

# MUSKINGUM

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U N I V E R S I T Y

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## Muskingum University Faculty Handbook

*January 2023*



**Office of the Provost**

# MUSKINGUM UNIVERSITY

## Faculty Handbook

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# MUSKINGUM UNIVERSITY

## Faculty Handbook

### 010 PREAMBLE

The Muskingum University Faculty Handbook sets forth current information about the University and 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 appendix incorporated by reference shares equal status to other provisions in the Handbook. Any decisions or recommendations involving substantial fiscal implications or changes in and/or additions to degree programs require approval by the Board of Trustees.

It is not a contract of employment or continuing employment. The rights, responsibilities, and benefits described herein may, as appropriate, be incorporated by reference into a faculty member's annual appointment (or contract) letter and will remain effective for the academic year covered by the Handbook unless changed prospectively per established protocol.

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.

This Handbook 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 these written policies and procedures are intended to guide faculty members in their work, common sense and professional judgement may be called upon to interpret these provisions, in light of specific circumstances.* 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 UNIVERSITY MISSION STATEMENT

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.

## 030 PROCEDURES FOR CHANGE

### A. Change Criteria

This section delineates the five types of actions through which specifically designated portions of the Faculty Handbook may be changed.

To enact change, some of the matters in this volume require a two-thirds majority of the faculty for approval and approval of the Board of Trustees, other matters require simple majority 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), *still* 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 that require approval by not less than a two-thirds majority of the eligible members of the faculty casting ballots, provided at least 51 percent of such eligible members vote, and subsequently to be taken by the Executive Secretary of the Faculty for approval by the Board of Trustees are designated as “(Faculty approval [with date, if known]/Board of Trustees approval, [with date, if known]).”
2. Sections which are contingent upon *simple majority* Faculty approval (as defined above) are designated as “(Fac. [or named committee] **approval** [with date, if known]).”
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]).” Consultation for input purposes with the faculty or the appropriate faculty committee will occur as outlined in 030.B.
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]).”
5. 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.

### B. Consultation Process.

When the University is considering any change in current policy except in extraordinary circumstances (as defined below), it will first give the appropriate faculty committee 60 days’ prior notice within the term of service of the academic year of such proposed change during which period appropriate members of the administration shall be available to meet with the Committee in order to discuss the proposed change(s) if the Committee so requests. Such meetings will be scheduled at times mutually convenient to the Committee and the appropriate administrators. If no mutually convenient meetings can be arranged during the 60 days’ notice period, the University will defer the anticipated change for up to an additional 30 days (or such shorter time as does accommodate a mutually convenient meeting) unless to do so would jeopardize the University’s financial interests in connection with the contemplated change.

Note: "Extraordinary circumstances" means situations which are not reasonably foreseeable in sufficient time to invoke the full 60 days' consultative notice period and which will have substantial adverse effect on the University (financial or otherwise) if the proposed change is not implemented on an expedited basis. Consultation will still be attempted, but the available time period may be truncated due to the circumstance. Examples of circumstances which could constitute "extraordinary circumstances" would be deadlines imposed by newly enacted laws or regulations, or the pendency of a bona fide state of financial exigency for the University. The decision as to whether "extraordinary circumstances" exist in connection with any particular situation shall be made by the University's Board of Trustees.

## 100—FACULTY CONTRACTS

### 110 Academic Ranks

The faculty shall be appointed and employed by the Board of Trustees upon the recommendation of the President through the Provost, and shall consist of those persons holding contracts which specify academic rank of professor, associate professor, assistant professor, or instructor.

(Faculty approval/Board of Trustees approval)

### 120 Faculty Contracts

1. In all contracts specifying “academic year” where the academic year means a twelve-month period starting one week before the beginning of classes in the Fall, the term of service shall extend for nine months from one week prior to beginning of classes in the Fall, or as indicated in a specific case.
2. All conditions of employment shall be explicitly stated in the contract. Any unusual or exceptional requirements shall be fully explained in an addendum to the contract and will be considered as a part of the contract.
3. Copies of any contract of employment shall be in the possession of both the institution and the employee before the appointment is consummated.
4. Contracts shall be of three kinds:
  - a. **Limited period** (temporary): Limited period contracts shall be those offered in special cases. The conditions of the contract shall be explicitly stated.
  - b. **Non-tenure** (probationary): Non-tenure (probationary) contracts shall be those offered for one-year appointments during the probationary period leading toward tenure. Such contracts are renewable year-by-year throughout the probationary period. Only faculty who have a terminal degree or meet comparable professional standards recognized in their discipline by national generally accepted standards may be eligible for a non-tenure (probationary) contract. The required terminal degree or comparable professional standards shall be specified by the Provost in consultation with the appropriate department in the first non-tenure (probationary) contract.
  - c. **Tenure** (continuous): Tenure contracts shall be offered to faculty who have been granted tenure.
5. All contracts or contract addenda shall be returned to the President within two weeks after they have been issued.
6. Non-tenure contracts of reappointment shall adhere to the following:

- a. Contracts for persons in their first year of appointment shall be offered not later than March 1 of that year, or not later than three months before the expiration date of the current contract, whichever occurs first.
  - b. Contracts for persons in their second and subsequent years of appointment shall be offered not later than February 15 of the current year, or not later than six months before the expiration date of the current contract, whichever occurs first.
7. Resignation by an employee shall be by mutual consent after due notice. Notice shall be given on or before April 15.
  8. Notice of non-reappointment shall be applicable to non-tenure contracts and shall adhere to the following:
    - a. Notice of intention not to reappoint, with an explanation, shall be given in writing.
    - b. To those with appointment for the academic year in their first year of appointment, notice shall be given not later than March 1, or not later than three months before the termination date of the current contract, whichever occurs first.
    - c. To those with appointment for the academic year and in their second year of appointment, notice shall be given not later than December 15, or not later than six months before the termination date of the current contract, whichever occurs first.
    - d. To those with appointment for the academic year and in their third or subsequent year of service, notice shall be given at least twelve months before the expiration date of the non-tenure contract.

(Rev. 9/14) (Faculty approval/Board of Trustees approval)

### **130 Usage of Limited Period Contracts**

It is the University's intent to use limited period contracts with discretion so as not markedly to alter the dominant proportion of tenure-track faculty contracts (i.e. probationary and tenure contracts). Reasonable usage would include replacements of faculty on leave and for special lectureships and residencies, for new programs being undertaken, for vacancies arising late in the academic year or during summer, for existing programs when they appear to be losing viability, when the percentage of tenured faculty in an area in which there is an opening for consideration is regarded as a serious limitation to institutional flexibility, and when changes in demographics or fluctuations in enrollment warrant caution.

The Provost will consult with the respective department chairs and division chairs in determining the nature of the search to be undertaken and the kind of contract to be issued. Also, at the start of each year the Provost will report to the Faculty Affairs Committee and the Professional Development Committee the number and kind of contracts in force for that academic year.



Unless otherwise expressly provided in the contract, the holder of a full-time limited period contract with duration of more than one academic year shall be given notice of renewal or non-renewal of appointment by February 15 of the contract's final year.

(Admin/Notice)

## 140 Hiring Process

Muskingum University hires qualified faculty who are committed to student learning and professional excellence. Following the Higher Learning Commission's faculty qualification guidelines, qualified faculty members are identified primarily by credentials. 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.

Other factors, including but not limited to equivalent experience, may be considered in determining whether a faculty member is qualified. 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, tested experience.

