



Muskingum University

Academic Policies and Procedures

OCTOBER 2019

Office of the Provost

The mission of Muskingum is to offer quality academic programs in the liberal arts and sciences in the setting of a residential, undergraduate, coeducational, church-related university and in the context of a caring community where individual fulfillment is encouraged and human dignity is respected. Its primary purpose is to develop—intellectually, spiritually, socially, and physically—whole persons, by fostering critical thinking, positive action, ethical sensitivity, and spiritual growth, so that they may lead vocationally productive, personally satisfying, and socially responsible lives.

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010 PREAMBLE

Muskingum University Academic Policies and Procedures (APAP) contains policies and procedures developed by the faculty as an entity and by the Provost in collaboration with or consultation with the faculty expressly for the purposes of carrying out the faculty's delegated role in the formation and operation of the academic program, the administrative oversight of which program is the chief responsibility of the Provost. Any decisions or recommendations involving substantial fiscal implications or changes in and/or additions to degree programs require approval by the Board of Trustees.

This volume delineates:

1. How the curriculum is established, assessed, or changed.
2. The criteria and methods by which all aspects of the academic program and its integrity are maintained.
3. The manner by which the evaluation, appropriate performance, and professional advancement of the faculty are encouraged and supported.
4. The particulars relating to teaching duties and collateral faculty responsibilities for the orderly promotion of classroom learning.
5. The organizational structure of the various councils, committees, forums, and special assignments created to address academic concerns, including pertinent job descriptions and statements of function, membership, and attendant procedures.
6. Additional basic information on the management of academic-related items, together with a set of forms frequently used for academic matters.

Where there exist particular applications to faculty of general University policies and procedures, such as those affecting conditions of their employment. It is understood that the faculty will be consulted before any new policies affecting faculty employment matters are introduced or existing ones are modified.

Muskingum University Academic Policies and Procedures is a fluid document. It is expected that it will change as practices and policies are modified, improved, and added or as a need arises for greater clarification. While written policies and procedures, information, and advice can go a long way to guide individual faculty members in carrying out their work, common sense and professional judgment are called on to fill in the blanks. Much can also be gained from sharing questions, suggestions, and interpretations with colleagues personally. And, of course, the advice of the respective departmental chair and divisional chair and the direction provided by the committees and the Provost work to clarify that which is written down. In all its undertakings, Muskingum University is dedicated to a collegial style of leadership and learning and encourages the spirit of community among students, faculty, and staff.

020 PROCEDURES FOR CHANGE

This section delineates the four types of actions through which specifically designated portions of “Academic Policies and Procedures” may be changed.

To enact change, some of the matters in this volume require Faculty approval (either formal majority vote by the Faculty in accordance with established procedures or action by vote in the appropriate faculty committee as delegated by the Faculty), other matters require either notice to the faculty by the Administration (Provost and/or President) prior to change or consultation between the Faculty and Administration prior to change, and some matters are included for information purposes only and derive their authority from the Administration (Provost, President, and/or Board of Trustees).

1. Sections which are contingent upon Faculty approval (as defined above) are designated as “**(Fac. [or named committee] approval [with date, if known].)**”
2. Sections that are included for information purposes only are designated as “**(Information).**” Such sections are subject to administrative change without notification. While consultation is desirable, it is not required.
3. Sections that are subject to administrative change with 60 days’ notice to the Faculty or the appropriate faculty committee are designated as “**(Admin/Notice [with date, if known].)**” It is expected that consultation for input purposes with the faculty or the appropriate faculty committee will occur.
4. Sections that are subject to administrative change following prior consultation with the appropriate faculty committee before February 1 of the next fiscal year in which the change is to take place are designated as “**(Admin/Consultation [with date, if known].)**”

100 POLICIES

110 Academic Policies

1. Procedures for Proposing Changes to Undergraduate Curriculum Committee (see checklist)

Notice of any non-substantive changes (revisions in existing academic major or minor requirements as long as they do not involve courses in other departments, course titles, catalog descriptions, course number changes within level, or prerequisites) is to be submitted to the Undergraduate Curriculum Committee through the Provost for acknowledgment and report to the faculty. Each department and division that may be affected is to be notified in writing prior to submittal of proposed changes to the Provost for transmittal to the Undergraduate Curriculum Committee.

Proposals for all substantive changes will be handled in the following manner before transmittal to the Undergraduate Curriculum Committee through the Provost:

- A. Discussion of the proposal will occur within the department. Approval by a majority of the faculty in the department must be obtained. Items to be included in that discussion are:
 - 1) Effect on staffing, both numbers of staff and teaching loads.
 - 2) Advantages and disadvantages.
 - 3) Attractiveness for enhancing student enrollment in the department.
 - 4) Possible course reduction(s) in the case of course addition(s).
 - 5) Costs, including start-up costs, equipment and supplies needed, and maintenance.
 - 6) Library resources required.
- B. A written summary of the discussion on the above points is to be forwarded to the division chair with the proposal form.
- C. Discussion of the proposal at a full division meeting is to follow. A written summary of the discussion at the division level, including any objections or recommendations, together with the departmental summary, is to be attached to the completed, dated, and signed Proposal Form, which material is forwarded to the Provost and thence to the Undergraduate Curriculum Committee for acknowledgment or action as appropriate.
- D. The action of the Undergraduate Curriculum Committee will be reported to the department chair(s) and the division chair. Depending on the nature of the curricular change, proposals accordingly acknowledged or approved by the Committee will be dealt with in one of the following ways:
 - 1) Reported to the faculty for information.

- 2) Published to all faculty for a 30-day approval period (excluding time between semesters), during which time any written objections or recommendations from the faculty will be entertained. Such response, if received, will cause the approval period to be suspended until the resolution of the objection(s) or recommendation(s). Upon resolution of the objection(s), the proposal will be subject to a new 30-day approval period. Proposals with unresolved objection(s) will be presented at the next faculty meeting.
- 3) Placed on the agenda of the next faculty meeting for consideration and action.
(Fac. approval 12/85; Rev. 2/95, 9/06)

CHECKLIST FOR CURRICULAR CHANGE PROPOSALS

CURRICULAR CHANGE PROPOSALS	Dept. or Area Coord. Signature(s) (copy to Div. Coord.)	Division Discussion And Signature	To UCC for Acknowledgment and Report to Faculty	To UCC for Action	UCC Publishes its Approval to Faculty	30-Day Faculty Consideration and Approval Period with Published Deadline	To Faculty Meeting
1. *Departmental changes including academic major or minor revisions; course titles, descriptions, number changes within level; prerequisites	X		X				
2. Student-designed majors, writing unit courses, non-credit workshops	X			X	X		
3. ^Special courses or credit workshops	X	X		X	X		
4. Course additions, cross-listings or deletions; course level changes; change in course credit hours; change in grading S/U to A-F and A-F to S/U	X	X		X	X	X	
5. Statements of academic philosophy or policy; additions or deletions of majors, minors, or other programs; degree requirements	#	#		X			X

* All affected departments are to be notified in writing prior to submittal of proposed changes to the Provost for transmittal to UCC.

#As applicable

^ Departments and Programs can teach a Special Course only three times in a two-year period from the approved implementation date. Typically, these course offerings are experimental and/or intended to be temporary, in order to address special circumstances. The University Registrar will assign Special Courses with a unique identifier.

(Fac. approval 2/95; Rev. 11/97)

2. Grading Policies

A. Grade Levels and Grade Point Averages

Please see the Undergraduate Course Catalog or the Graduate Catalog sections entitled Grading Policy.

(Fac. approval 1/91; Rev. 2/99)

B. Course Withdrawals

Please see the Undergraduate Course Catalog, the Muskingum Adult Program Student Guidebook, or the Graduate Catalog sections entitled Course Withdrawals.

(Fac. approval 1/91; Rev. 4/94)

C. Auditing

Please see the Undergraduate Course Catalog, the Muskingum Adult Program Student Guidebook, or the Graduate Catalog sections entitled Auditing Courses.

(Fac. approval)

D. Pass-Fail Option

Please see the Undergraduate Course Catalog section entitled Pass/Fail Option.

(Fac. approval)

E. Course Repeat Policy

Please see the Undergraduate Course Catalog, the Muskingum Adult Program Student Guidebook, or the Graduate Catalog sections entitled Course Repeat Policy.

(Fac. approval)

F. Honors

1) The Dean's List

Please see the Undergraduate Course Catalog section entitled Academic Honors & Dean's List.

(Fac. approval)

2) Scholarship Recognition Day Program

Please see the Undergraduate Course Catalog section entitled Academic Honors & Dean's List.

(Fac. approval 9/93)

3) Graduation Honors (Latin Honors)

Please see the Undergraduate Course Catalog section entitled Academic Honors & Dean's List.

(Fac. approval 9/93; Rev. 11/03)

3. **Academic Dishonesty**

Please see the Undergraduate Course Catalog, the Muskingum Adult Program Student Guidebook, or the Graduate Catalog sections entitled Academic Dishonesty.

(Fac. approval)

4. **Special Programs**

Please see the Undergraduate Course Catalog section entitled Special Programs.

(Fac. approval)

5. **May Term and Summer Term**

Please see the Undergraduate Course Catalog section entitled May Term and More (Summer Sessions).

(Admin./Notice)

6. **Approval of Calendar**

Below is set out the process by which the Muskingum University academic calendar shall be prepared and approved.

Under the direction of the Provost, the Registrar will, by the end of October, circulate to the faculty and administration a draft of the proposed academic calendar for two years in advance. By the end of January the Provost will convene a meeting of the Undergraduate Curriculum Committee dedicated to consideration of the draft calendar and reactions to it. For purposes of the calendar consideration the CC will be expanded to include the Dean of Students, the Vice President for Business and Finance, the Vice President for Enrollment & Marketing, the Faculty Executive Secretary, and the Athletic Director.

(Admin./Notice 2/97; Rev. 9/06)

The draft calendar, as modified by the expanded CC, will be on the agenda of the February faculty meeting, at which time the faculty will vote to receive it or to remand it to the CC for consideration of specific changes. If so directed, the CC, with expanded membership, will reconvene to consider faculty-suggested changes. At the March (or second) meeting, the faculty will take final action on the proposed calendar.

(Fac. approval)

The management of the approved calendar then passes to the Provost.

(Information)

7. Guidelines for Developing the Academic Calendar

- A. With the 1981-82 academic year, Muskingum went to the Early Semester Calendar, consisting of two semesters. Each semester includes a minimum of 14 weeks for teaching and a minimum of five days of final examinations, of which one may be designated a study day. Classes are scheduled for a minimum of 750 minutes per semester credit hour.
- B. The first day of classes for the traditional undergraduate fall semester will be the last Monday before the last Friday in August.
- C. The first day of classes for the traditional undergraduate spring semester will be the second Monday in January.
- D. Commencement will occur no later than the second Sunday in May.
- E. Each semester or partial semester will have an add/drop period of a minimum of five class days.
- F. Second semester finals end no later than the Friday before Commencement.
- G. Fall semester will have a minimum of two-day fall break and a three-day Thanksgiving Break. Spring semester will have a one-week break.
- H. Opening Convocation and Scholarship Recognition Day dates are arranged by the Provost.
- I. For purposes of disbursement of federal financial aid monies, the calendar must meet the minimum compliance standards of the United States Department of Education with respect to definitions of “academic year”.

