **Article II. Powers of the Senate**

The powers of the faculty senate are specified in the *Faculty Governance Document* in Article III, Sections B, D, and E and in Article VI, Section B.

### **Article III. Meetings**

Regular meetings of the faculty senate shall be held no fewer than five times during the academic year. Special meetings may be called by the president of the senate, by the University president, or upon the written request of five voting members of the senate or ten members of the University faculty.

#### **A. Program**

1. The program for each meeting shall be prepared by the president of the senate in consultation with the senate steering committee.
2. The programs of regular meetings shall include:
  - Call to Order
  - Roll Call
  - Approval of the Minutes
  - Report of the University President and/or Member of Administration
  - Report of the President of the Senate
  - Committee Reports
  - Unfinished Business
  - New Business
  - Announcements
3. Items for senate consideration may be submitted, in writing, by any member or group of members of the University faculty. Such requests shall be sent at least one week before the scheduled meeting to the president of the senate, who shall see that the items are placed on the program of the next meeting or are described in writing in an announcement attached to the program.
4. Only a senator or senate committee shall introduce a proposition to be voted upon by the senate.
5. The program shall be followed unless set aside by two-thirds majority of those present.
6. The steering committee may allot a time period for program items and, if so, the duration of discussion of such items at the meeting shall be so restricted unless altered by a majority vote of the senate.
7. The program and the minutes of senate meetings shall be distributed to all University faculty, deans, vice presidents, the University president, and the president of the Student Government Association.

#### **B. Conduct of Business**

1. Any proposal that comes before the senate under "New Business," but has not been included on the distributed program, shall be referred to the appropriate senate committee or University council for consideration. Such a proposal shall not be acted



upon at the same session in which it is introduced except by a vote of two-thirds of those present.

2. Committee reports placed on the program should be presented by a representative of that committee, who shall have the consent of the senate to speak during the debate concerning that report. Any member(s) of any committee of the senate may report on any matter before the committee. A report by a minority of one may be denied a hearing by a majority vote of the members of the senate present.
3. Other than in the cases covered by Article III, Section B-2, University faculty who are not members of the senate may be present at senate meetings but shall not be entitled to vote or make motions.
4. Other than in the cases covered by Article III, Section B-2, with the consent of a majority of senators present the president of the senate may grant non-senators the privilege to speak.
  - The president of the senate, the University president, or the Provost may invite other persons to attend meetings of the faculty senate.
6. Only members of the faculty senate and the parliamentarian shall be present during executive sessions of the senate unless permission for non-senate members to remain is granted by unanimous consent. Other than the motion to leave the executive session, to raise a point of order, or to appeal the decision of the chair, no other motion shall be permitted during an executive session. The minutes of any senate meeting at which an executive session is called shall indicate that an executive session took place and the duration of that session.
7. The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the senate in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the senate may adopt.

#### C. Quorum and Voting

1. A quorum of the Senate shall consist of two-thirds of the voting members. When a meeting cannot be held or must adjourn because the quorum needed to conduct business is not present, a formal roll call shall be entered in the minutes. A simple majority of the voting membership of the committee shall constitute a quorum for senate committees.
2. Voting in the senate shall be by voice vote, except that any member may request a vote by division. When a vote by division is taken, the record of the vote shall be announced and entered in the minutes. At the request of a member and with the concurrence of one-third of the members present, the record of the vote of each member of the senate on any proposal shall be entered in the minutes.
3. The presiding officer of the senate at the time a vote is taken shall have a vote only in the event of a tie.

4. All elections to senate offices shall be by written ballot. The president shall appoint tellers for each election and shall read into the minutes the names of those elected.
5. For elections conducted within the senate, an individual must receive a majority of the votes cast to be elected.