Muskingum University's Policy on Determining Qualified Faculty contains further details on faculty qualifications.

(Information)

### 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 online 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.

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 their 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)

## **200 EVALUATION, PROMOTION, AND TENURE**

### **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, they sign 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 <sup>st</sup> 5 Years)	All courses each semester
Limited Period (After 5 <sup>th</sup> 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)  
(Faculty 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 their 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 they are 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 they are 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 130 Usage of Limited Period Contracts, 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 their performance in every area of faculty responsibility during the previous academic year. The faculty member will want to demonstrate the means by which they have grown professionally, reporting scholarly achievements, and what they learned from course evaluations and how courses were adjusted accordingly; the impact of any workshops on their 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 their 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 their 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 their 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 they are 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 Section 210.4 Professional Performance Criteria. 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 colleague's 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 Section 230 Tenure for the procedures governing tenure and Section 220 Procedures and Standards for Promotion within Academic Ranks 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 their teaching performance, scholarly record, and professional goals.

(Information)

## 220 Procedures and Standards for Promotion within Academic Ranks

- A. The criteria for evaluation used for consideration of promotion are those delineated in Section 210.4 Professional Performance Criteria.
- B. Tenured and Tenure-track Faculty

- 1. Procedure

The following procedure is used for evaluating tenured and tenure-track faculty:

- a. Department chairs are to submit their recommendation(s) to the division chair.
    - b. The chair transmits both the chair's recommendation(s) as well as the chair's own written recommendation to the Provost.
    - c. These recommendations then are forwarded by the Provost to the Faculty Affairs Committee for its consideration and recommendation.
    - d. The Faculty Affairs Committee's recommendation(s) are then forwarded to the Provost and the President for consideration.

- 2. Standards

The minimum standards for consideration for promotion of tenured and tenure-track faculty are as follows:

**To Associate Professor:** Completion of all eligibility requirements outlined in Section 230.B; 4 professional growth criteria during the probationary period from Section 210.4.B, at least 2 of which must be from Section 210.4.B.2; teaching judged to be distinctive.

**To Professor:** Tenure; 5 years of service at the rank of Associate Professor, at least 3 of which must be at Muskingum University, completed before consideration; 4 additional professional growth criteria while Associate Professor at Muskingum University, from Section 210.4.B, at least 2 of which must be from Section 210.4.B.2; evidence of teaching excellence.

C. Limited Period Faculty

1. Procedure

The following procedure is used for evaluating limited period faculty:

- a. Department chairs are to submit their recommendation(s) to the division chair.
- b. The chair transmits both the chair's recommendation(s) as well as the chair's own written recommendation to the Provost.
- c. The Provost will consult with the three division chairs (and with external constituencies as appropriate) and prepares a written recommendation summarizing the consultation;
- d. The Provosts' recommendation is forwarded to the President for consideration.

2. Standards

The minimum standards for consideration for promotion of limited period faculty are as follows:

**To Associate Professor:** The required terminal degree or comparable professional standards recognized in their academic discipline by national, generally-accepted standards as specified by the Provost in consultation with the appropriate department; 3 years of service at Muskingum University at the rank of Assistant Professor and two additional years of service which were attained either at Muskingum University at the rank of Assistant Professor or Instructor, or elsewhere at the rank of Assistant Professor, or a combination thereof, all of which years of service must be completed before consideration; satisfaction of specific contractual agreements; 4 professional growth criteria while at Muskingum from Section 210.4.B; teaching judged to be distinctive.

**To Professor:** 5 years of service at the rank of Associate Professor, at least 3 of which must be at Muskingum University, completed before consideration; 4 additional professional growth criteria while Associate Professor at Muskingum University, from Section 210.4.B, at least 2 of which must be from Section 210.4.B.2; evidence of teaching excellence.

- D. The above procedures and standards for promotion become effective upon approval of the faculty and the Board of Trustees.

(Rev. 4/92, 9/09, 10/10, 9/14)

## 230 Tenure

### A. Definition

Tenure confirms the right of individual faculty members to explore and profess the nature of truth in their disciplines. Neither the tenured faculty member's academic freedom nor that faculty member's right to annual reappointment may be restricted or terminated without demonstration of adequate cause and observance of due process. (See Section 330.A on Dismissals)

### B. Eligibility and Conditions

1. Only those faculty with the terminal degree or who meet comparable professional standards recognized in their discipline by national generally accepted standards can be eligible for tenure consideration at Muskingum University. The required terminal degree or comparable professional standards shall be specified by the Provost in consultation with the appropriate department in the first tenure-track contract.
2. Faculty members must be on a probationary (tenure-track) contract and hold at least the rank of Assistant Professor to be considered for tenure. Only those faculty with a terminal degree or who meet comparable professional standards (as noted above) are eligible for a probationary contract.
3. Faculty members must satisfy the standards for promotion to Associate Professor as described in Section 220.B.2.
4. Probation period shall be defined as a term of years during which the University and the faculty member mutually explore the desirability of tenure.
5. Recommendation and tenure decision must be made no later than the sixth year of a probationary (tenure-track) contract. Experience and service elsewhere or at Muskingum while on limited period contracts may be considered in determining length of probation in this University for a maximum of not more than two years' reduction in probation.
6. Faculty may submit a request to the President for a change in length of probation at any time during the probationary period.
7. The Board of Trustees has the power to approve tenure upon recommendations of the President, pursuant to the procedures 1-7 in Section C below.
8. When tenure has been approved by the Board of Trustees, written notice of this approval and a tenure contract shall be offered to the faculty member.

9. If tenure is not granted, the procedure shall be as set forth in Section 330 on termination of contracts.
10. Tenure may be lost only by retirement, by voluntary resignation from the faculty, or by dismissal. In the latter case, the procedure outlined in Section 330 shall apply.

(Rev. 9/14)

C. Procedures

1. The evaluation process to be used for the appraisal of a candidate for tenure is the same as that delineated in Section 210, Evaluation.
2. The Department Chair, after consultation with all members in the department, will prepare a written recommendation concerning the candidate for tenure. This recommendation will be transmitted to the Division Chair.
3. The Division Chair will prepare a separate recommendation for each tenure candidate in the division. Both the departmental and divisional recommendations will be sent by the Division Chair to the Provost no later than October 1. The Provost will forward these recommendations to the Faculty Affairs Committee.
4. The Faculty Affairs Committee will consider each tenure decision separately and will prepare a written recommendation supported by reasons for each such recommendation. While the Committee is free to decide its modus operandi, (except where otherwise required), its proceedings should include interviewing a representative sample of upper-level students who have taken multiple courses from the candidate and discussing the case with other, including all tenured, members of the department. The recommendations and all supporting data of the Faculty Affairs Committee will be forwarded to the Provost.
5. If the Provost does not agree with any recommendation of the Faculty Affairs Committee, they should meet jointly with the Committee, consider the reasons for the disagreement and explore the possibility of modification of the recommendation by either the Committee or the Provost. Should the Committee itself be divided, the minority has the right to formulate a dissenting opinion to be a part of the Committee report to the Provost.
6. The Provost will submit to the President the recommendations of the Faculty Affairs Committee, any minority opinion, and the Provost's separate recommendation, with justifications, for each tenure candidate.
7. Should there be disagreement with respect to any recommendations of the Faculty Affairs Committee, the Provost, and the President, a joint conference will be called by the President.
8. The final decision rests with the Board of Trustees, who will receive a recommendation from the President.