(Fac. approval 4/95; Rev. 11/03; 3/10, 2/19)

8. Availability of Student Records

Please see the Undergraduate Course Catalog or the Graduate Catalog sections entitled Availability of Student Records.

(Information 6/83; 1/04; 6/11)

9. Proficiency Examinations

Please see the Undergraduate Course Catalog section entitled Credit by Examination.

(Fac. approval 5/82)

10. Directed Study

Please see the Undergraduate Course Catalog or the Graduate Catalog sections entitled Directed Study.

(Fac. approval 12/88; Rev. 12/00)

11. Senior Studies

Please see the Undergraduate Course Catalog section entitled Senior Studies.

(Fac. approval 2/84)

12. Academic Standards Policy**A. Academic Standing**

Please see the Undergraduate Course Catalog or the Graduate Catalog sections entitled Academic Standards Policy (Academic Standing).

B. Academic Probation

Please see the Undergraduate Course Catalog or the Graduate Catalog sections entitled Academic Standards Policy (Academic Standing).

C. Requirements

Please see the Undergraduate Course Catalog or the Graduate Catalog sections entitled Academic Standards Policy (Academic Standing).

D. Restrictions

Please see the Undergraduate Course Catalog or the Graduate Catalog sections entitled Academic Standards Policy.

(Admin./Notice)

E. Academic Dismissal

Please see the Undergraduate Course Catalog or the Graduate Catalog sections entitled Academic Standards Policy (Academic Dismissal).

(Fac. approval except as otherwise noted)

F. Readmission

Please see the Undergraduate Course Catalog or the Graduate Catalog sections entitled Academic Standards Policy (Readmission).

13. Guidelines for Handling Serious Scheduling Problems Involving Full-Time Undergraduate Students

Typically, courses are offered annually; however, some are offered as infrequently as once every third year. This necessitates ongoing consultation with the student's academic advisor to assure that all required courses are taken in a timely manner. In the rare instances where a student is unable to regularly enroll in a required course (including Summer Term) prior to or during the intended semester of graduation, several options exist:

- A. Seek a substitute for the required course. This option requires the approval of the Chair of the department offering the course, the advisor, and either the Provost or the VPGCS as appropriate.
- B. Demonstrate proficiency in the content of the required course by performance on an examination or through the presentation of a portfolio (Please see the Undergraduate Course Catalog section entitled Credit by Examination.)
- C. Take an equivalent course at another accredited college or university and then transfer the credits to Muskingum University, fulfilling the requirement.
- D. Fulfill the requirement by completing a directed study in a course which meets the requirement.
- E. Seek exemption from the requirement. This option requires the approval of the Chair of the department offering the course, the advisor, and either the Provost or the VPGCS as appropriate.

These options are listed in descending order of preference. Option letter D presents two major problems. First, an independent learning method requires unusually high levels of individual responsibility, ability in the subject area, and motivation. Consequently, only the academically strongest students should consider this option. Also, faculty members will seldom have the time to engage in this time-consuming form of instruction; at no time is a faculty member obligated to engage in directed studies.

(Fac. approval 2/88)

14. Internship Policy

Please see the Undergraduate Course Catalog section entitled Internships.

(Curr. Comm. approval 10/86; Rev. 9/98)

15. Self-Designed Interdisciplinary Major (SDIM)

Please see the Undergraduate Course Catalog section entitled Self-Designed Major.

(Curr. Comm. approval 2/89; Rev. 4/97)

16. Order of Appeal on Grades

Please see the Undergraduate Course Catalog or the Graduate Catalog sections entitled Order of Appeal.

(Fac. approval)

17. Student Military Service Policy

Please see the Undergraduate Course Catalog or the Graduate Catalog sections entitled Student Military Leave Policy.

(Fac. approval)

A. Refund

Please see the Undergraduate Course Catalog or the Graduate Catalog sections entitled Student Military Leave Policy.

(Admin./Notice)

B. Grading

Please see the Undergraduate Course Catalog or the Graduate Catalog sections entitled Student Military Leave Policy.

(Fac. approval 12/90)

**18. Student Withdrawal/Leave of Absence Procedure
(Except for circumstances covered in the Undergraduate Course Catalog or the Graduate Catalog sections entitled Student Military Leave Policy.)****A. Withdrawal**

Please see the Undergraduate Course Catalog, the Muskingum Adult Program Student Guidebook, or the Graduate Catalog sections entitled Withdrawal from the University and Refund Policy.

(Fac. approval)

B. Leave of Absence (LOA)

Please see the Undergraduate Course Catalog section entitled Withdrawal from the University and Refund Policy.

(Fac. approval 3/99)

C. Notification

Please see the Undergraduate Course Catalog section entitled Withdrawal from the University and Refund Policy.

(Fac. approval 3/99)

19. Credit Transfer Policy

Please see the Undergraduate Course Catalog or the Graduate Catalog sections entitled Transferring Courses.

A. Formal Coursework

Please see the Undergraduate Course Catalog or the Graduate Catalog sections entitled Transferring Courses.

B. Non-Traditional Credit

Please see the Undergraduate Course Catalog section entitled Advanced Placement and Credit by Examination.

C. Transfer Module and Articulation Agreements

Please see the Undergraduate Course Catalog section entitled Transfer Admission.

(Fac. approval 9/92; Rev. 1/11)

120 Administrative Policies

Muskingum University expects full-time faculty to have a terminal research degree or a graduate-level first professional degree. Prospective faculty who have completed all work for a research doctorate except for the dissertation (A.B.D.) may be hired with the expectation that they will complete their dissertation in a reasonable time as a condition of continued employment. In rare cases, an individual who does not hold a terminal research degree, a graduate-level first professional degree, or is A.B.D., may be employed as a full-time faculty member if the individual holds a master's degree and has exceptional applied knowledge or professional experience.

1. Process for Hiring New Faculty

In the search to fill a full-time faculty position, the steps leading to campus interview of candidates and the subsequent offer of a contract for appointment are as follows:

A. Authorization

A written rationale is to accompany any request to the Provost to fill, revise, or create a faculty position. Such requests will ordinarily originate with the department chair. The decision to approve an opening and a position announcement for publication will be the Provost's, following consultation with the department chair and respective division chair.

B. Advertisement and Initial Screening

For an authorized opening, the department chair will initiate and conduct a search for candidates, carrying it to completion with the division chair and the Provost. It is the University's practice to advertise in the Chronicle of Higher Education, discipline specific publications, and on-line listings. Notice may also be sent to selected educational institutions. At the time of the published deadline for applications (or within a week thereafter), the department chair is to provide the Provost with full credentials—initial letters of application and any subsequent correspondence, curriculum vitae, transcripts, and letters of recommendation—for at least three and no more than six of the strongest candidates. The advertised deadlines for applications must be honored.

C. Selection of Candidates for Campus Interviews

After receiving the credentials of those candidates whom division chairs and chairs have designated as their top choices, the Provost will review the paperwork and consult any referees where more useful information might be desirable. Candidates will be invited to campus only after the Provost, in consultation with the respective division chair and department chair, has established a priority list of candidates. Candidates will be invited sequentially for campus visits; up to three candidates, if necessary, will be brought to campus for each position. Serious candidates are to receive copies of the Faculty Handbook, Academic Policies and Procedures, and University Catalog in advance of their visit.

Before arrival of a candidate on campus, the Provost will meet with the division chair and the chair to discuss the particulars of the interviewing procedures and schedule and to go over rank and salary range for the appointment, moving allowance, and benefit package.

D. Interview

Candidates are to be interviewed by the full department (collectively or individually), the division chair, the Provost, and, schedule permitting, the President, as well as by selected students and other faculty and administrative colleagues, so as to provide candidates an opportunity to interact with a cross section of the university community. In advance of a candidate's visit, a draft of the proposed interview schedule and summary of the candidate's vita will be prepared by the department chair and shared with the Provost and other key persons with whom the candidate will be interviewing. If possible, the campus visit should include opportunity for candidates to participate in a teaching situation.

E. Interview Expenses

The department chair should submit to the Provost receipts and explanations for reimbursement of recruiting expenses that s/he has incurred. The travel expenses of the candidates are to be submitted to the Provost and will be handled after the hiring process is completed. As a matter of economy and perhaps even convenience, in making phone calls after hours the chair is encouraged to dial direct from his/her home and to submit those charges (with a copy of the billing) to the Provost for reimbursement.

Candidates receive reimbursement for all reasonable expenses (such as airfare tickets, mileage, meals, rental car).

F. Follow-up Correspondence

An effort should be made to send replies to all applicants. The Office of the Provost is willing to assist in this effort. Following through with such correspondence is extending fairness to each applicant and will promote a positive image of the university.

All applicants are to receive follow-up letters informing them:

- 1) Whether they are being seriously considered for campus interviews.
- 2) When an appointment is finally made (i.e. after a proffered contract has been signed).

G. Process for Extending a Contract Offer

A verbal offer is not to be made to a candidate without advance permission of the Provost. When agreement is reached by the Provost (who will have consulted with the President), the division chair, and the department chair as to which candidate initially will be offered a contract, the Provost will complete a Contract Recommendation for New Faculty Appointment form and forward it to the President, who will prepare and send the contract letter to the candidate. The division chair and the department chair will be informed as to the contents, qualifications, and addenda of any contract offer. If the preferred candidate does not accept the offer in the time specified, the principals carrying out the search and hiring process will convene to decide upon the next candidate to whom an offer will be made.

H. After a search has been carried out and an appointment made, the application materials of all candidates will be kept on file for three years before being discarded.

I. Note

Throughout this very important screening and hiring process it shall be the intent of the university, an equal opportunity employer, to proceed carefully and expeditiously. Less extensive search procedures will be observed for temporary replacements and part-time appointments.

(Information)

2. Process for Establishing Semester's Course Offerings

Proposed course offerings for the coming academic year are solicited by the Registrar from department chairs in December. It is the departments' responsibility to promptly submit a list of courses, staffing, proposed location, times, and class limits. These are examined for appropriateness of size and timing, institutional needs, and staffing considerations first by the division chair and then by the Provost and Registrar. A tentative comprehensive schedule is then circulated for review and response by division chairs and department chairs. A schedule of offerings shall be made available in a timely manner by the Registrar's Office both on their website and in paper form. Changes to the schedule may be made in writing to the Registrar. Proposals for curricular additions, deletions, or special offerings are to be submitted in a timely fashion to the Undergraduate Curriculum Committee in order to be included on the master schedule.

(Fac. approval)

3. Submission of Grades

Normally, teaching faculty members submit to the Registrar's Office all their final course grades electronically by the date and time set by that office or by Graduate and Continuing Studies as appropriate. Near the end of each term (including May Term and More), either the Office of the Registrar or the Office of Graduate and Continuing Studies will send to the faculty instructions for recording the grades.

(Admin./Notice)

200 PROGRAM OF FACULTY PROFESSIONAL ENRICHMENT

210 Evaluation

1. Purposes of the Evaluation System

The system of faculty review and evaluation in place at Muskingum is intended to have a positive influence on the improvement of the professional quality of the faculty as a whole and of each individual faculty member. Faculty members are encouraged to capitalize on strengths revealed by the evaluation and to address weaknesses where identified. The evaluation system incorporates the following guiding principles:

- A. The steps of the process are to be clearly defined and well-known to all members of the community.
- B. A set of general criteria, clearly stated and known to all members of the community, is to apply at each step in the evaluation process.
- C. As a final step in the evaluation process, the faculty member under review is to be fully informed of the results.