#### **Article IV. Officers and Steering Committee**

##### **A. Elected Senate Officers**

1. President. The president shall preside at senate and senate steering committee meetings, serve as president of the faculty, oversee the work of the senate and its committees, and carry out the responsibilities specified in these bylaws and by the parliamentary authority adopted by the senate. The president shall also conduct two annual orientation meetings early each academic year: one for chairs of the senate committees, and another for new senators. If the president wishes to participate in floor debate on a motion before the senate, the president shall require the vice president or some other voting member of the faculty senate to serve as presiding officer for the duration of the debate on that motion.
2. Vice President. In addition to duties delegated by the president, the vice president shall carry out the responsibilities of the president when the president is absent. The vice president shall succeed the president if the office of president becomes vacant.
3. Secretary. The secretary shall keep the minutes and maintain the records of the senate and the steering committee and shall provide for faculty access to such records.
4. All elected senate officers must be voting members of the senate in order to serve as officers. No senator shall hold more than one elected office at a time.

##### **B. Steering Committee Membership**

1. The members of this committee shall include the president, vice president, and secretary of the senate and one additional senator selected by the senate. The parliamentarian may be present at steering committee meetings at the request of the president. The presence of any other guests at steering committee meetings requires the unanimous consent of steering committee members.
2. If not among those named above, the president-elect and the immediate past president shall also be non-voting, ex officio members of the steering committee during their terms of office.

##### **C. Election of Officers and Terms of Office**

1. The president-elect of the senate shall be elected from the voting members of the senate at a November or December meeting and assume the office of president on July 1 of the following year. The president of the Senate shall be a tenured member of the faculty at the time of nomination for office.

2. The vice president, the secretary of the senate, and the one additional member of the steering committee shall be elected by the senate at its first meeting of the academic year. The vice president shall be a tenured member of the faculty at the time of nomination for office.
3. The president shall become immediate past president when a new president assumes office and shall hold this position for one year.
4. In the event that a steering committee position (except the position of president or immediate past president) becomes vacant, the steering committee shall promptly conduct an election of the faculty senate to fill the vacant position for the remainder of the term for that position.
5. Terms of office for officers of the senate and members of the steering committee are one year.
6. All senate officers shall be elected by ballot. If no candidate for office receives a majority of votes cast for the office, the two candidates who received the most votes shall participate in a run-off election for the office. In the event of a tie in the number of votes cast for two candidates in the initial election, where that tie would affect the run-off election, the toss of a coin shall determine which candidate shall participate in the run-off election. Immediately prior to any election the presiding officer is responsible for explaining the rules concerning the election of officers to the faculty senate.
7. Any officer may be removed upon a two-thirds majority vote of the senate. A vote shall not be taken unless a petition signed by six senators has been filed and attached to the program for the meeting at which the vote shall be taken.

#### D. Steering Committee Duties

The duties of the Steering Committee shall be as follows:

1. Propose members of all standing and ad hoc committees of the senate, subject to the approval of the senate.
2. Advise the University president on matters of mutual concern to both administration and faculty at such times that the full senate is unable to convene.
3. Provide for study and review of the Faculty Governance Document and the Faculty Handbook and recommend to the Senate such revisions or amendments as are deemed appropriate and necessary.
4. Assist the president of the senate in preparing the program of senate meetings.
5. Assist the president of the senate in preparing and administering the senate budget, if applicable.

6. Determine whether recommendations originating with senate committees are substantive and require a vote of the senate. All such determinations shall be reported in a timely fashion to the senate by the president of the senate.

#### E. Appointees

1. **Parliamentarian.** The president of the senate shall appoint a parliamentarian to advise the president and the senate on matters of parliamentary procedure necessary to the orderly conduct of business. The parliamentarian shall advise the senate on all matters of procedure at the meeting according to the current edition of *Robert's Rules of Order Newly Revised*. The parliamentarian shall serve at the pleasure of the president of the senate and shall be appointed from those faculty not serving as voting members of the senate.
2. **Time-keepers.** The president of the senate shall appoint time-keepers when appropriate.
3. **Tellers.** The president of the senate shall appoint tellers for the purpose of counting ballots.

### **Article V. Other Senate Committees**

Article VII of the *Faculty Governance Document* provides for standing and other faculty senate committees.