9. It is understood that any discussions, any information or statements, and all recommendations concerning tenure decisions will be treated confidentially by each person involved in the decision-making process.
10. The policies and procedures for determining tenure are not fixed and rigid, but are subject to review by the faculty and the administration acting on behalf of the Board. The policies in effect at the time the faculty member signed their last contract will be the policies followed by the University in deciding tenure.

(Faculty Approval 4/14/Board of Trustees approval 4/14)

## **300—SEPARATION: RETIREMENT, DISMISSALS, AND NON-REAPPOINTMENT**

### **310 Emeritus Professor Status**

1. The title Emeritus shall be understood to mean “Deserved.”
2. In general, the title should be limited to faculty members holding the title of Professor or Associate Professor at the time of retirement.
3. Requirements for granting the title shall be: (a) possession of tenure at the time of retirement or eight years of active service at Muskingum University; (b) distinguished contribution to Muskingum University.
4. The qualifications of each person shall be considered upon an individual basis by the Faculty Affairs Committee, which will thereupon make a suitable recommendation to the President of the University through the Provost.
5. The newly designated Emeritus Professor(s) will be honored at the Commencement Program in the year of retirement.

(Admin/Notice)

### **320 Retiree Status**

Upon retirement from active full-time employment with the University, the retiring faculty member will be provided by the University a document describing the uniform retirement benefits for which they are eligible. The administration shall furnish to the faculty, through its Executive Secretary, before the second regularly scheduled faculty meeting of each academic year, a document describing the current uniform retirement benefits being offered by the University to faculty retirees during such academic year. Before any substantial change in the uniform retirement benefits offered during this academic year is effected, the proposed change(s) will be brought to the appropriate University committee in advance for consideration as elsewhere indicated.

(Admin/Notice)

### **330 Dismissals and Non-Reappointment of Non-Tenured Faculty**

#### **A. Dismissals**

“Dismissals” are defined as all terminations of appointment (1) at any time during the service of those having tenure, and (2) during the contract term of those without tenure. Dismissals may be for such cause as violations of contract, moral turpitude, incompetence, or financial exigency. Failure to renew the contract of a faculty member without tenure is not considered a dismissal.

Whenever cause for dismissal exists and effort of advice, aid, and warning by the administrative personnel concerned seem unsatisfactory in result, or when financial exigency exists and it is necessary to take some action looking toward possible dismissal of a faculty member, the Professional Relations Committee may be consulted by either administration or faculty member, without the requirement of

the presence of the other party at the consultation. If either administration or faculty member wishes, that party may request an informal discussion of the case before the Committee with the other party present.

Dismissal will be preceded by a written statement of reasons, framed with reasonable particularity by the President or the President's delegate. If a faculty member wishes to challenge dismissal, the Grievance Procedure (Section 400) will apply, with the following additions:

1. in dealing with charges of incompetence, either party may request the testimony of other instructors and scholars, from this institution or from others.
2. the burden of proof that adequate cause exists rests with the institution.

B. Non-reappointment of Non-tenured Faculty

If a faculty member on probationary or other non-tenured appointment alleges that a decision not to reappoint them was:

1. violative of academic freedom,
2. violative of governing policies on making appointments without prejudice with respect to race, sex, religion, or national origin,
3. the result of inadequate consideration in terms of the relevant standards of the institution, the Grievance Procedure (Section 400) will apply, with the following additions:
  1. the burden of proof shall rest with the faculty member,
  2. if inadequate consideration is alleged, the Professional Relations Committee will not substitute its judgment on the merits for that of the institution. If the Committee believes that adequate consideration was not given to the faculty member, it will request reconsideration, indicating the respects in which it believes the consideration was inadequate.

(Faculty approval/Board of Trustees approval)



## 400 GRIEVANCE PROCEDURE

The Professional Relations Committee serves as a board of mediation and review to which problems of professional relations involving faculty may be brought by faculty, the administration, or students. Its function is to ensure that due process has been accorded. It has the power of advice and recommendation to faculty, the administration, or students. The Committee acts only at the initiative of a petitioner.

- A. Consultation: The affected party may petition the Professional Relations Committee. The written petition should state the grievance and against whom it is directed, and should contain any factual or other data deemed pertinent to the case. The Committee will decide whether the facts merit a detailed investigation.
- B. Informal Discussion: The petitioner or the other party may request an informal discussion of the case with the Committee. The Committee may seek to resolve the issue at this level in a way satisfactory to both parties.

C. Formal Hearing: If either party desires a formal hearing, the procedure is as follows:

- 1. Members of the Committee deeming themselves disqualified for bias or interest shall remove themselves from the case, either on their own initiative or at the request of the party. (The Committee will rule on the validity of such challenges for cause.) Each party will have one challenge without stated cause. Replacement members, if needed because of disqualification or challenge, will be chosen by lot from a replacement pool.

(This pool will consist of those faculty members who were nominated for Professional Relations Committee on the first round of the Spring Elections.)

- 2. The hearing is private.
- 3. Both parties have furnished to them, ten days before the hearing, a written statement of the points of contention.
- 4. Both parties have the opportunity to be heard in their own case.
- 5. Both parties have the opportunity to confront and cross examine all witnesses. If the witnesses cannot appear but the Committee determines that the interests of justice require their testimony, the Committee may continue the hearing to a later date when the witness can appear, may summon the witness to such continued hearing, or may obtain the desired testimony by deposition or interrogatories submitted by the parties.
- 6. Each party is permitted to have an advisor of their choosing.

7. A full stenographic record of the hearing is taken and made available to both parties. (The record will be kept on tape unless a party specifically requests a typewritten copy.)
8. The Committee's judgment and recommendation, based solely on the hearing, will be given in writing to both parties.
9. The written copy of the Committee's judgment and recommendation will be forwarded to the Provost for further action if warranted.
10. Written copies of the Committee's judgment and recommendation shall be placed in the files of both parties in the office of the Provost.

(Faculty Approval 3/86/Board of Trustees approval 4/86)

## 500 ACADEMIC FREEDOM, FACULTY DUTIES, AND RESPONSIBILITIES

The University strives to hire, retain, and cultivate a faculty conspicuous for excellence in teaching in the liberal arts traditions, continuing scholarship, caring individual advising of students, and dedicated service to the programs of the University and in the broader community.

For the advancement of the learning program and to ensure the professionalism of the faculty, the University extends certain academic rights to the faculty and expects of the faculty both a range of responsibilities and adherence to standards of conduct in keeping with the mission of the institution. Furthermore, the University strives to create and sustain a community of scholarship that is civil, collegial, and orderly, one in which emphasis is placed on mutual respect for one another and in which consultation and communication among all constituencies prevail. While the Provost is responsible for administrative oversight of academic programs and policies, it is understood that collaboration and consultation between the Provost and the faculty are fundamental to proper governance and essential to the well-being of the learning community and to the spirit of cooperation that the University seeks to nurture.

Contractual duties of a faculty member are primarily in the areas of teaching or equivalent services to the University. As professional persons, members of the Faculty of Muskingum University accept many duties and obligations.

The faculty shall have delegated to it by the President the responsibility and authority to formulate and to execute the educational program of the University.

### 510 Academic Freedom

Muskingum University accepts and adheres to the 1940 Statement of Principles on Academic Freedom and Tenure endorsed by the American Association of University Professors and the Association of American Colleges. Academic Freedom is affirmed for all persons contracted to teach for Muskingum University.