2. Specific Steps, Documents, and Selection Criteria to be Used in the Evaluation Process

- A. Discussion between faculty member and department chair, with reference to at least the following:
 - 1) Annual reports submitted by the faculty member since the last review period.
 - 2) The completed faculty evaluation.
 - 3) Student course evaluation results.

The process for student course evaluation is as follows:

- a) Turn in the forms to division chair who holds them until after the grades are turned in.
- b) After grades are submitted, return all evaluation sheets to the instructor.
- c) The instructor prepares a summary of the evaluation material; data and summary go to the division chair via the department chair. Before the summary leaves the division chair, the instructor signs the summary to verify content (which may have been supplemented by the department chair and/or division chair).

The summary goes to the office of the Provost for inclusion in the instructor's file. If the instructor wishes no evaluation material sent to the office the Provost, he/she signs off to

this fact with the division chair and the statement is forwarded to the office of the Provost.

- d) Student course evaluations are to be administered as follows:

<u>Faculty Category:</u>	<u>Courses to be Evaluated:</u>
Probationary (Tenure-Track)	All courses each semester prior to tenure decision year
Tenured	All courses 1 semester every 3 years
Limited Period (1 st 5 Years)	All courses each semester
Limited Period (After 5 th Year)	All courses 1 semester in each contract period

In addition, evaluate:

all new courses for at least the first two offerings; all experimental courses.

- e) For core and/or interdisciplinary courses, evaluation flows through the course coordinator or division chair as applicable. (see form)

(Fac. approval 11/86; Rev. 11/00; 4/11)

- 4) Observation of the faculty member's classes by the chair, if invited by the faculty member.
- 5) Assessments by other faculty members, especially those in the same department and division, those who have served on the same committees, or those with whom the faculty member has team-taught or collaborated in research or grant proposals.
- 6) Other data considered pertinent by the faculty member under review.

B. Department chair's use of student assessment:

- 1) The chair will examine issues which have been raised by the student course evaluations.
- 2) The chair will interview selected students, including those chosen by the faculty member and those whom the chair selects among majors and/or others who have taken one or more courses from the faculty member.

- C. The division chair will submit a written evaluation to the Provost for each faculty member in his/her division who is under review. This written evaluation, prior to its forwarding to the Provost, is to be signed by the faculty member whom it concerns, indicating that he/she is aware of its contents. A copy is to be provided to the faculty member.

3. Frequency of Review

A. Full Review

Every eligible faculty member shall undergo a full review and evaluation process on a regular basis. Refer to sections 210.2 and 210.6 for additional procedural details. The frequency of occurrence for this process is as follows:

- 1) Faculty members on non-tenured (probationary) contracts receive a full review during the fall semester of their second, fourth, and sixth years. As part of their evaluation, the Provost will inform fourth-year candidates of the strengths and weaknesses in their progress toward tenure.

- 2) Tenured faculty members undergo evaluation every five years since the granting of tenure.
- 3) Any faculty member may request an additional evaluation process during any year when that faculty member is not regularly scheduled for a review.
- 4) For administrative convenience, for the potential professional improvement of the faculty member and the academic program in which he/she is involved, and as a basis of consideration for possible further appointment, promotion, and/or salary increases, faculty members who are on limited period contracts are usually evaluated at those same times and with those same procedures and criteria applicable to faculty members who are subject to the above periodic reviews. (See, however, Section 600 Limited Period Contracts, Faculty Handbook, for a note on exclusion from continuing or notification rights.)

B. Annual Review

Every eligible faculty member shall undergo an annual review for the purpose of determining a salary increase. Annual salary increases derive from an amount determined by the Board of Trustees. At the time of this document's writing, the amount is divided into three portions; two related to performance and the third a discretionary fund for the administration to apply to those receiving promotions, adjustments in rank, etc. This process, then, relates only to those elements of salary increase based on annual performance.

- 1) The administration's decision for performance salary increase based on this evaluation will grow out of the following documents:
 - a) The faculty member's annual report which demonstrates his or her performance in every area of faculty responsibility during the previous academic year. The faculty member will want to demonstrate the means by which he or she has grown professionally, reporting scholarly achievements, and what he or she learned from course evaluations and how courses were adjusted accordingly; the impact of any workshops on his or her growth and performance; the effectiveness of advising; service to the University and community which has been rendered; and presenting other information and materials which may be relevant.

(Faculty will want to consult Sections 210.2.A.3.d.) for the required frequency of administering course evaluations during the first six years of service and subsequent years of service.)
 - b) A report written by the department chair, to be shared with and signed by the faculty member prior to submission to the division chair and Provost. Following signature, the department chair will provide the faculty member with a copy.
 - c) A report written by the division chair, to be shared with and signed by the faculty member prior to submission to the Provost. Following signature, the division chair will provide the faculty member with a copy.
 - d) A report written by the Provost, if required, of any other relevant information that may come to his or her attention regarding the performance of the faculty member. That is, if

information comes forward to the Provost that is not directly related to the above documents and material for evaluation, that information shall be made known to the faculty member prior to his or her salary decision.

- 2) Constructive response and explanation of the basis on which judgments are made in the evaluation process are essential to professional growth and the morale of the faculty. One of the benefits of the evaluation process outlined above is that faculty may receive timely and concrete response from department chairs, division chairs, and the Provost. Therefore, the following information will be provided to the faculty member as part of the annual review process:
 - a) The division chair will submit a written evaluation to the Provost for each faculty member in his/her division who is under review. This written evaluation, prior to its forwarding to the Provost, is to be signed by the faculty member whom it concerns, indicating that he/she is aware of its contents. A copy is to be provided to the faculty member.
 - b) With respect to evaluation for the purpose of performance salary increase, each faculty member shall know the contents of the department chairperson's letter to the division chair and the Provost, as well as that of the division chair. Prior to the end of the term in which contracts are offered the Provost shall provide written indication of the reasons for the level of the performance salary increase a faculty member receives.

(Rev. 9/06, 1/08, 11/09)

4. Professional Performance Criteria

The following general criteria shall apply at each step in the faculty evaluation process. The four categories are listed in descending order of priority.

A. Teaching Effectiveness:

- 1) Scope and thoroughness of subject matter communicated in undergraduate, graduate and other classes taught for the University.
- 2) Creativity, versatility, and overall effectiveness of teaching methods, including updating of course syllabi, lectures, exams, and other materials.
- 3) Integrity and fairness in grading student performance.
- 4) Number of students taught; number and levels of different course preparations.
- 5) Availability to students for academic guidance and instruction supplemental to the classroom when needed.

B. Professional Growth and Scholarly Activity:

- 1) Advancement toward and attainment of graduate degree (in one's field or in an allied or new field).
- 2) Research that results in publication or creative work (reviewed by peers outside the University) such as books, novels, musical compositions or performances, plays, essays, designs, academic software, shows/exhibits, articles, professional consultation, juried papers, radio and TV productions. This list is not exhaustive, but meant to suggest the variety of scholarly production appropriate to different disciplines.
- 3) Grants and awards (proposals initiated, proposals funded); individual awards and grants; institutional and program grants.
- 4) Scholarly activity or recognition such as holding office or committee work in professional societies, presentations before professional societies, and special exhibits.
- 5) Keeping current in one's discipline through the writing of reviews, attendance at conferences, regular and constructive use of sabbaticals and leaves of absence, research, and "experimentation".

C. Student Advising

- 1) Seeing advisees regularly.
- 2) Participating in advising training sessions; soliciting from and sharing with colleagues information useful in academic counseling.
- 3) Helping students successfully plan their academic programs.
- 4) Helping students to evaluate themselves and make realistic career decisions.

D. Service to Muskingum University and the Wider Community

- 1) Involvement and leadership in campus programs and the work of committees, departments, and divisions, including special recruitment efforts.

(Fac. approval; Rev. 9/03)

5. Organization of Faculty Evaluation Portfolios

The following outline provides a suggested format for organization of faculty portfolios to be used in evaluations of individuals eligible for tenure and promotion consideration. This format consists of four sections that address the four primary performance criteria of teaching effectiveness, professional growth and scholarly activity, student advising, and service to Muskingum University as described in the APAP Section 210.4. The support items addressing each criterion are only suggestions of possible items for inclusion in the portfolio. None of these are required nor is this list intended to be exhaustive.

For each of the four sections, faculty members are encouraged to write a reflective statement of introduction that illustrates the progress made in addressing the criteria:

A. Performance Evaluations

- 1) Copy of curriculum vitae.
- 2) Copies of evaluations prepared by department chairs and division chairs for the full reviews conducted during the faculty members first, second, fourth, and sixth years.
- 3) Copies of annual reports.

B. Criterion I: Teaching Effectiveness

- 1) This criterion will be evaluated based on the presentation of evidence such as:
 - a) Copies of course syllabi.
 - b) Number of students taught, number and levels of different course preparations.
 - c) Copies of all self-evaluations of university teaching evaluation forms.
 - d) Summaries of university teaching evaluation forms.
 - i) A summary for each section of each course each time it was taught.
 - ii) A composite summary for each course that includes all times taught.
 - iii) A composite summary of all courses all taught.
 - e) Self-designed supplemental evaluation forms and summaries.
 - f) Teaching evaluations from faculty members outside the individual's department.

C. Criterion II: Professional Growth and Scholarly Activity

- 1) This criterion will be evaluated based on the presentation of evidence such as:
 - a) Copies of documentation of publications or creative work (reviewed by peers outside the university) such as books, novels, musical compositions or performances, plays, essays, designs, academic software, shows/exhibits, articles, professional consultation, juried papers, radio and TV productions. This list is not exhaustive, but meant to suggest the variety of scholarly production appropriate to different disciplines.
 - b) Addresses to scholarly website designed.
 - c) Grants and awards (proposals initiated, proposals funded); individual awards and grants; institutional and program grants.

- d) Scholarly activity or recognition such as holding office or committee work in professional societies, presentations before professional societies, and special exhibits.
- e) Evidence of keeping current in one's discipline through writing reviews, conference attendance, regular and constructive uses of sabbaticals and leaves of absence, research, and 'experimentation'.

D. Criterion III: Advising

- 1) This criterion will be evaluated based on the presentation of evidence such as:
 - a) Participation in advising training sessions; soliciting from and sharing with colleagues information useful in academic counseling.
 - b) A summary of advising evaluation forms filled out by advisees.

E. Criterion IV: Service to Muskingum University and the Wider Community

- 1) This criterion will be evaluated based on the presentation of evidence such as:
 - a) Documentation of involvement and leadership in campus programs and the work of committees, departments, and divisions, including special recruitment efforts.
 - b) Documentation of involvement and leadership in programs that benefit the east central Ohio area or the wider community.

(Admin./Consultation 3/03)

6. Recommendations for Reappointment, Tenure, and Promotion

- A. October 1 is the deadline for recommendations for tenure or promotion. These recommendations are to be in writing and should be comprehensive and well-documented.
- B. Department chairs are to submit their recommendation(s) to the division chair. The division chair transmits both the chair's recommendation(s) as well as the division chair's own assessment(s) to the Provost. These recommendations will be forwarded by the Provost to the Faculty Affairs Committee (FAC) for its consideration and recommendations by February 1 to the Provost and President.
 - 1) Decisions and notices regarding reappointment for faculty in their first year on non-tenure (probationary) contracts must be made by March 1. Evaluation information and recommendations by the respective division chairs and department chairs and any materials the faculty member wishes to have considered must be submitted to the Provost no later than Friday of the third full week of January.
 - 2) Decisions and notices regarding reappointment for faculty in their second year on non-tenure (probationary) contracts must be made by December 15.