### **Article VI. Procedures for Reconsideration**

Upon petition by fifteen percent of the student body or fifteen percent of the University faculty, the senate shall reconsider any action that it has taken. Upon its own initiative, the senate may also reconsider actions it has taken.

### **Article VII. Amendment of the Bylaws**

A proposal to amend the bylaws shall be signed by at least three voting members of the senate or at least 10 members of the University faculty. A proposal to amend the bylaws shall be introduced by filing the proposal with the president of the senate in time for it to be attached to the program for the next meeting. That meeting, by a majority vote, shall submit proposed amendments to the bylaws to the full senate by means of a mail ballot overseen by the steering committee. These bylaws shall be amended only by a two-thirds affirmative vote of the senate. The results of any vote to amend the bylaws must be sent by electronic mail or other means to all members of the faculty and administration.

### **Article VIII. Ratification and Initial Composition**

#### A. Ratification

The bylaws of the Faculty Senate shall become effective when adopted by a majority of the membership of the governance committee and approved by the University president and the board of trustees.

## B. Initial Composition

1. The initial composition of the faculty senate shall consist of the most recently elected members of the faculty council who are eligible to serve as voting members of the faculty senate. The most recently elected chair of the faculty council shall act as interim senate president and with the full authority of the senate president, without regard for the qualifications for office specified in Article IV, Section C-1. At the president's discretion, an interim vice president and interim secretary may be appointed by the interim president of the senate from the voting membership of the senate.
2. At its first meeting the new faculty senate shall arrange for the special election of all senate members and alternates to bring the membership into conformity, to the extent possible, with the size and composition of the senate specified in the bylaws, with all special elections to be held no more than two months following the first meeting of the faculty senate. Without exception, all faculty senate positions shall be filled by these special elections.
3. New senators shall take office at the next meeting of the senate following the special elections. A meeting of the senate shall be scheduled by the interim senate president no more than two weeks after the closing date of the last special election. The senate shall determine the terms of all members by drawing lots.
4. The president, vice president, and secretary of the senate for the remainder of the academic year shall be elected at the first meeting of the senate following the special elections. The newly elected senate president shall assume all duties of the presidency immediately after election results are announced. The interim senate president or the interim senate president's designee shall preside over the first meeting of the senate until the results of the election of officers are announced; once announced, the newly elected president of the faculty senate shall preside over the remainder of the meeting.

## **Appendix C: Policy on Allegations of Unethical Research or Scholarly Activities**

The procedure described here has been developed to address allegations of unethical research and scholarly activities at Spalding University. A faculty member or other member of the Spalding community who has evidence that a faculty member has engaged in unethical research or scholarly activities first brings his or her allegation to the University ombudsperson (described below).

### **Inquiry**

**PRELIMINARY STAGE:** When allegations are made to the ombudsperson, he or she takes the complaint to the school chair, who conducts an informal inquiry. The ombudsperson also notifies the relevant dean and the Provost of the complaint (or if the Provost is the individual about whom allegations are made, the President). The school chair sends a report of the informal inquiry to ombudsperson, the unit dean, and the Provost within seven calendar days. The ombudsperson sends the report to both complainant and accused.

If further action is needed, the initial stage of the process begins within three days of chair's report or two days of complainant's request.

**INITIAL STAGE:** The Provost appoints a fact-finding review panel to conduct the inquiry. Within 15 calendar days after the review panel determines its recommendation, the chair of the panel reports that recommendation to the Provost and sends a copy of the recommendation to the unit dean, the ombudsperson, the complainant, and the accused.

If not satisfied with the result of the inquiry, the complainant makes a formal allegation within five calendar days. The Provost also determines within five calendar days if the report warrants a formal investigation.

### **Investigation**

**FORMAL STAGE:** The Provost appoints an investigative board that completes an investigation within 110 calendar days. The accused receives copies of all information presented to the board.

The board reports to the Provost and the unit dean. If the findings support allegations, the report will include recommendations for sanctions (described below).