The essence of academic freedom as set forth in the 1940 Statement of Principles on Academic Freedom is summarized below:

- A. The teacher is entitled to full freedom in research and in publication of the results, subject to the adequate performance of their other duties; but research for pecuniary return should be based on an understanding with the authorities of the institution.
- B. The teacher is entitled to full freedom in the classroom in discussing their subject, but they should be careful not to introduce into their teaching controversial matter which has no relation to their subject. Limitation of academic freedom because of religion or other aims of the institution should be stated clearly in writing at the time of the appointment.
- C. The college or university teacher is a citizen, a member of a learned profession, and an officer of an educational institution. When they speak or write as a citizen, they should be free from institutional censorship or discipline; but their special position in the community imposes special obligations. As a person of learning and an educational officer, they should remember that the public may judge their profession and their institution by their utterances. Hence, they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others and should make every effort to indicate that they are not speaking for the institution.

(Faculty approval/Board of Trustees approval)

## 520 Professional and Ethical Standards of the Faculty

In recognition of the special relationship faculty have with students, the faculty accepts that they are held to high professional and ethical standards, which are affirmed by the following beliefs:

- A. Trust, respect for others, and personal dignity in the process of education.
- B. The association of the faculty member and student in the pursuit of intellectual goals under conditions which enhance the spirit of each person.
- C. Sobriety in personal conduct and honesty in all transactions.

(Admin/Notice)

## 530 Intellectual Property Policy

This policy describes the rights and responsibilities of the University, employees and students with regard to intellectual property and patents generated at Muskingum University. The University seeks to provide an environment where faculty, staff, and students are encouraged to explore, discover, create, and to share these contributions with the wider world. The intent of this policy is to recognize the contributions of the University in providing an environment supportive of innovation and discovery, and of the creativity and unique talents of individual community members, in producing valuable intellectual property.

The entirety of the Intellectual Property Policy can be found in Appendix I.

(Admin/Notice)

## 540 Departmental, Divisional, and Institutional Responsibilities of Faculty

For the purposes of instruction, the faculty shall be organized into departments and the departments into divisions of instruction by the President in collaboration with the faculty.

- A. Each faculty member shall be appointed to at least one department.
- B. Each department shall have one member designated as Chair by the President in consultation with the Provost and the faculty of the department. Such designation shall be for a term of one year and may be renewed.
- C. The departments shall be affiliated with one or more divisions of instruction, determined by the foci of interest of the department members and by the curricular offerings of the departments.
- D. Each division shall have one person from the affiliated departments designated as a Chair by the President in consultation with the Provost and the faculty of the division. Such designation shall be for a three-year term and may be renewed.
- E. Department Chairs and Division Chairs shall be responsible to the Provost.

- F. Meetings of the departments and divisions shall be held at times agreed upon and at special times at the call of the Chair or Division Chair.

(Faculty approval/Board of Trustees approval)

At the departmental level, faculty members shall participate fully in the academic business of their departments and attend departmental meetings.

At the divisional level, faculty members shall participate fully in the academic business of their divisions and attend divisional meetings.

At the institutional level, faculty members shall attend faculty meetings, advise students on academic matters, fulfill assigned committee responsibilities and participate in academic processions.

(Admin/Notice)

## **550 Teaching Duties and Academic Responsibilities**

### **1. Faculty Teaching Load**

The teaching load or equivalents, such as administrative functions and basic research by a faculty member, shall be conditioned by the nature of the assignment and determined by the faculty member, their Department Chair, the Division Chair, and the Provost.

(Faculty approval/Board of Trustees approval)

### **2. Absence of Faculty Member from Class**

When a faculty member must be absent from class, they 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 their 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)

### **3. 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)

### **4. Attendance Regulations for Students**

Please see the Academic 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)

## **5. 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.

## **6. 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)

## **7. 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)

## **8. Course Syllabi**

### **a. Master Syllabus Templates**

- i. 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.

- ii. 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.
- iii. 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

- i. 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 they desire providing it does not conflict with any of the Muskingum University academic policies described in the Faculty Handbook and Academic Catalog.
- ii. 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 Provost or the VPGCS, as appropriate.

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

## **9. Final Assessments**

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 activities are to be administered in all courses at the scheduled time period for final assessments 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 assessments, those assessments will be given on the next available day. Takehome assessments 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 assessment in that course.

During the week immediately preceding finals, no final assessments or new substantial assignments are to be required. This prohibition does not include seminar presentations, laboratory final exams and reports, term papers, or similar endeavors announced well in advance and on which progress has been assumed during the semester. Students and faculty both deserve time devoted to finishing and reviewing coursework and to preparing for final assessments in all their courses. Faculty members seeking clarification of this policy pertaining to their individual circumstance should discuss it with their division chair.

Faculty are expected to supervise and give their individual attention to classes taking final assessments. Faculty members are expected to take appropriate action to provide for the best possible facilities for conducting assessments. If the room in which the class has been taught is inadequate for a final assessment, a change of facilities must be discussed with the Registrar's Office, which is responsible for the final assessment schedule and room arrangements.

Unless special arrangements have been made in advance with either the Provost or the VPGCS as appropriate, the final assessment 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 semester. It is the faculty member's responsibility to inform their 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 assessments on one day of finals week may request through either the Provost or VPGCS offices, as appropriate, a rescheduling of one of their assessments. Students' written final assessments should be preserved for a minimum of six weeks after the date of the assessment. In the event a faculty member will be inaccessible to the campus during that period (away for summer or sabbatical, or having terminated employment at Muskingum), they should leave the assessments and grade records with the department chair or division chair.

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

## **10. 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 VPGCS 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 which can be found on Academic Affairs webpage <https://www.muskingum.edu/faculty-resources/faculty-forms> .

(Rev. May 17, 2007)

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)

## **11. Academic Procession**

Faculty academic processions are part of festive campus occasions such as Opening Convocation, Celebration of Excellence, 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)

## **560 Teaching Duties and Collateral Responsibilities and the Provost's Role in Administering the Academic Program**

In all matters pertaining to the performance of teaching duties and other faculty responsibilities, the faculty member is a professional guided by their own experience and understanding, the institution's policies and procedures, the advice of the respective departmental chair and divisional chair and other colleagues, and the direction of the Provost.

The Provost supervises the recruitment of new faculty and the renewal of all faculty appointments and has the basic responsibility granted by the President for the administration of the academic program and for the encouragement of faculty professional growth and teaching effectiveness. In carrying out all such matters, the Provost consults as appropriate (with committees and councils; division chairs, department chairs, and other offices; individual faculty members; or the assembled faculty or other such entities, as the case may be) and seeks to provide timely communication. Conversely, commitment to collaborative effort and collegiality, timely submittal of required reports, and compliance with stated academic and administrative policies and procedures are responsibilities of the faculty member. In short, the University community strives to be a cooperative enterprise while inviting and respecting debate and diversity and carrying out its mission in the context of its organizational structure and defined principles of governance.

(Admin/Notice)

## **570 Outside Employment**

Full-time faculty members are obligated by contract to give primary attention to their professional duties as understood by the University.

Intent by a full-time faculty member to accept or continue any off-campus teaching or non-teaching employment during the term of service of the academic year (see Section 120.1 Faculty Contracts) must be discussed in advance with and approved by the Provost in writing.