Evaluation information and recommendations by the respective division chairs and department chairs and any materials the faculty member wishes to have considered must be submitted to the Provost no later than December 1.

(Admin./Notice)

- C. Consult Faculty **Bylaw I** for the procedures governing tenure and Faculty **Bylaw VI** for those regarding promotion. See also Section 210.4 “Professional Performance Criteria.”
- D. For reference and convenience, the Provost prepares a chart listing the candidates in the respective departments and divisions who are up for periodic review or tenure consideration for the current academic year. The Provost makes syllabi, vita, course evaluation information, annual reports, and various other documents available to the appropriate division chair, department chair, and the members of the Faculty Affairs Committee. To expand their perspective, the division chair and department chair are expected to interview or collect written assessments from other members of the candidate’s department as well as discuss with the candidate his or her teaching performance, scholarly record, and professional goals.

(Information)

220 Growth

1. Faculty Professional Travel

Through a program of partial subsidy for travel expenses, Muskingum University provides encouragement and substantial support for faculty to attend professional meetings. The investment in and benefits from this program are mutual for the University and its faculty.

Full-time faculty members are eligible for remuneration for one national (or international) meeting and one state (or regional) meeting each academic year.

Immediately following a trip to a professional meeting, the faculty member should fill out a Request for Reimbursement of Professional Travel Expenses form and submit it to the Provost. The form, with appropriate signatures, is to be accompanied by original receipts for expenses for travel, lodging, meals, and registration; it is possible to receive an advance for airfare and registration with paid receipts. Reimbursements for the year must be requested and paid within the University's fiscal year, July 1 to June 30.

The Faculty Professional Travel Program includes the following provisions for remuneration:

- A. Cost of airfare up to \$500 or, if driving, the current rate per mile allowed by the University. Mileage allowance for travel by car will be computed round-trip from the campus to the destination. For access to airport, mileage by car round-trip from the campus is also reimbursable.
- B. For trips involving lodging expenses, a per diem of up to \$65 or \$80 (if reading a paper, chairing a session, etc.) toward meals, lodging, related expenses for a maximum of three days; an additional fourth day per diem when a super-saver type fare requiring an extra day would result in a combined savings.
- C. For trips involving only mileage and meals (no lodging), a per diem of up to \$30 for meals.
- D. Registration fee up to \$75.

A record of expenses and dates is to be turned in to the Provost, with receipts for travel, lodging, meals, registration, and other expenses attached. For tax purposes, it may be advantageous to include in the report such non-reimbursable charges as airport long-term parking, shuttle service, necessary phone calls, and personal or baggage insurance. (see form)

(Rev. 1/04)

2. Professional Fees Matching Fund

A financial burden for academics who wish to stay professionally active is the cost of subscriptions for journals and newsletters in their fields and of annual dues for memberships in (regional and national) professional organizations. Membership in professional organizations is valued by faculty because such organizations provide opportunity for collegial contact and the exchange of information

and ideas; foster scholarly identity and community; sponsor conferences and symposia; and publish critical bibliographies, periodicals, and monographs.

The University has therefore established a matching fund that provides incentives for individual faculty members to initiate or continue memberships with various disciplinary and professional organizations. Each full-time faculty member is entitled annually to 50% reimbursement of such costs, up to \$50 of the first \$100 so spent.

To obtain reimbursement, the faculty member submits to the Provost a copy of his/her receipt(s) or cancelled check(s). Requests can be made either for the total allowable reimbursement or for any part of it.

3. Faculty Exchanges

Faculty exchanges offer opportunities for faculty and institutions to gain fresh perspectives, develop new contacts and associations, experiment with different programs and approaches, and benefit by exposure to and involvement in unfamiliar settings.

Information regarding exchange opportunities through the National Faculty Exchange, a network headquartered in Fort Wayne, Indiana, and supported by a grant from the Exxon Education Foundation, and with the institutions with which Muskingum has formed exchange agreements is available from the Provost.

(Admin./Consultation)

4. Faculty Grants

A. External Funding

Faculty interested in outside funding must consult with the Office of the Provost. External funds are available for research, curriculum development, equipment purchase or other related areas. The actual proposal narrative and budget are normally written by the faculty member.

When an award is made, the Business Office sets up the budget and maintains a file to monitor reports and any other requirements set forth in a grant agreement.

B. Internal Funding

Assistance is available internally for support of research, writing, study, travel, and other activities intended to enhance faculty professional development. Full-time faculty with continuing contracts at Muskingum University for the coming year may apply for funding from specially designated funds. Proposals are processed through the Office of the Provost. The Provost determines the criteria for selection, makes award recommendations to the President, and notifies applicants of decisions.

(Admin./Consultation)

5. **Academic Leaves**

Well-supported and diversified opportunities for academics-related leaves can serve as a keystone in an effective, total professional development program. Timing and preparation for such leaves are critical factors in their success. An academic leave alone, however, is insufficient for maintaining one's professional integrity as a teacher-scholar. Continuous advancement in one's field, long-term financial planning, cultivation of professional associations, and careful preparation of project proposals and grant requests are essential prerequisites to a successful academic leave.

Four leave programs are available to faculty. Tenured faculty members are eligible for the Sabbatical Leave, the Annual Leave and the Special Academic Leave. Tenure-track faculty holding probationary contracts are eligible for the Annual Leave and the Special Academic Leave. Faculty holding limited period contracts are eligible for the Annual Leave and the Academic Leave for Faculty on Limited-period Contracts.

While the University supports all four of the above academic-related programs, for educational continuity, it also strives to have not more than approximately 10% of the full-time faculty on leave during any given semester.

Following any leave, the recipient shall submit to the Provost as an addendum to their next Annual Report, a description of the activities and results of his/her leave.

A. **Sabbatical Leave**

Purpose:

The Sabbatical Leave Program permits faculty members to have a leave as stipulated below in order to engage in intensive research or study so that they will be better prepared to fulfill their academic responsibilities in the years ahead.

Eligibility:

- 1) To be eligible for an initial sabbatical leave, a faculty member must have completed seven years of full-time work at Muskingum (*excluding* any credit toward the probationary period for prior full-time college teaching experience as well as annual and sick leave) and must be tenured. Thereafter, the tenured faculty member is eligible for a sabbatical leave upon completion of each five years of full-time teaching or equivalent duties. Then, *typically*, the sabbatical leave is awarded for an agreed upon period during the following year, i.e., the sixth, or—where mutually agreed or necessitated by the University's staffing needs—the seventh or eighth year.
- 2) Must have engaged in some classroom teaching during most of the seven years.
- 3) Must have a specific project or planned program of study. The sabbatical plan must relate directly to the faculty member's responsibilities at Muskingum. The following are examples of high priority requests:

- a) To engage in a focused program of professional enrichment related to the faculty member's field of expertise or teaching competency.
 - b) To engage in private study under an accomplished, nationally known artist, musician, or dramatist.
 - c) To pursue post-graduate study.
- 4) If the faculty member has participated in the sabbatical program previously, he or she must demonstrate that the goals and provisions of all past sabbaticals were fulfilled.

Terms:

- 1) Faculty member will receive from the University either full salary for one semester or two-thirds salary for the full academic year. All applicable employee benefits will be maintained during the leave.

Factors to be considered in awarding Sabbatical Leaves include: merit of proposal, compelling circumstances surrounding proposal, and length of service since last leave.

In lieu of standard sabbatical leaves, a faculty member may elect to apply for an alternative track of professional development and renewal. The procedure for requesting an alternative track program is the same as that for regular Sabbatical Leaves, with the exception that the date for submission of the request is open. The specific arrangements will be agreed upon in writing by the faculty member and the Provost.

- 2) Must return to employment with Muskingum University for at least one full academic year after the sabbatical leave.

Procedure:

- 1) By March 15 of each year, those faculty members who qualify by length of service and tenure status will be notified in writing by the Provost of their eligibility and of the deadlines and procedures for requesting Sabbatical Leave.
- 2) By May 1 in the sixth year of full-time teaching at Muskingum for those tenured faculty intending to request an initial Sabbatical Leave, and by May 1 in the fourth year of full-time teaching following their return from a previous Sabbatical Leave for those faculty intending to request a subsequent Sabbatical Leave, a written indication of intent, together with a preliminary plan specifying the nature of the project, whether the requested leave would be for a semester or a year, and during which year(s) and/or semester(s) the proposed leave would occur, is to be submitted to the Department Chair for forwarding to the Division Chair and thence to the Provost for transmittal to the FAC as an information item.
- 3) By the closing day of Fall Faculty Conference of the year preceding the year in which the proposed leave would occur, an updated formal proposal, including any external funding considerations as well as the final specification of the length and dates of the proposed leave, is to be submitted in the same manner to the FAC.

- 4) By Wednesday of the first week of classes of the year preceding the year in which the respective leave would occur, the requestor's Department Chair and Division Chair shall provide the Provost with their written recommendations and comments on the requested leave and proposed project for transmittal to the FAC.
- 5) By one month before the Fall Meeting of the Board of Trustees in the year preceding the academic year in which the requested sabbatical would occur, the FAC shall deliver its recommendations to the Provost and the President for their respective consideration and the President's decision, and recommendation (if favorable) to the Trustees for formal action at the Fall Meeting of the Board of Trustees. By one week prior to the Fall Meeting of the Board of Trustees, faculty members who have requested sabbaticals will be informed in writing of the President's recommendations.

Within two weeks following the Board's final action, notice of such action, will be communicated in writing to the faculty members, who had requested and been recommended for Sabbatical Leaves.

(Admin./Consultation)
(Fac. approval 05/03; 03/14; 1/15)

B. Annual Leave

A faculty member requesting leave in order to pursue graduate study or scholarly research related to his/her discipline may be granted an "Annual Leave." Requests are given consideration contingent upon justification and must be recommended by the Department Chair, Division Chair, and the Provost, for approval of the President. Although no monetary compensation is awarded, applicable employee benefits will be maintained during the leave, provided the faculty member promises to return to employment with Muskingum University for at least one full academic year after the leave.

During any semester or academic year of "Annual Leave" taken by the faculty member, he/she will not accrue any time to be credited toward tenure or toward Sabbatical Leave. The accrual of time by the faculty member toward tenure or Sabbatical Leave when he/she commences the Annual Leave is suspended, as to, both required periods of teaching service at Muskingum University. Upon the faculty member's return to active employment with Muskingum, his/her accrual of time toward tenure and toward Sabbatical Leave each resume from the level at which it stood when the annual leave commenced.

(Admin./Consultation)
(Fac. approval 3/14)

C. Special Academic Leave

Purpose:

The purpose of the Special Academic Leave Program is twofold: (i) to accelerate the completion of the doctorate for faculty members who have completed all doctoral work except the dissertation; and (ii) to enable faculty members who have the doctorate but are not yet eligible for the first sabbatical, to complete an unusually important research project.

