

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 Senior Vice President for Academic Affairs. The procedure for administering the student evaluation of instruction forms is approved by the Senior Vice President for Academic Affairs. 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 Senior Vice President for Academic Affairs 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 Senior Vice President for Academic Affairs. 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 Senior Vice President for Academic Affairs, 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, upon completion of a 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 Senior Vice President for Academic Affairs) 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 SVPAA.

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.