(Admin/Notice)

## 600—FACULTY COMPENSATION, PROFESSIONAL DEVELOPMENT, AND GROWTH

### 610 Compensation

Compensation, benefits, and support for professional development are viewed by the University as important aspects of maintaining a quality faculty to carry out the University's mission. Therefore, in the University's allocation of resources high consideration is given to providing competitive salaries and benefits as well as funds and programs to assist with professional growth in teaching and scholarship.

#### 1. Salary and Fringe Benefits

Consistent with its goal of preserving and strengthening the academic heritage and standing of the institution, the University's ongoing objective is to provide a faculty salary and fringe benefits which is competitive among comparable private institutions of higher education.

The University's current policy regarding compensation including fringe benefits is listed at <https://www.muskingum.edu/human-resources/benefits>

(Admin/Notice)

### 620 Faculty Development and Growth

Because the University is committed to the professional development of its faculty, it provides ongoing encouragement and support for faculty growth through a program encompassing subsidy for sabbatical and other special leaves designed to advance teaching and scholarship; professional travel, participation in conferences, memberships in professional organizations, and journal subscriptions; grants for research, scholarship, graduate study, enhancement of teaching, and curriculum development; and opportunities for faculty exchanges.

#### 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 their 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.

(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 their 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, they 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 their 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, they 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 they commence 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, their 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 they commence 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, their 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:**

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:**

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 their 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 their 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 their 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. All applicable employee benefits will be maintained during the leave.
2. Generally this leave is to be taken during the first year of a new contract. It is expected that the faculty member will return to Muskingum University to fulfill the remainder of their current contract 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 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)

## 700 FACULTY GOVERNANCE

The faculty shall at all times have the right and the responsibility to express its position collectively and individually and to make recommendations to the President, and through the President to the Board of Trustees, on all matters affecting the welfare of the University.

(Faculty approval/Board of Trustees approval)

### 710 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 their 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 their 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 they find 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 Section 720.D) 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 Section 700 Faculty Governance).
  - 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: The call shall be made by a minimum of 10% of the eligible members of the forum.
- A. 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.
  - C. Such notice will include the names of those members making the call and the member designated as acting chair by those making the call.
  - D. 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)

## 720 Faculty Meetings

The faculty shall act as a parliamentary body in connection with the exercising of its function.

- A. Monthly meetings of the faculty shall be held at the call of the President or the President's designee.
- B. Special meetings of the faculty shall be held at the call of the President or the President's designee, or by petition to the President executed by at least 25 percent of the voting members of the faculty.
- C. Members of the faculty employed on a full-time basis by the University shall be entitled to vote at both regular and special meetings of the faculty.
- D. Notice and agenda of faculty meetings shall be published at least five days before the date of the meeting except in cases of emergency declared by the President.
- E. The faculty shall have the right to elect its own officers.
- F. Meeting of the faculty shall be conducted in accordance with Robert's Rules of Order.
- G. The faculty shall conduct its business in accordance with the policies and procedures as may be adopted and thereafter amended with reference to the appropriate criteria established in Section 030 Procedures for Change.

(Faculty approval/Board of Trustees approval)

### 1. 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)

## 730 Committee Structure

### 1. General Rules of Operation

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. Assigns faculty members to Standing Committees and attempts to avoid assigning a person to more than one standing, campus, or other ongoing committee.
  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. Except for 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 that committee must continue its deliberation during the next academic year.
- D. The Chair of the committee is to be selected by the appointed members of the committee, unless otherwise noted in the Membership section.

- E. 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.
- F. 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 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 for Disability Resources 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)

**B. Academic Technology Committee (appointed)**

1. Functions:

- a. To act as a conduit between CNS and faculty for the collection and dissemination of the information regarding academic technology.
- b. To collect and evaluate information on technology needs as they relate to academics.
- c. To disseminate and delineate technology related information to the academic community.
- d. To facilitate the establishment of pilot groups to evaluate new technologies at the request of the Provost.
- e. To help identify individuals to assist with the rollout of new technologies.

2. Membership:

- a. The Director of CNS shall serve as ex officio and chair the committee.
- b. The Director of the Library, or a librarian designated by the Director, shall serve as ex officio member.
- c. One faculty member from each of the academic divisions of the university.
- d. One student member.

(Fac. approval 3/88; Rev. 3/92; 5/20)

**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 review standards of eligibility for student athletes.



- d. To consult on athletic facility planning and usage.
  - 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, one from each division.
  - b. The Faculty Athletics Representative shall serve as chair of this committee.
  - c. The Athletic Director, Senior Women's Administrator, and the Vice President for Business & Finance shall serve as consultant members.
  - d. Two students appointed by the Student Senate.

(Fac. Approval, Rev. 4/20)

***D. 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. Three 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 they are 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.

(Faculty approval 4/14; BOT approval 4/14; 2/20)

***E. First-Year Experience Committee (appointed)***

1. Functions:
  - a. To work with the administration in overseeing the delivery of the FYE program, including scheduling of sections, training of instructors and mentors, collecting of syllabi, and maintenance of the FYE Instructors Blackboard site.

- b. To assist the Undergraduate Assessment Committee in assessing the effectiveness of the FYE program.
- c. To serve as the channel through which faculty, staff, and students can collaborate on FYE programming.
- d. To engage in ongoing review of the FYE program and to recommend improvements as needed.
- e. To serve as the primary unit developing curricular changes to FYE, including course revision, development of new course offerings, and review proposed syllabi.
- f. To report annually to the faculty on work on items a – e.

2. Membership:

- a. One faculty member from each of the academic divisions of the university.
- b. The Faculty Coordinator of the FYE Program shall be appointed by the Provost and shall serve as an ex officio member and chair of the committee.
- c. The Coordinator for Student Success shall serve as an ex officio member.
- d. One Student Affairs staff member appointed by the Associate Vice President for Student Affairs.
- e. One student appointed by the Student Senate.

***F. 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. One faculty member from each of the divisions (excluding Education faculty) 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 Director of each Graduate Program shall serve as an ex officio member.

(PRC Approval 11/91; Rev. 9/02; 3/12, 2/20)

***G. 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 Affairs 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)

***H. 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 or 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 IACHSC 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)

### ***I. 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; one member shall not.
  - c. Two students appointed by the Student Senate.

(Rev. 4/20)

***J. 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.

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. 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 at least associate rank and with at least one tenured faculty member.
  - 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.

***K. Professional Relations Committee (elected)***

1. Functions:

- a. To serve as a board of arbitration to which problems in professional relations may be brought (see Sections 330 Dismissals, Section 400 Grievance Procedure and Section 810 Student Academic Grievance Procedure).
- 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 Section 750.1.B.2., Nomination Procedure for Executive Secretary of the Faculty.

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. However, in the case of a grievance, PRC will be expanded to include the Executive Secretary of the Faculty and, if additional replacement members are required, Section 400.C.1 Grievance Procedure will be followed.
- c. For purposes of committee assignments only, the President and the Provost are active members.

(PRC Approval 12/89; Rev. 3/12; 4/20)

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)

***L. 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. At least one faculty member from each division and three additional faculty members.
  - b. Two student representatives appointed by Student Senate.
  - c. A faculty member from Music or Theatre shall serve as a consultant as needed for specific events unless one is appointed as a divisional representative.
  - 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, 3/22)

***M. Undergraduate Assessment Committee (appointed)***

- 1. Functions:
  - a. To administer the assessment plan.