Any semester or academic year taken as Special Academic Leave does not accrue time credited toward tenure or toward Sabbatical Leaves. The accrual of time by the faculty member toward tenure or Sabbatical Leave when he/she commences the Special Academic Leave is suspended as to both required periods of teaching service at Muskingum University. Upon the faculty member's return to active employment with Muskingum, his/her accrual of time toward tenure and toward Sabbatical Leave each resume from the level at which it stood when the Special Academic Leave commenced.

Eligibility for Applicants:

- 1) Must have completed at least two, preferably three, academic years of full-time teaching at Muskingum.
- 2) Must be able, within reason, to complete the dissertation or research project within the academic year in which the special leave is granted.
- 3) Must be recommended for the special academic leave by the department chair, division chair, and the Provost.

Terms for Recipients:

- 1) Will receive one-half salary for one semester or the academic year, and will continue to receive all applicable employee benefits.
- 2) Must return to employment by Muskingum University for at least three full academic years after the special academic leave. The University is to be reimbursed for one-third of salary and benefits paid during the leave for each of the three years that the faculty member fails to remain at the University in its employ for any reason. This arrangement is to be effected through a legal, contractual instrument.
- 3) Shall not accept any outside employment during the period of leave without permission of the Provost.
- 4) Must report any additional scholarship or grant money received during the special leave.
- 5) Will be eligible for a sabbatical leave seven years after the special academic leave, assuming all other eligibility requirements are met.

Procedure:

- 1) Application should be submitted to the Provost, through and with the approval of the department chair and the division chair, one full year in advance of the academic year for which the leave is requested.
- 2) The individual eligible for a pre-doctoral special academic leave will prepare a written statement outlining in detail the exact status of the dissertation and indicating how much work is needed to complete the doctorate. In addition, the individual will present a letter from his/her major professor endorsing the possibility of the completion of the dissertation by the end of the special academic leave.

- 3) The applicant for a postdoctoral special academic leave will (a) indicate the nature of his/her research project, (b) outline in detail the present status of the project, (c) indicate what additional research remains to be done, (d) estimate, as realistically as possible, how much remaining work can be done during the period of the leave.
- 4) Applications should include the names of foundations or other sources being solicited for academic research assistance and the amount of financial assistance requested.
- 5) In October, the Provost will present all requests for special academic leaves to the Faculty Affairs Committee, which will make recommendations to the Provost, who will forward them, along with the Provost's own recommendation to the President for final action.
- 6) The individual making the request will be informed of the President's action no later than November 1 of the year preceding the requested year of leave.

D. Academic Leave for Faculty on Limited-period Contracts

Purpose:

The purpose of this leave program is to allow continuing faculty members holding limited-period contracts to engage in intensive research or other scholarly activity related to his/her discipline and/or teaching.

Eligibility:

- 1) Must hold academic rank of Associate Professor or higher.
- 2) Must have completed at least 6 academic years of full-time teaching at Muskingum for initial leave. Must have completed at least 5 academic years of full-time teaching at Muskingum following the return from a leave to be eligible for a subsequent leave.
- 3) Must currently have a limited period contract for employment for at least two years.
- 4) Must be recommended for the leave by the Department Chair, Division Chair, and the Provost.

Terms:

- 1) Faculty member will receive from the University full salary for one semester. Generally this leave is to be taken during the first year of a new contract. All applicable employee benefits will be maintained during the leave.
- 2) If the leave is taken during a time other than in the first year of a two year contract, the Faculty member must promise to return to Muskingum University for at least one full academic year following the leave.

Procedure:

- 1) A formal proposal specifying the nature of the project and during which semester the proposed leave would occur is to be submitted to the Department Chair.
- 2) Department Chairs are to submit their written recommendation to the Division Chair, who in turn submits both their own recommendation and that of the Department Chair to the Provost.
- 3) The Provost will consult with the Division Chairs (and with external constituencies as appropriate) and prepares a written recommendation summarizing the consultation. The Provost's recommendation is forwarded to the President for final action.
- 4) The individual making the request will be informed of the President's action.

(Admin./Consultation)
(Fac. approval 3/14; 1/15)

6. Awards

Inaugurated in the fall 1985 Opening Convocation, three special faculty awards recognize exceptional merit. The awards are given annually and are announced and presented at Opening Convocation. The recipients receive a certificate of recognition and a stipulated award amount. Merit being the principal criterion, a faculty member may receive awards in more than one category simultaneously and/or receive the same award again providing at least one year intervenes.

The current recipients and the Provost serve as the selection committee for the following year's awards. All nominations and reviewed information will be kept confidential by the committee. As part of the selection process for these awards, nominations are invited from the faculty. The nomination form is available on the Muskingum University Academic Affairs webpage. The submission due date for nominations is the Friday preceding spring break.

- A. Named in honor of an alumnus of Muskingum University whose lengthy and illustrious career combined teaching, ministry, and service as a university president (Miami, 1891-1899; Ohio State, 1899-1925), **The William Oxley Thompson Award for Excellence in Teaching** seeks to recognize individual faculty members for exemplifying those teaching ideals that we hold high. We share William Oxley Thompson's conviction that "Successful teaching means not merely instruction in knowledge, but inspiration, uplift, and outlook."

Sources of information used in the selection process for the above award may include the following: (1) nominations from colleagues, (2) appropriate assessments of teaching by chairs and division chairs, (3) course syllabi and instruction materials, and (4) relevant information from faculty annual reports and vitae.

- B. Named for the first president of the University of Chicago, a renowned scholar and educator whose extraordinary accomplishments at his alma mater Muskingum University and in his subsequent career make facts look like legend, **The William Rainey Harper Award for Outstanding Scholarship** seeks to recognize individual faculty members who distinguish themselves and the University through their scholarship.

By scholarship we have in mind publications, research projects, creative works, and other noteworthy contributions to knowledge or significant evidence of professional achievement in the academic disciplines.

- C. Named in honor of a faculty member and administrator of Muskingum University who served with devotion and competence as a language and psychology instructor, counselor, dean of women, and director of testing for four decades, **The Cora I. Orr Faculty Service Award** seeks to recognize individual faculty members for their involvement and leadership in campus programs and the work of committees, departments, and divisions; special recruitment efforts; and meritorious activities in the wider community. (Section 210.4.D)

(Admin./Consultation)
(Fac. Approval 1/19)

7. **Faculty Fall Conference**

During the week before classes begin in the Fall, usually running for two or three days, a Faculty Fall Conference is scheduled. Sometimes it is held on campus; other times it takes the form of an off-campus retreat. Fall Conference typically includes an orientation for new faculty; a workshop for First-Year Seminar mentors; advising sessions; opportunities for organizational meetings of departments, divisions, and committees; a faculty meeting in which the President and/or Provost preview(s) goals and expectations for the coming year; a session, frequently involving an outside speaker, focusing on a key issue concerning the learning program; and a social event involving the campus community.

(Admin./Consultation)

300 FACULTY PRIVILEGES AND RESPONSIBILITIES

310 Teaching Duties and Responsibilities

1. Absence of Faculty Member from Class

When a faculty member must be absent from class, he/she should notify the division chair, department chair, and either the Provost or the VPGCS as appropriate, in advance and, if possible, arrange for a substitute to assume responsibility for the class.

If a faculty member has not arrived for his/her class when at least seven minutes have elapsed since the scheduled time for the class to begin, and if no previous arrangements have been made or announcements given to account for the lateness of the faculty member, the students in that class may leave.

(Admin./Consultation)

2. Deviation from Class Schedule

No deviation in time or place from the printed schedule of classes should be made except by the approval of either the Provost or the VPGCS as appropriate.

(Admin./Consultation)

3. Attendance Regulations for Students

Please see the Undergraduate Course Catalog or the Graduate Catalog sections entitled Attendance Policy.

Occasionally, conflicts arise when two or more faculty members require student attendance at evening functions. With some exceptions, classes should be scheduled between the hours of 8:00 a.m. and 3:00 p.m., Monday through Friday.

(Fac. approval 11/92; Rev. 7/00)

4. Office Hours

All full-time faculty members are responsible for making themselves available for students during designated office hours. Each full-time faculty member is responsible for holding a minimum of five regular office hours per week, for informing the office of the Provost as to the time of these hours, and for posting these hours for the information of all students.

5. Academic Advising

Academic advising, an important component in the total development of each student, is coordinated through either the Provost or the VPGCS office as appropriate. Selected faculty and administration serve as advisors under the direction of a designee appointed by the Provost for the First Year Seminar program. Other students are advised by designated faculty of the department in which they are majoring. (See Declaration of Major/Minor and Change of Advisor forms, which are to be used by students to declare or change majors/minor or to change advisors.)

While faculty are on sabbatical leave, their major advisees are temporarily advised by the respective department chairs or their designees, to whom the advisees' folders are transferred. The advisees remain officially assigned to their absent advisor. The first year or general advisee will be reassigned by the Assistant to the Provost for Student Services.

(Admin./Consultation)

6. Course Syllabi

A. Master Syllabus Templates

Master syllabus templates exist for all courses taught at Muskingum University. A master syllabus template is a document that remains valid over time for use by all faculty who teach a course. It must include headings for the following information (with the content under each heading to be supplied by the instructor offering the course): number, section, and title of the course, term of course offering, any required course materials, instructor contact information, instructor office hours, class meeting information, attendance policy, course grading scheme, material to be covered, course assignments, and information regarding student performance evaluations.

The following information must also be included but is not determined by an individual instructor. It is to be in agreement with the current undergraduate catalog, information supplied by the Registrar's Office, or departmentally approved content as appropriate. These sections are: catalog-consistent course description, course pre-requisites and/or co-requisites if applicable, general education learning goals if applicable, student learning objectives (approved by the unit that created the course), the date and time of the final exam (determined by the Registrar's Office), and the Muskingum University statements on Disability Accommodation and Title IX Compliance.

The Provost's Office or the Office of Graduate and Continuing Studies as appropriate is to maintain a record of the current master syllabus templates for all Muskingum University Courses. Division Chairs and Department Chairs will work with the Provost and VPGCS to maintain that record and ensure it is current.

B. Course-Delivery Syllabi

Course-delivery syllabi will minimally contain all of the information required via the master syllabus template for that course. This material can be organized however the course instructor prefers and additional syllabus content can be added as he/she desires providing it does not conflict with any of the Muskingum University academic policies described in the APAP, Faculty Handbook, and Undergraduate Catalog.

At the beginning of each term, faculty members are to submit an electronic copy of the course-delivery syllabi for all of the courses they are scheduled to teach that term to their department chair, division chair, and the offices of the VPAA or the VPGCS, as appropriate.

(Admin./Consultation, Rev. 10/17)

7. Final Examinations

Except for 1-hour practica and courses which are scheduled to meet only for part of the semester (a one-month lab, for example), final examinations or equivalent learning and evaluative experiences are to be administered in all courses at the scheduled time period for final examinations during the week set aside for them at the end of the semester. If weather or other emergency requires the University to close on a day designated for final exams, those exams will be given on the next available day. Take-home exams should be announced at least one week before—and preferably indicated in the course syllabus—and will be due by the period scheduled for the final exam in that course.