**RESOLUTION STAGE:** The Provost, after consultation with the unit dean, issues a decision within ten calendar days and delivers that decision to the investigative board, the accused, the complainant, and the ombudsperson.

If the accused is found guilty, the Provost proceeds with sanctions and notifies investigative board, accused, complainant, and ombudsperson. If the accused is found not guilty, the Provost notifies investigative board, accused, complainant, and ombudsperson.

If the Provost does not follow investigative board recommendations, a written explanation will be sent to all parties.

### **Sanctions**

The Provost, in consultation with the unit dean, shall impose sanctions against individuals found guilty of unethical behavior in research and shall advise them of their right to file a grievance through regular University grievance procedures. Sanctions shall be imposed in accordance with the following guidelines:

- Mitigating factors, such as present demeanor or past disciplinary record, as well as the nature of the offense and injury or harm resulting from it, shall be considered.
- Repeated ethical violations in research shall result in more severe sanctions.
- Attempts to commit ethical violations in research shall be treated in the same manner as completed violations.
- The following sanctions, listed generally in order of severity, may be applied either singly or in combination:
- Written warning to the individual that such conduct violates ethical research principles.
- Suspension from specified activities for a designated period of time.

- Financial restitution for misuse of University funds.
- Monitoring of research activities and publications by an appropriate individual or ad hoc committee for a specified period of time.
- Ineligibility for salary increases for a specified period of time.
- Ineligibility for in-house funding for a specified period of time.
- Recommendation for dismissal in accordance with University policies regarding dismissal.

An effort shall be made to ensure that the severity of the sanction(s) matches the severity of the offense and that the action is consistent with prior sanctions levied for similar instances of unethical conduct in research.

### **The Ethics Ombudsperson**

The ombudsperson shall be a member of the University Faculty whose primary responsibility is to ensure the prompt and fair handling of all alleged instances of unethical conduct in research.

The ombudsperson shall receive all complaints and transmit them to the appropriate parties, and shall ensure that inquiries and investigations are conducted properly. He or she shall serve as advisor on the procedures to be followed, shall be kept informed at all stages of the progress of the proceedings, shall receive copies of all reports and decisions, and shall keep records of the initiation and resolution of all allegations.

The ombudsperson shall be a senior, tenured, associate or full professor who is not a school chair or a member of the administration. Professors emeriti and retirees are not excluded from consideration if they have fulfilled the above requirements during their active membership in the faculty. If the duties of the ombudsperson are significant, the ombudsperson shall be assured of sufficient released time to fulfill his or her responsibilities. He or she must be knowledgeable about University governance and intimately familiar with ethical principles of research. The ideal ombudsperson should be respected for his or her integrity and discretion.

The ombudsperson shall be selected if and when needed by the Provost in consultation with the University President from a list of no more than six nominees prepared by the Steering Committee of the Faculty Senate. An associate ombudsperson, selected from the same list by the Provost, shall be named to assume the ombudsperson's duties in his or her absence. The associate ombudsperson shall not be from the same college as the ombudsperson and shall assume the ombudsperson's duties whenever allegations are brought against a member of the ombudsperson's college. An associate ombudsperson shall be appointed if an ombudsperson is appointed.

Once appointed, the ombudsperson and associate ombudsperson shall serve for a term of no less than 12 months.

### **The Review Panel**

Purpose: To determine whether an investigation of the complaint is warranted.

Members: Three tenured faculty members with professional expertise and experience relevant to the complaint. Members shall not be from any school in which the accused holds appointment or have responsibility for any portion of the activity being questioned.

Chair: The panel selects its own chair who is responsible for panel minutes and any reports. Panel Access: The panel has the right to request information of any kind pertinent to the investigation and may seek advice and consultation from recognized authorities.

### **The Investigative Board**

Purpose: To conduct a formal investigation of the specific allegations or misconduct.

Members: Five tenured faculty members, at least one of whom is from a school other than the one(s) in which the accused is appointed.

Chair: The board selects its own chair, who is responsible for board minutes and any reports.

Board Access: The board shall determine its own procedures for conducting the investigation in consultation with University legal counsel.