- b. To review assessment data for validity, reliability and institutional implications.
- c. To make assessment data available to the faculty and administration.
- d. To evaluate course effectiveness in achieving the general education category learning objective and the effectiveness of the overall general education program.
- e. To initiate and recommend changes to the general education assessment plan.
- f. To recommend general education program changes to Divisions, after consulting with affected Departments/Programs.
- g. To report periodically to the faculty and to the administration on the assessment plan and its effectiveness.
- h. To offer assessment training.
- i. To update Student Senate about assessment plan and results.

2. Membership:

- a. The Accreditation Liaison Officer shall serve as chair.
- b. One faculty member from each of the academic divisions of the University.
- c. One at-large faculty member, who shall not be from the same division as the Accreditation Liaison Officer.
- d. A faculty statistics consultant on data analysis.

(Fac. Approval 2/94; Rev. 4/96; Rev.9/09; 3/12; 1/16; 5/20)

***N. 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. Three faculty members from each of the academic divisions of the university, each from a different department.
  - c. A librarian shall serve as a consultant member unless one is appointed as a divisional representative.
  - d. Two students appointed by Student Senate.
  - e. The Registrar shall serve as a consultant member.
  - f. The Vice President for Enrollment and 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 invite members of the university community for consultation.
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 810.1

(Fac. Approval)

- c. A quorum consists of at least five members, including the chair, or the chair's designee, and one representative from each division.

(Rev. 4/01; 2/12; 2/20)

### **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 Director of Admissions shall serve as ex officio member and chair
- b. Two faculty members from each division.

(Rev. 2/20)

#### ***B. Student Community Standards Board (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; 11/22)

## 740 Special Assignments

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

Board of Trustees Committees  
Faculty Marshals  
Parliamentarian

## 750 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. Acting as a voting member of the Board of Trustees.
3. Bringing to the Board of Trustees for consideration and approval any proposed changes requiring Board approval.
4. Serving as a member of the President's Cabinet.
5. Serving as ex officio member of the Professional Development Committee (12/89).
6. Calling and chairing faculty forums.
7. 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 in consultation with the Provost and the faculty of the division for a one-year term, which may be renewed without nomination if such renewal is agreeable to the Division Chair and the University.

### 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, they 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. They 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 their 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 their 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 the Faculty Handbook 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 Section 210 Evaluation.
- 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 Section 140 Hiring Process.
- H. As called for in Section 200 Evaluation, Promotion and Tenure, 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 Experience Instructors**

- A. Teach a section of the First-Year Experience.
- B. Serve as the principal academic advisor for each student during the First-Year Experience 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 Experience 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 FYE 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 Faculty Coordinator of the First-Year Experience Program.

(Information)

## 800 ACADEMIC POLICIES

### 810 Curricular Procedures and 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 as outlined below before transmittal to the Undergraduate Curriculum Committee through the Provost:

- A. For departmental offerings, the discussion of the proposal will begin within the department. For non-departmental offerings, including but not limited to fellows programs, interdisciplinary programs, first-year experience, etc., the initiating faculty member will bring the proposal to their department for discussion and review. In either case, 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.
  - 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. Review and Revision Process
  - a. For departmental offerings, a written summary of the discussion on the above points is to be forwarded to the division chair with the proposal form. Discussion of the proposal occurs at Division.
  - b. For non-departmental offerings, a written summary of the discussion on the above points is to be forwarded with the proposal form to the Interdisciplinary Studies Committee for preliminary review.
    - i. The IDIS committee will review the discussion comments and proposal form. Divisional representatives on the IDIS committee will make a report on the proposal at their respective Division meetings. Each Division will have an opportunity to share suggestions and concerns about the non-departmental offering with their IDIS representatives at the Division meetings.
    - ii. The IDIS committee will meet with the faculty member who initiated the proposal to make any revisions to it.
    - iii. The non-departmental offering will go back to all three Divisions for final discussion.

- C. A written summary of the discussion at the division level, including any objections or recommendations, together with the departmental summary, and the IDIS report for non-departmental offerings, 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), initiating faculty member for non-department offerings, and the division chair(s). 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, 2/22)

**CHECKLIST FOR CURRICULAR CHANGE PROPOSALS**

<b>CURRICULAR CHANGE PROPOSALS</b>	<b>Dept. or Area Coord. Signature(s) (copy to Div. Coord.)</b>	<b>Division Discussion And Signature</b>	<b>To UCC for Acknowledgment and Report to Faculty</b>	<b>To UCC for Action</b>	<b>UCC Publishes its Approval to Faculty</b>	<b>30-Day Faculty Consideration and Approval Period with Published Deadline</b>	<b>To Faculty Meeting</b>
*Departmental changes including academic major or minor revisions; course titles, descriptions, number changes within level; prerequisites	X		X				
Student-designed majors, writing unit courses, non-credit workshops	X			X	X		
^Special courses or credit workshops	X	X		X	X		
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	
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 Academic Catalog or the Graduate Catalog sections entitled Grading Policy.  
(Fac. approval 1/91; Rev. 2/99)
- B. Course Withdrawals  
Please see the Academic 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 Academic Catalog, the Muskingum Adult Program Student Guidebook, or the Graduate Catalog sections entitled Auditing Courses.  
(Fac. approval)
- D. Pass-Fail Option  
Please see the Academic Catalog section entitled Pass/Fail Option.  
(Fac. approval)
- E. Course Repeat Policy  
Please see the Academic 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 Academic Catalog section entitled Academic Honors.  
(Fac. approval)
  - 2) Celebration of Excellence  
Please see the Academic Catalog section entitled Academic Honors.  
(Fac. Approval 9/93)
  - 3) Graduation Honors (Latin Honors)  
Please see the Academic Catalog section entitled Academic Honors.  
(Fac. approval 9/93; Rev. 11/03)

**3. Academic Dishonesty**

Please see the Academic Catalog, the Muskingum Adult Program Student Guidebook, or the Graduate Catalog sections entitled Academic Dishonesty, Plagiarism.  
(Fac. Approval)

**4. Special Programs**

Please see the Academic Catalog section entitled Special Programs.  
(Fac. approval)

**5. May Term and Summer Term**

Please see the Academic 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 assessments, 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. Undergraduate 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 Celebration of Excellence 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. 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)

**9. Availability of Student Records**

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

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

**10. Proficiency Examinations**

Please see the Academic Catalog section entitled Credit by Examination.

(Fac. approval 5/82)

**11. Directed Study**

Please see the Academic Catalog or the Graduate Catalog sections entitled Directed Study.

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

**12. Senior Studies**

Please see the Academic Catalog section entitled Senior Studies.

(Fac. Approval 2/84)

**13. Academic Standards Policy**



- A. Academic Standing  
Please see the Academic Catalog or the Graduate Catalog sections entitled Academic Standards Policy (Academic Standing).
- B. Academic Probation  
Please see the Academic Catalog or the Graduate Catalog sections entitled Academic Standards Policy (Academic Probation).
- C. Requirements  
Please see the Academic Catalog or the Graduate Catalog sections entitled Academic Standards Policy (Academic Standing).
- D. Restrictions  
Please see the Academic Catalog or the Graduate Catalog sections entitled Academic Standards Policy.  
(Admin./Notice)
- E. Academic Dismissal  
Please see the Academic Catalog or the Graduate Catalog sections entitled Academic Standards Policy (Academic Dismissal).  
(Fac. approval except as otherwise noted)
- F. Readmission  
Please see the Academic Catalog or the Graduate Catalog sections entitled Academic Standards Policy (Readmission).

**14. 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)

**15. Internship Policy**

Please see the Career Services section entitled Student Internships.