During the week immediately preceding finals week, no final exams or new assignments for substantial papers are to be given. This does not include seminar presentations, laboratory reports, term papers, or similar endeavors announced well in advance and on which progress has been assumed during the semester. All such projects should be due before finals begin. Students and faculty both deserve time devoted to finishing and reviewing coursework and to preparing for final exams in all their courses. Faculty are expected to supervise and give their individual attention to classes taking examinations. All faculty members with large or multiple section classes should report their proctoring needs and/or plans to their division chair, who will help make necessary adjustments and will, in turn, report such adjustments to either the Provost or the VPGCS as appropriate. Faculty members are expected to take appropriate action to provide for the best possible facilities for conducting examinations. If the room in which the class has been taught is inadequate for a final examination, a change of facilities must be discussed with the Registrar's Office, which is responsible for the final exam schedule and room arrangements.

Unless special arrangements have been made in advance with either the Provost or the VPGCS as appropriate, the final examination for a course is to be administered at the time and location indicated on the official schedule prepared by the Registrar and distributed to all faculty members before the beginning of each academic year. It is the faculty member's responsibility to inform his/her department chair and division chair of any such changes approved by either the Provost or the VPGCS as appropriate.

Students who are scheduled for three exams on one day of final examination week may request through either the Provost or VPGCS offices, as appropriate, a rescheduling of one of their exams.

Students' written final examinations should be preserved for a minimum of six weeks after the date of the examination. In the event that a faculty member will be inaccessible to the campus during that period (away for summer or sabbatical, or having terminated employment at Muskingum), he/she should leave the examinations and grade records with the department chair or division chair.

(Admin./Consultation, Rev. 1/88; 9/03)

8. Field Trips

Field trips in which students can test, practically and concretely, the abstract and the theoretical are encouraged. Student travel to professional conferences with faculty is also encouraged. The faculty member conducting a field trip or professional trip with students must send to either the Provost or the VPG &CS office, as appropriate, at least two weeks prior to the date of the trip, the names of all students who will be participating. Official release forms must be signed by supervising faculty and participating students and then filed in the Provost's office. All travel involving students must conform to the Muskingum University Transportation Policy (Rev. May 17, 2007; www.muskingum.edu/academicaffairs/documents/travelpolicy)

Students are responsible for notifying faculty at least two weeks in advance and for completing work missed in other classes while absent from campus. As a courtesy and academic responsibility, students should make arrangements in advance with their teachers to do the required assignments or suitable options.

The faculty member who sponsors a field trip and any accompanying chaperon(s) are completely responsible for the conduct and welfare of all members of the group from the time of departure to the time of return, although various circumstances may warrant special consideration. The Dean of Students should be informed of plans for off-campus activities of this nature.

(Admin./Consultation; Rev. 1/92; 6/11)

9. Academic Procession

Faculty academic processions are part of festive campus occasions such as Opening Convocation, Scholarship Recognition Day, and Commencement.

All full-time faculty are to participate in academic processions wearing academic robes, hats, tassels, and hoods appropriate to their degree. Academic regalia is expected to be in good condition; dress and appearance should be formal and dignified in keeping with the occasion.

The following criteria are used to determine marching order:

- 1) Rank
- 2) Year of appointment (longevity).
- 3) Alphabetical sequence of surname.

Upon promotion, a faculty member advances to the appropriate rank group according to year of appointment and by alphabetical order. The Faculty Marshals assist the Provost in semester-by-semester updating of lists for academic procession.

(Admin./Consultation)

400 ADMINISTRATIVE STRUCTURE

410 Committee Structure

1. General Rules of Operation

- A. The Professional Relations Committee (PRC) serves as the “Committee on Committees”. The PRC makes assignments to some faculty committees, conducts elections to other faculty committees, and serves as the board of arbitration in which problems in the area of professional relations may be heard.

In making the various committee assignments, the PRC observes the following guidelines:

- 1) For their first year, new faculty members are usually not assigned to committees except where the committee structure calls for their functional appointment.
 - 2) An attempt is made to assign faculty members to at least one committee, and to avoid in most cases assigning a person to more than two committees.
 - 3) Part-time faculty members usually are not appointed to committees.
 - 4) The President and the Provost are ex officio members of all committees.
 - 5) Committee chairs are free to call in any members of the university community for consultation.
 - 6) Appointments of faculty to Standing Committees are made for three-year staggered terms, beginning with the opening of the academic year, i.e. one-week before the beginning of classes in the fall or with the week designated for Fall Conference activities and carrying through to the Fall Conference week of the third year of the term.
 - 7) An effort is made to identify the opinion of faculty members as to committees on which they might prefer to serve.
- B. With the exception of the Academic Standards Committee, the Professional Relations Committee, the Professional Development Committee, and the Faculty Affairs Committee, Standing Committees will be composed of students as well as members of the faculty and administration.
- C. Ad Hoc committees may be established by the Faculty Affairs Committee, the Undergraduate Curriculum Committee, the Special Events Committee, the Provost’s Advisory Council, the Provost, or the President, as the need arises. The membership of these committees, their responsibilities, their reporting schedules, and their expiration dates will be reported to the Professional Relations Committee at the time they are established. The chair of each ad hoc committee will inform the PRC by May 1 of each year as to whether or not that committee must continue its deliberation during the next academic year.

- D. All committees will issue annual reports, assuring the anonymity and privacy of individuals, and send copies to the Provost and the PRC for deposit in their respective files.
- E. Persons assigned to committees as “consultants” will be active non-voting committee members.

(Fac. approval 3/78; Rev. 8/01)

2. Standing Committees

A. *Academic Technology Committee (appointed)*

1) Functions:

- a) To determine what technology is in use by Faculty at the institution;
- b) To serve as a vehicle for Faculty training in technology. Examples of this might include:
 - Providing electronic tutorials;
 - Faculty Development Workshops;
- c) To serve as a communication vehicle through which commonly identified computer related issues are discussed and disseminated.
- d) To submit annually a report which communicates technology-related issues to Division Chairs, Provost, VPGCS, and the director of CNS.

2) Membership:

- a) A member appointed from each academic division and the Library.
- b) A representative from the Computer Science or Informatics faculty shall serve as a consultant.
- c) A representative from CNS shall serve as a consultant.

(Fac. approval 3/88; Rev. 3/92)

B. *Academic Standards Committee (appointed)*

1) Functions:

- a) To hear appeals from and make decisions for those students who have been dismissed from the University for failing to meet academic standards.
- b) To assist in decisions on readmission for students who have been academically dismissed.

- c) To assist in the determination of the conditions of probation for those students who are readmitted upon appeal.
 - d) To serve as an advising group to the PLUS Program.
 - e) To review articulation and transfer appeals for students who have been denied appeal through all institutional levels.
 - f) To review applicants and make selections for students applying to participate in the Muskingum University Exchange Program at the request of the Coordinator of International Student Services.
- 2) Membership:
- a) A representative of the Provost shall serve as the chair of the Committee.
 - b) The Coordinator of Academic Advising.
 - c) A representative of the Dean of Students.
 - d) At least three faculty members appointed by the Professional Relations Committee.
 - e) The Executive Director of the CAL program shall serve as a consultant.
- 3) Meetings:
- a) The Committee will meet (1) during the year as necessary to discuss policy/procedure (2) in early January for Fall dismissals and in May for Spring dismissals.
 - b) The chair is responsible for: (1) calling the Committee meetings; (2) compiling lists of those subject to dismissal for the Committee; (3) compiling useful information about the students in the appeals process, i.e., information from professors and advisors; and (4) notifying students of their status.

(Fac. approval 6/87; Rev. 4/92)

C. Athletic Committee (appointed)

- 1) Functions:
- a) To participate in determining policies and practices with respect to intercollegiate athletics.
 - b) To provide advice and support to the Directors of Athletics in implementing the above responsibilities.
 - c) To oversee the conduct and direction of the intramural program.

- d) To oversee the conduct and direction of club sports.
 - e) To hear and deal with related issues brought to the committee by any member of the University community.
- 2) Membership:
- a) Three faculty members.
 - b) The chair of this committee serves as faculty voting representative to the Ohio Athletic Conference.
 - c) The Athletic Director, the Assistant Athletic Director for Women's Sports, and the Vice President for Business & Finance shall serve as consultant members.
(Fac. approval)
 - d) Two students appointed by the Student Senate.

D. Undergraduate Curriculum Committee (appointed)

- 1) Functions:
- a) To consider matters of the curriculum.
 - b) To initiate and review curricular innovations.
 - c) To consider matters of library facilities and the maintenance of instructional materials.
 - d) To make curricular recommendations to the faculty for action.
 - e) To consider, formulate, and recommend policies and practices to the faculty and the administration affecting student recruitment and admission.
 - f) To consider, formulate, and recommend policies and practices to the faculty and the administration affecting academic dismissals, readmissions, and student financial assistance.
 - g) To assist the Provost in administering the academic program.
 - h) To review and acknowledge department periodic reviews with attention to curricular implications.
 - i) To recommend the approval of academic calendars for subsequent academic years, with the participation of designated cabinet members.

2) Membership:

- a) The Provost shall serve as chair of the committee.
- b) Two faculty members from each of the academic divisions of the university.
Two members from the same department may not serve concurrently.
- c) A professional librarian.
- d) Two students appointed by Student Senate.
- e) The Registrar shall serve as a consultant member.
- f) The Vice President for Enrollment & Marketing shall serve as a consultant member when matters affecting student recruitment, admission, readmission, and/or financial assistance are considered.
- g) Divisional representatives or the chair may elect to invite division members to meetings when division-originated matters are considered by the committee.

3) Procedures:

- a) The Undergraduate Curriculum Committee secretary will make any appropriate motion to the faculty for approval and any Undergraduate Curriculum Committee member may second such motion from the floor. The secretary will present any substantive reasoning for and against the motion which arose in the committee's deliberations.
- b) See 110.1 (Fac. approval)
- c) A quorum consists of the chair, or the chair's designee, and one representative from each division.

(Rev. 4/01; 2/12)

E. Faculty Affairs Committee (appointed)

1) Functions:

- a) To serve as an advisory body to the President and the Provost in implementing policies affecting promotion, tenure, and salaries.
- b) To share with the department chairs and the division chairs the responsibility of making recommendations to the Provost and the President on specific candidates for promotion and tenure.
- c) To serve as an advisory body to the Provost and the President in making recommendations to them on specific sabbatical proposals and the awarding of specific Professional Development Grants.

- d) To make recommendations to the faculty for candidates to receive Honorary Degrees.
- e) To make recommendations to the Provost and the President on nominees for Emeritus Professor status.

(Fac. approval)

2) Membership

- a) Two tenured faculty members from each of the academic divisions of the university. Two members of the same department may not serve concurrently.
- b) A faculty member shall not serve during a year in which he/she is applying for promotion.

3) Procedures for tenure and promotion recommendations:

- a) Committee members shall evaluate the candidate's portfolio prior to the interview process.
- b) All interviews and deliberations are the responsibility of the full committee; at least 5 members must be present and all divisions must be represented for all interviews.
- c) The following people shall be interviewed.
 - (i) Division Chair and Department Chair of the candidate
 - (ii) All tenured members of a candidate's department
 - (iii) 2 professional contacts (either internal or external to the institution) identified by the candidate
 - (iv) 2 students (preferably upper level) who have taken 2 or more courses from the candidate, selected by the candidate
 - (v) 2 students (preferably upper level) who have taken 2 or more courses from the candidate, selected by the Chair of FAC from a list generated by the Registrar.
 - (vi) Additional faculty members and students as deemed necessary by the committee
 - (vii) The candidate shall be interviewed after all other interviews are complete.
- d) Members shall recuse and absent themselves from all interviews and deliberations pertaining to any faculty member applying for promotion and/or tenure from their respective departments.