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

**16. Self-Designed Interdisciplinary Major (SDIM)**

Please see the Academic Catalog section entitled Major and Minor Requirements (Self-Designed).

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

**17. Order of Appeal on Grades**

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

(Fac. approval)

**18. Student Military Leave Policy**

Please see the Office of the Registrar's Info for New and Current Students or the Graduate Catalog sections entitled Student Military Leave Policy.

(Fac. approval)

A. Refund

Please see the Office of the Registrar's Info for New and Current Students or the Graduate Catalog sections entitled Student Military Leave Policy.

(Admin./Notice)

B. Grading

Please see the Office of the Registrar's Info for New and Current Students or the Graduate Catalog sections entitled Student Military Leave Policy.

(Fac. approval 12/90)

**19. Student Withdrawal/Leave of Absence Procedure**

(Except for circumstances covered in the **Office of the Registrar's Info for New and Current Students** or the Graduate Catalog sections entitled Student Military Leave Policy.)

**A. Withdrawal**

Please see the Academic Catalog, the Muskingum Adult Program Student Guidebook, or the Graduate Catalog sections entitled Leave of Absence/Withdrawal from the University.

(Fac approval)

**B. Leave of Absence (LOA)**

Please see the Academic Catalog section entitled Leave of Absence/Withdrawal from the University.

(Fac approval 3/99)

**C. Notification**

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

(Fac. approval 3/99)

**20. Credit Transfer Policy**

Please see the Academic Catalog or the Graduate Catalog sections entitled Transferring Courses.

**A. Formal Coursework**

Please see the Academic Catalog or the Graduate Catalog sections entitled Transferring Courses.

**B. Non-Traditional Credit**

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

**C. Transfer Module and Articulation Agreements**

Please see the Academic Catalog section entitled Transfer Admission.

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

## 820 Student Academic Grievance Procedure

Muskingum University endorses the principles embodied in the “Statement of Desirable Provisions for Student Freedom to Learn” of the Association of American Colleges’ Revised Draft dated October 1, 1966.

- A. Faculty members are responsible for outlining attendance regulations and grading policies to students at the beginning of each course.
  
- B. After discussing a grade which they consider unjust with the faculty member involved, a student may appeal it as follows: (1) To the Department Chair, (2) Next, to the Division Chair, (3) If a graduate student, next to the Vice President for Graduate & Continuing Studies, and (4) In either event, finally to the Provost. Should one of the agents of appeal be the *faculty member* involved, they would have no jurisdiction over the appeal and the student may advance the appeal to the next level.
  
- C. The same line of appeal and omission of interested agents of appeal applies to disputes over alleged plagiarism or other cases of academic dishonesty. Plagiarism is the verbal, written, graphic, or three-dimensional presentation of borrowed material without citing its source. A student must cite a source for quotations, paraphrases, or borrowed ideas, models, information, or organization of material. If they are not sure whether something requires citation, they should see the professor involved. A department may also develop a more detailed definition of plagiarism. The maximum penalty for a first instance of academic dishonesty is failure in the course; for a second, expulsion from the University. Plagiarized work is filed in the office of the Provost.
  
- D. When a student, after exhausting other appeal procedures, still believes that unprofessional conduct on the part of a faculty member has taken place, the charge can be brought to the Professional Relations Committee. When this is done, the Grievance Procedure (Section 400) will apply, with the following additions:
  - 1. Either party may request the testimony of other instructors or students when it can be shown that these persons have access to facts that bear on the case.
  
  - 2. The burden of proof shall rest with the student.

(Rev. 4/15)

(Faculty approval/Board of Trustees approval)

## **APPENDIX I**

### **I. COPYRIGHT OWNERSHIP**

#### **A. Sole Ownership**

Copyright is the ownership and control of the intellectual property in original works of authorship, which are subject to United States copyright law (U.S. Code Title 17). When any University employee (faculty or staff) or student is the creator of a copyrightable work, all rights in copyright shall remain with the creator except in the following circumstances:

1. The work is a work-for-hire by the University. A work-for-hire is defined as a work prepared by an employee within the scope of his or her employment. The University shall own all rights in a work-for-hire unless the Provost has relinquished them in writing. Traditional Works of Scholarship and Instructional Works (both as defined in the appendix to this document) shall not be included in this category. Typically, a faculty member's work (inclusive of Traditional Works of Scholarship and Instructional Works) belongs to the faculty member and does not fit the work for hire description.
2. The work has been developed in the course of a project sponsored or commissioned by the University. For the purposes of this policy, a "sponsored" or "commissioned" project undertaken by a University employee (faculty or staff) or student shall be considered to be any project for which the University has provided Exceptional Support (defined in the appendix). Student coursework called for by course-delivery syllabi or degree requirements shall not be considered "commissioned" or "sponsored" work.
3. The work has been developed in the course of or pursuant to an agreement between the University and a third party. The terms of the applicable third party agreement shall govern the disposition of rights in copyright. Externally funded projects (for which the University receives funding from external sources) fall under this category.
4. The work is covered by other terms specified in a written agreement between the creator and the University. When the work has been developed with monetary support from the University, but is not covered by points 1, 2, and 3 above, the University may require a written agreement specifying the disposition of rights in copyright.

For all copyrightable works covered in Sections I.A.1-I.A.4 above, any University employee (faculty or staff) or student who is the creator of the work in question may not enter into any agreement with a third party that would assign rights to the third party which are held by the University by virtue of this policy. The creator will cooperate with the University in procuring its rights as holder of the copyright, patent or related item, including any defense of any infringement action, the costs of which will be University's expense.

#### **B. Individual-Institutional Shared Ownership**

Rights in copyrightable works may be owned in part by the University and in part by one or more employee (faculty or staff) or student. The provisions of this section apply only to the joint ownership of works between one or more employee (faculty or staff) or student and the University. This section does not apply to joint ownership of copyrightable works between

individual members of the University community or between individual members of the University community and external third parties.

**Joint Ownership.** Joint ownership and shared rights must be contractually agreed to before completion of the work. Occasions where joint ownership may be appropriate include, but are not limited to, instances where the University has provided Exceptional Support but wishes to grant shared ownership to the faculty, staff or student creator(s) of the work.

**External Grant Funded Purchases.** Grants are made to the University on the behalf of the grant authors. Equipment or materials purchased via external grant funding are, therefore, the property of the University. Should the author(s) of the grant leave the University, permission to take the equipment or materials with them may be requested by contacting the Provost's office. The decision on the request as well as any conditions of the decision are made by the President, in consultation with the Provost. The decision of the President, which is to be explained in writing, will be final.

**Royalties/Profits.** Division of royalties or other profits from the work must also be specified in the same contract. If no contract exists, division of royalties or other profits will be decided by an appeals committee as described in Section IV. This committee will make a recommendation to the President on how to divide royalties and proceeds. The decision of the President, which is to be explained in writing, will be final.

#### **C. Use of Student Work**

As noted in Section I.A above, students own the copyright in works that they create during the course of their enrollment at the University, with the exception of works addressed in I.A.1- I.A.4. Faculty or staff who wish to reproduce, distribute or otherwise re-use works in which a student holds the copyright must obtain permission from the student copyright owner(s) prior to such use. This shall not be interpreted as limiting in any way the use of copyrighted works by employees (faculty and staff) of the University as allowed by Sections 107, 108 and 110 (Title 17 U.S.C.).