4) Procedures for other business

- a) The committee will develop its own procedures for all other assigned tasks.

(Fac. approval 4/14; BOT approval 4/14)

F. Human Relations and Minority Concerns Committee (appointed)

1) Functions:

- a) To sponsor and coordinate programs that seeks to enhance human relations on the campus.
- b) To serve as a forum for the discussion and referral of special problems encountered by minority and international students on campus.
- c) To help facilitate the recruitment and retention of more minority and international students.

2) Membership:

- a) At least two but not more than four faculty members.
- b) The University Chaplain shall serve as a consultant.
- c) One student appointed by Student Senate.
- d) A representative of Student Life shall serve as a consultant.
- e) A representative of Admissions shall serve as a consultant.

(Fac. approval; Rev. 10/02; 3/11; 3/12; 1/17)

G. Institutional Animal Care and Human Subjects Committee (appointed)

1) Functions:

- a) For Animal Care:
 - (i) To be the institution's conscience on animal welfare concerns and to increase awareness of animal issues.
 - (ii) To review and evaluate all protocols for the use of animals in research.
 - (iii) To inspect animal facilities at least twice a year.
 - (iv) To ensure that procedures are the most humane possible.
 - (v) To ensure proper veterinary care for the animals.
 - (vi) To regularly review the security of animal and research facilities.

- (vii) To review policies and procedures of monitoring animal care and use.
 - (viii) To modify or eliminate questionable procedures.
 - (ix) To assist in the instruction of personnel in humane techniques and the ethics of animal use.
- b) For Human Subjects Research:
- (i) To be the institution's conscience on issues of ethical research with human participants and increase awareness of ethical guidelines for research with human participants.
 - (ii) To review and evaluate all protocols for the use of human subjects in research.
 - 1.) When a protocol is outside or exceeds the expertise of the committee, the chair will go to the Provost of VPGCS for permission to bring in an outside reviewer(s) to evaluate the protocol.
 - (iii) To provide, in conjunction with the Provost's office, a third party resource for participants who may feel their rights were violated.
 - (iv) To assist in the instruction of personnel in the ethics of human subjects research.
- c) To provide expertise, education, and guidance to professors, researchers, and officials for research with both animal and human subjects.
- d) To ensure that no research program commences without IACUSC approval.
- e) To meet at regular intervals appropriate to the institution's research program, but not less than annually.
- f) To provide a written report, at least annually, to the office of the Provost, with copies to the Professional Relations committee and other responsible administrative officials on the status of the laboratory animal care and use program.

2) Membership

- a) Due to the training requirements for service on the committee it is recommended that members be able to serve a full 3-year term and can stay on the committee for multiple terms
- b) Committee needs at least 5 members per federal guidelines title 45-part 46.
 - (i) Chair (an individual affiliated with the instructional program who fulfills at least one of the categories listed below)
 - (ii) Two members who have experience in research using animal subjects

- (iii) Two members who have experience in research using human subjects
- (iv) One member whose primary concern is in a nonscientific area
- (v) One community member not affiliated with Muskingum in any other way
- (vi) A veterinarian to oversee animal care
- (vii) One student member who will commit to a two (2) year term to provide consistency and due to the investment of time needed, ideally a Sophomore or Junior at initial appointment

(Fac. approval; Rev. 4/91; 3/12)

H. Professional Development Committee (appointed)

1) Functions:

- a) To consider and recommend to the faculty and administration policy relating to promotions, tenure, salaries, sabbaticals, special academic leaves, summer research grants, faculty fringe benefits, and all programs concerned with the professional development of the faculty.
- b) To review and recommend to the faculty and administration changes to the Faculty Handbook, in consultation with the Provost. Also, in consultation with the Provost, PDC will oversee changes to the APAP that require faculty approval.

The date of publication or update of selected pages for the Faculty Handbook shall be January 15 of each year, which published document shall be the document of reference in the faculty contracts entered into during the ensuing calendar year, including only those revisions which have been approved at a regular faculty meeting and by the Board of Trustees, up to the beginning of the academic year for which the contract is issued. The Provost maintains the current Academic Policies and Procedures. Copies are available through the Provost's Office and the Provost's website.

2) Membership:

- a) One faculty member from each of the academic divisions of the university, two of whom shall have tenure.
- b) The Executive Secretary of the Faculty shall serve as an ex officio member.
- c) The Vice President for Business and Finance shall serve as a consultant member.

(PRC Approval 12/89; Rev. 3/12)

I. Professional Relations Committee (elected)

1) Functions:

- a) To serve as a board of arbitration to which problems in professional relations may be brought (see Bylaws III, IV, and VII).
- b) To make assignments to all other standing committees of the University.
- c) To appoint faculty representatives to Board of Trustees committees.
- d) To appoint faculty marshals.
- e) To appoint a parliamentarian.
- f) To conduct faculty balloting. See 450.2.E.2., nomination procedures for Division Chairs.

2) Membership:

- a) One faculty member from each of the academic divisions of the university, with each member to be nominated and elected by the respective division. Vacancies for any unexpired term are filled by a vote of the faculty within the division. Chair to be selected by the elected members of the committee.
- b) For purposes of committee assignments only, the President and the Provost are active members.

3) Election Procedure for Professional Relations Committee Members

- a) Eligible Personnel for voting and holding a position: limited to full-time teaching faculty members.
- b) Nomination Procedure:
 - (i) The PRC will produce a list of nominees by requesting nominations from respective Divisions.
 - (ii) The PRC will ensure that faculty who have been nominated wish to stand for election.
 - (iii) The PRC will prepare and distribute ballots listing candidates for election within respective Divisions.
 - (iv) For PRC elections, faculty will only vote for candidates in their respective division.
- c) Balloting: the current members of the PRC will meet to count the ballots and announce the results.

- d) Terms shall be three years in length.

(Fac. approval; Rev. 5/90; 5/13)

J. Special Events Committee (appointed)

1) Functions:

- a) To set cultural events policy jointly with the Provost.
- b) To select outside speakers and artists.

2) Membership:

- a) The committee will be chaired by the Provost. In the event that the Provost does not wish to serve as chair, the committee shall choose a chair from among the faculty members appointed to the committee.
- b) Six faculty members: one from the Education Division, one from the Science Division, one from the Social Science Division, one from the Music Department; one from the Theatre Faculty; and one other at-large member of the Arts and Humanities Division.
- c) Two student representatives appointed by Student Senate.
- d) The University Chaplain shall serve as a consultant member.
- e) A representative from Student Life shall serve as a consultant member.

(Fac. approval; Rev. 7/02, 3/11)

K. Graduate Program Committee (appointed)

1) Functions:

- a) To participate in formulating and reviewing graduate program policies and standards.
- b) To consider matters of the graduate curriculum.
- c) To participate in program evaluation and make recommendations for program improvement.
- d) To engage in long-range program planning.
- e) To approve admission applications according to established criteria and qualifications.
- f) To approve student research project proposals and grant admission to candidacy.

- g) To recommend to the Board of Trustees, on behalf of the faculty, candidates for the conferral of the Master of Arts in Education; Master of Arts in Teaching; and Master of Information Strategy, Systems, and Technology degrees.
 - h) To report to the general faculty on various aspects of the graduate program.
 - i) To provide advice and support to the Vice President of Graduate and Continuing Studies in implementing the above responsibilities.
- 2) Membership:
- a) The Vice President of Graduate and Continuing Studies shall serve as chair of the committee.
 - b) Two education faculty members appointed by the Professional Relations Committee in consultation with the Vice President of Graduate and Continuing Studies.
 - c) Three faculty members representing the Arts and Humanities, Science, and Social Science Divisions appointed by the Professional Relations Committee in consultation with the Vice President of Graduate and Continuing Studies to a three-year rotating term.
 - d) The Provost and the Vice President of Enrollment & Marketing shall serve as ex officio members.
 - e) The Director of each Graduate Program shall serve as an ex-officio member.

(PRC Approval 11/91; Rev. 9/02; 3/12)

L. Undergraduate Assessment Committee (appointed)

- 1) Functions:
- a) To initiate and recommend changes to the general education assessment plan
 - b) To evaluate course effectiveness in achieving the general education category learning objective and the effectiveness of the overall general education program.
 - c) To review assessment data for validity, reliability and institutional implications
 - d) To make assessment data available to the faculty and administration.
 - e) To report periodically to the faculty and to the administration on the assessment plan and its effectiveness.
 - f) To offer assessment training.

- 2) Membership:
 - a) One faculty member from each of the academic divisions of the University
 - b) A non-voting consultant on data analysis.
 - c) The Registrar as consultant when needed.
 - d) Two students, appointed by the Student Senate.
 - e) The Provost shall serve as an ex officio member.
 - f) The VPGCS shall serve as an ex officio member
 - g) The Accreditation Liaison Officer shall serve as Chair.

(Fac. approval 2/94; Rev. 4/96; Rev. 9/09; 3/12; 1/16)

M. Interdisciplinary Studies Committee (appointed)

- 1) Functions:
 - a) Review proposals for new interdisciplinary courses or degree programs as well as changes to existing courses and programs.
 - b) Provide a parallel to the advisory and review process that presently occurs within departments.
 - c) Advise the initiating individual(s) as to what additional consultations and/or approvals (e.g., divisions, departments, individuals) would be necessary in order to prepare adequately the proposal for review by the Undergraduate Curriculum Committee.
 - d) Review student proposals for Self-Designed Interdisciplinary Majors and proffer suggestions to the initiating individual and their faculty advisors as needed.
- 2) Membership:
 - a) One faculty member from each of the academic divisions of the University.
 - b) Two of the members shall be advisors of existing interdisciplinary programs; two of the members shall not.
 - c) Two students appointed by the Student Senate.

3. Campus Committees

Vice-Presidents and other officers of the University can establish Campus Committees, which include faculty representation. For faculty who serve on these committees, this counts as service in terms of performance reviews. The PRC will recommend faculty to serve on these special committees to the respective Vice-Presidents who head these committees.

A. *Scholarship (appointed)*

1) Functions:

- a) To assist the Vice President of Enrollment & Marketing in the development and implementation of the on-campus competitive scholarship program for prospective students.
- b) To select winners of John Glenn and other Muskingum Academic Scholarships from students participating in the Scholarship Competition.

2) Membership:

- a) The Provost
- b) The Vice President for Enrollment & Marketing
- c) Senior Director of Admission and Financial Aid
- d) At least one faculty members from each division, not to exceed six total faculty members.

B. *Student-Faculty Judiciary (appointed)*

1) Functions:

- a) To apply institutional rules in specific cases in such a way as to protect an individual's rights—both procedural and substantive.
- b) To emphasize the individual's obligations to abide by the community norms of which the rules are a reflection.

2) Membership:

- a) At least three faculty members.
- b) Four student members appointed by the Student Senate.
- c) The person serving as chair shall be a non-voting member, except in the case of a tie.

(Admin./Notice 3/12)

420 Faculty Forum

1. Faculty Forum sessions will be called for consideration of issues of concern to the Faculty.
 - A. Members of the faculty holding full-time academic contracts are members of the forum.
 - B. All members of the forum are eligible to attend, participate, and vote at any and all forum sessions.
 - C. A quorum for a forum session constitutes 50% + 1 of the eligible members. No votes may be taken representing the opinions of the forum without a quorum being present.
 - D. The faculty forum may make any rules for its organization and proceedings as it may choose, and make changes thereto, by a majority vote of the forum, providing a quorum is present.