#### **D. Assignment of Rights to the University**

Individuals may wish to assign copyright to the University where that right would normally reside with the individual. The term 'assignment' formally means the transfer of copyright ownership and attendant rights. University employees (faculty or staff) or students may elect to assign this right for the purposes of facilitating commercial development of a work. In this case, the University accepts the responsibilities and rewards associated with this asset. Rights may be assigned wholly or in part. When assigned, the University assumes no extra liability or obligation incurred during the development or ongoing process except that which it specifically acknowledges.

#### **E. Release of Copyright by the University**

The University may decide to release its interest in ownership rights to the creator of any intellectual property if this will be an advantage to all parties concerned. This may happen, for example, to support and encourage an individual faculty member to retain a relationship with the University. This relationship shall be sanctioned and approved through a written agreement with the President's office.

## II. PATENTS

The patent policy of the University establishes guidelines for inventions, improvements, and discoveries resulting from the work of University faculty, administrators, staff, students, research assistants, research associates, visiting scholars, and anyone employed by the University. This policy applies to all inventions, improvements and discoveries, whether patentable or not, which are conceived or reduced to practice through research and development supported by University-owned or administered funds, equipment, facilities, materials, or services. The policy covers three different categories of inventions:

1. Discoveries or inventions that are subject to the terms of sponsored projects or other agreements between the University and a third party. These inventions shall be disposed of in accordance with the terms of the applicable agreement. Most agreements will provide that the University will own the inventions and will grant certain license rights to the sponsor.
2. Discoveries or inventions that involve the use of funds, materials, or facilities administered by the University but that do not involve University obligations to a third party. These inventions shall be the property of the University.
3. Discoveries or inventions that do not involve either University obligations to a third party or the use of funds, materials, or facilities administered by the University. These inventions shall be the property of the inventor.

Any discovery or invention covered under this policy must be disclosed promptly to the Provost by means of the Invention Disclosure Form that is available from the Provost's office. After this form is submitted, the University will make an evaluation in order to decide whether to apply for a patent. This decision is made by the President, in consultation with the Provost. The University will notify the inventor in writing in a timely manner of its final decision. If it fails to do so within 90 days of receiving a properly executed disclosure, or if it decides not to pursue a patent application, the invention will become the property of the inventor subject to the rights of any outside sponsor, if applicable.

### **Royalties/Proceeds from Patents**

In order to recognize the intellectual and creative contributions of the inventor, when inventions are the property of the University; the University will share the proceeds from patents with the inventor. The inventor or inventors will receive a net royalty to be distributed as follows: 50% of the net royalties will be distributed to the inventor(s) and 50% will be retained by the University.

Net royalties are defined as the total proceeds the University receives from marketing and selling the invention less expenses incurred by the University, including patent and/or litigation costs, consulting and professional fees, commissions paid to others, travel expenses, telephone and reproduction costs, and any other identifiable expenses. The University's share will be divided as follows: 50% will go to a restricted account to be used by the Provost to support faculty and student research and scholarly activities (up to \$250,000 annually), and 50% will be unrestricted for budget needs of the University.

In the event that two or more creators who are entitled to share royalty income cannot agree in writing on an appropriate sharing arrangement, the decision shall be referred to an appeals committee as described in Section III. This committee will make a recommendation to the

President on how to divide royalties and proceeds. The decision of the President, which is to be explained in writing, will be final.

### **III. PATENT OWNERSHIP**

#### **A. Sole Ownership**

When any University employee (faculty or staff) or student is the creator of a patentable invention, all rights in patent shall remain with the creator except in the following circumstances:

1. The patentable invention is a work-for-hire by the University. A work-for-hire is defined as a work prepared by an employee within the scope of his or her employment. The University shall own all rights in a work-for-hire unless the Provost has relinquished them in writing. Traditional Works of Scholarship and Instructional Works (both as defined in the appendix to this document) shall not be included in this category. Typically, a faculty member's work (inclusive of Traditional Works of Scholarship and Instructional Works) belongs to the faculty member and does not fit the work for hire description.
2. The patentable invention has been developed in the course of a project sponsored or commissioned by the University. For the purposes of this policy, a "sponsored" or "commissioned" project undertaken by a University employee (faculty or staff) or student shall be considered to be any project for which the University has provided Exceptional Support (defined in the appendix).
3. The patentable invention has been developed in the course of or pursuant to an agreement between the University and a third party. The terms of the applicable third party agreement shall govern the disposition of rights to the patentable invention. Externally funded projects (for which the University receives funding from external sources) fall under this category.
4. The patentable invention is covered by other terms specified in a written agreement between the creator and the University. When the work has been developed with monetary support from the University, but is not covered by points 1, 2, and 3 above, the University may require a written agreement specifying the disposition of rights to the patentable invention.

For all patentable inventions covered in Sections I.A.1-I.A.4 above, any University employee (faculty or staff) or student who is the creator of the work in question may not enter into any agreement with a third party that would assign rights to the third party which are held by the University by virtue of this policy. The creator will cooperate with the University in procuring its rights to the patentable invention, including any defense of any infringement action, the costs of which will be University's expense.

### **IV. APPEALS**

Inventors wishing to request an exception to this policy or to challenge a patent decision by the University, except in the case of royalties/profits, may submit a written appeal to the President. The appeal will be passed to an appeals committee comprised of the three Division Chairs, the Vice President for Business and Finance, and the Coordinator for Human



Resources. The appeals committee will prepare a report of its findings and make a recommendation to the President. The decision of the President, which is to be explained in writing, will be final.

## APPENDIX: DEFINITIONS

**Traditional Works of Scholarship:** The term “Traditional Works of Scholarship” refers to any copyrightable work, regardless of its form, other than patentable intellectual property, which is created by University faculty, staff or students, and which has not been the subject of Exceptional Support. Examples of Traditional Works of Scholarship include scholarly publications, journal articles, research bulletins, monographs, books, play scripts, theatrical productions, poems, works of music and art, and non-patentable software.

**Instructional Works:** The term “Instructional Works” refers to any copyrightable work that is authored by an identifiable University faculty member or instructor primarily for the instruction of students in a traditional, online or hybrid course of instruction. Such works include, but are not limited to, course-delivery syllabi, lecture notes, lecture slides, visual or multimedia aids, websites, or other works integral to the pedagogical purpose of a specific University course. Master syllabi are not considered to be the work of a single identifiable University faculty member. Consequently, they do not fall within the scope of “Instructional Works”.

**Exceptional Support:** The term “Exceptional Support” refers to financial or other support for research and teaching activities beyond that which the student or employee should reasonably presume to receive in the course of employment or degree completion. **No support may be deemed Exceptional Support in the absence of a written agreement between the University and the creators that specifies ownership of copyright in all resulting works and the allocation of associated rights.**

I. Exceptional Support *does not* include:

- (a) sabbatical funding;
- (b) the award of competitive internal research or teaching grants and fellowships;
- (c) ordinary library services;
- (d) clerical or administrative support;
- (e) office or laboratory supplies and equipment;
- (f) funding for endowed chairs; or
- (g) ordinary use of University computers, servers and software platforms.

II. Specifically related to ‘online instruction’ (defined as instruction that is distributed to students through the Internet), Exceptional Support *does not* include:

- (a) ordinary use of University servers and software platforms;
- (b) basic instruction in web composing;
- (c) basic orientation to the operation of online instructional techniques and processes;
- (d) occasional technical troubleshooting assistance; and
- (e) consultation with relevant University offices with respect to the creator’s rights under this Policy.

(Admin/Notice)