2. Faculty forum sessions may be called at any time during the academic year by the Executive Secretary of the Faculty (or his/her designee in such events as illness, professional responsibilities, etc.) for the discussion of issues before the faculty. (Hereinafter the term Executive Secretary of the Faculty shall include his/her designee. The Executive Secretary will chair the forum.
 - A. The Executive Secretary will designate a member of the forum to take the minutes of the forum which will then be housed with the Executive Secretary and will be available to any member of the forum.
 - B. The Executive Secretary may, if he/she finds it necessary or reasonable, or upon the request of the forum, appoint other officers of the forum and create committees, subcommittees, delegations, and other organizational positions. All such appointments must be made from among the eligible members of the forum.
 - C. Written notice of a session of the forum and the agenda should be provided to members one week in advance by the Executive Secretary. However, if the Executive Secretary assesses matters of the faculty to require speedy discussion or action, the forum may be called with written notice of not less than one class day.

3. Persons who are not members of the forum may attend sessions (e.g., for purposes of information-gathering, etc.) of the forum under the following provisions:
 - A. Members of the forum may request other persons to attend a forum session, provided the request is extended by the Executive Secretary to such persons.
 - B. Other persons may request that they be permitted to attend a forum session in order to address the forum and/or discuss issues before the forum. The request is communicated to the Executive Secretary. The decisions and arrangements for such participation will rest solely with the Executive Secretary.
 - C. Consideration of issues and formulation of recommendations by the forum will continue after such guests have retired from the session.

4. The faculty forum may make recommendations to the Board of Trustees, and/or to the administration, and/or to the faculty meeting (as constituted in the Faculty Handbook, 100, IV.4) and/or to any other body, organization, or group associated with Muskingum University.
 - A. The rendering of recommendations by the faculty forum is unlimited as to subject matter.
 - B. Approval of a recommendation by the faculty forum requires a majority vote of those members present and voting at the forum session, providing a quorum is present.
 - C. Recommendations approved by the faculty forum will be conveyed to the appropriate designated body or person by the Executive Secretary (see Faculty Handbook, 100, IV.6).
 - D. No recommendations of the faculty forum may become contractual entries in the Faculty Handbook unless followed by procedures as established in the Faculty Handbook.
5. If the Executive Secretary of the Faculty is unavailable or unwilling to call a faculty forum when requested by members of the forum or if the position of Executive Secretary of the Faculty is vacant, a faculty forum may be called under the following provisions:
 - A. The call shall be made by a minimum of 10% of the eligible members of the forum.
 - 1) Among those members of the forum making the call, at least three divisions must be represented by at least 2 members each.
 - B. All members of the forum must be provided with written notice of the forum and its agenda no less than 5 class days before the called session.
 - 1) Such notice will include the names of those members making the call and the member designated as acting chair by those making the call.
 - C. At that called session of the faculty forum, any empowerment of the designated acting chair for that session must be made by a majority vote of the forum, with a quorum present.

(Fac. approval 10/92)

430 Administrators' Participation in Faculty Meetings

As has been longstanding practice, certain administrators are invited to attend faculty meetings, without voting privileges, and to present periodic reports. Typically, these include the Cabinet Officers, the Registrar, the University Chaplain, and the Director of Public Relations.

(Fac. approval)

440 Special Assignments

Annually, the Provost confirms a number of special faculty assignments as follows:

Board of Trustees Committees
Faculty Marshals
Parliamentarian

450 Position Responsibilities

1. Executive Secretary of the Faculty

Elected biennially for a maximum of two consecutive terms, the executive secretary functions as a liaison between the faculty, the President, and the Board of Trustees.

A. The position entails the following primary responsibilities:

- 1) Conveying the concerns and aspirations of colleagues to the chief administrator and the Executive Committee of the Board.
- 2) Bringing to the faculty, with at least 30 days written notice, any proposed changes to the Code of Regulations before an impending vote by the Board of Trustees.
- 3) Acting as a voting member of the Board of Trustees.
- 4) Bringing to the Board of Trustees for consideration and approval any proposed changes to the Faculty Bylaws.
- 5) Serving as a member of the President's Cabinet.
- 6) Serving as ex officio member of the Professional Development Committee (12/89).
- 7) Calling and chairing faculty forums.
- 8) Receiving issues and concerns which are not included in the explicit responsibilities of faculty committees, and then calling a meeting with the chairs of the Professional Development and Professional Relations Committees in order to resolve or suitably channel such issues or concerns.

B. Election Procedure

- 1) Eligible Personnel for voting and holding a position: limited to full-time teaching faculty members.
- 2) Nomination Procedure:

- a) The PRC will produce a list of nominees by requesting nominations from the faculty at large.
 - b) The PRC will ensure that faculty who have been nominated wish to stand for election.
 - c) The PRC will prepare and distribute ballots listing candidates for election to the faculty at large.
- 3) Balloting: the current members of the PRC meet to count the ballots and announce the results.
 - 4) Term shall be two years in length, with a maximum of two consecutive terms.

(Admin./Consultation; Rev. 12/96; 8/03; 5/13; 10/14)

2. Division Chairs

- A. Works closely with the faculty and the department chairs of their divisions, the other Division Chairs, the Provost, the VPGCS, and the President to achieve the goals of the University.
- B. Calls and chairs meetings of the division as well as meets with their department chairs individually and collectively as appropriate to facilitate the affairs and concerns of the division.
- C. Represents their division at meetings of the division chairs with the Provost and the VPGCS.
- D. Carries out the following responsibilities:
 - 1) Cooperate with the Provost, the VPGCS, and the department chairs in faculty recruitment, evaluation, and development.
 - 2) Work with the Provost, the VPGCS, and the department chairs in budget preparation and review.
 - 3) Review departmental and interdisciplinary course offerings.
 - 4) Engage in planning as representatives of their respective academic divisions and as advisors to the Provost and VPGCS.
 - 5) Be available to the Provost and VPGCS for consultation during the summer.
- E. Are nominated and appointed as herein provided.
 - 1) Length of Term

Division Chairs are appointed by the President for a three year term, which may be renewed without nomination if such renewal is agreeable to the Division Chair and the University. Scheduled expiration of the terms of the Division Chairs may be staggered to the extent

practical so that, in normal circumstances, not more than two Division Chairs are appointed/reappointed in any academic year.

2) Eligible Personnel

- a) A current department chair can also serve as a Division Chair.
- b) Division Chairs are not eligible to serve on the Faculty Affairs Committee.
- c) The Executive Secretary of the Faculty is not eligible to serve as a Division Chair.
- d) Generally, fulltime tenured faculty members of the University shall be given consideration for nomination and appointment.

3) Nomination Procedures

- a) When the University determines there is an opening for the appointment of a Division Chair, the Provost shall notify all of the division's fulltime faculty of the opening and of the date by which nominations are expected to be submitted. The submission date will be established by and may be extended only by the Provost.
- b) Following such notice, the Provost will meet with the division's department chairs and charge them with identifying not less than three candidates who are acceptable to them and are willing to serve in the open Division Chair's position, if appointed. To the extent practical, the department chairs shall consult with their departmental colleagues regarding the identity of acceptable candidates, but it is understood that the press of important division or University matters may require an expedited procedure in some instances.
- c) If by the submission date, the department chairs for any reason are unable to agree upon at least three candidates who are generally acceptable and willing to serve if appointed, or if the Provost believes additional qualified and willing candidates would be desirable, the PROVOST may nominate additional candidates from the division or from any other division of the University.
- d) In the event the Provost concludes the interests of the University require that candidates other than or in addition to those nominated by the department chairs or nominated by the Provost from among current University employees, he or she may declare the position open for consideration of candidates from outside of the University's current staff. In such event, the Provost shall determine that sufficient funding is available for the position. The Provost then shall cause the opening to be advertised in appropriate professional publications and otherwise advertised as appropriate. He/she then shall establish a " (Name of Division) " Division Chair Search Committee. The Search Committee shall include faculty representation from the division in which the vacancy exists. The Search Committee shall proceed to screen curriculum vitas and other submissions and shall identify an appropriate number of the strongest candidates for invitation to the campus, there to be interviewed and make presentations as is typical in any search for an external senior-level administrator.

4) Appointment

After consultation with the Provost and such other individuals, groups or committees as the President deems appropriate, the President shall appoint the candidate of his/her choosing to the open Division Chair position.

F. Stipends

The granting of any stipends beyond the Division Chair's regular salary and any reduction in his/her standard course load is at the discretion of the President.

(Admin./Consultation)

3. **Department Chairs**

- A. Work closely with the faculty of the department, the Division Chairs, the Provost, and the VPGCS to achieve the goals of the University.
- B. Be responsible for departmental matters, including curriculum review and improvement, budget preparation and supervision, course teaching assignments, scheduling, updating the departmental portion of the university catalog and any other publications describing the departmental program, and all matters in APAP that call for action or involvement by the chair.
- C. See to it that students majoring and minoring in the department are properly and personally advised.
- D. Promote effective teaching in the department and carry out its evaluation in accordance with the evaluation process delineated in APAP.
- E. Serve as chief contact person for the department, representing the department in the various forums that arise and to the different constituencies of the university (students, prospective students, parents, alumni, faculty, administration, and the general public).
- F. Encourage the professional development and cooperation of department colleagues.
- G. Work with the Provost and the division chair in the recruitment of department faculty and staff. For authorized openings, the department chair in cooperation with the Provost will initiate, conduct, and carry out the search to completion, observing the recruitment guidelines established by the Provost and included in APAP.
- H. As called for in the Faculty Handbook and in APAP, prepare and submit to the Provost via the division chair and by the specified deadline written recommendations for department members for first- and second-year reappointment and, if and when applicable, fourth-year review, nomination for promotion, consideration for tenure, and request of a sabbatical leave.
- I. Help orient new faculty in the department with respect to departmental and university policies and procedures, classroom protocol, availability of copy and secretarial services, and the like.

- J. Take the lead in departmental planning and review. Prepare and submit to the Provost an annual report and other reports and proposals as called for, including any scheduled program review.
- K. Call and chair periodic meetings of the department, preparing, as appropriate, the agenda for and minutes of such meetings and advancing any departmental proposals for curricular change through the channel of the division and Undergraduate Curriculum Committee for consideration.
- L. Keep appropriate records for the department, including copies of current syllabi for departmental course offerings, copies of annual academic reports of departmental members, copies of the various recommendations elsewhere referred to, updated lists of students majoring in the department, and such.
- M. Participate in meetings of the Council of Chairs. (Admin./Consultation)

4. First Year Seminar Instructors

- A. Teach a section of the First-Year Seminar.
- B. Serve as the principal academic advisor for each student during the First-Year Seminar and until such time as the student has a clearly defined area of major interest. It is expected that the mentor will remain the academic advisor for undecided students until a major is identified.
- C. Participate in First-Year Seminar activities during the First-Year Student Move-in Weekend and first week of Fall Semester classes.
- D. Assist the student in making a transition to a department academic advisor in the student's area of major. Collaborative advising between the Seminar mentor and a departmental advisor may occur for students expressing specific academic program plans.
- E. Participate in related planning sessions, workshops, and meetings as scheduled.
- F. Work in collaboration with the Director of the First-Year Program.

(Information)