

# Faculty Handbook



*Board Approved June 2022  
Updated 6.29.22*

## TABLE OF CONTENTS

### Contents

SECTION 1 FORWARD .....	1
1.1 INTRODUCTION .....	1
1.2 INCORPORATION OF THE EMPLOYEE HANDBOOK .....	1
1.3 AMENDMENT TO THE FACULTY HANDBOOK.....	1
SECTION 2 ACADEMIC ORGANIZATION .....	2
2.1 GOVERNANCE STRUCTURE OF THE FACULTY/THE ORGANIZATION OF THE FACULTY .....	2
2.1.1 The Faculty .....	2
2.1.2 Types of Faculty.....	3
2.1.3 Other Types of Faculty .....	6
2.2 OFFICERS OF THE FACULTY .....	7
2.2.1 Chair of the Faculty .....	7
2.2.2 Vice Chair of the Faculty .....	7
2.2.3 Presiding Officer.....	8
2.2.4 Secretary .....	8
2.2.5 Chair of the Faculty Affairs Committee.....	8
2.3 THE DIVISIONS.....	8
2.3.1 Division Chairs .....	9
2.3.2 Divisional Council .....	10
2.4 THE DEPARTMENTS.....	11
2.4.1 Department Chair Appointment .....	11
2.4.2 Program Head .....	12
2.5 MAJOR CHANGES IN ACADEMIC PROGRAMS .....	13
SECTION 3 TYPE OF CONTRACTS AND FACULTY MEMBER APPOINTMENT, RANK, REVIEW, PROMOTION, TENURE, RESPONSIBILITIES, DEVELOPMENT, AND SEPARATION .....	14
3.1 TYPES OF CONTRACTS.....	14
3.1.1 Non-Tenure-Track Contracts.....	14
3.1.2 Tenure-Track Contracts.....	14
3.1.3 Tenured Contracts.....	14
3.2 FACULTY MEMBER SEARCH, APPOINTMENT .....	14
3.3 TENURE ELIGIBILITY.....	15

3.4	PEER REVIEW PROCESS .....	15
3.4.1	Administration .....	16
3.4.2	Training .....	16
3.4.3	Faculty Member Evaluation Process .....	16
3.4.4	Timeline for Review Process .....	18
3.4.5	Types of Reviews .....	19
3.4.6	Faculty Member Evaluation Criteria.....	25
3.5	FACULTY MEMBER RIGHTS AND RESPONSIBILITIES.....	33
3.5.1	Faculty Member Responsibilities .....	33
3.5.2	Workload.....	33
3.5.3	Academic Freedom .....	34
3.5.4	Intellectual Property .....	34
3.5.5	Integrity in Research .....	34
3.5.6	Outside Employment/Conflict of Interest.....	34
3.5.7	Dress Code .....	35
3.6	FACULTY MEMBER DEVELOPMENT.....	35
3.6.1	Sabbatical Leave.....	35
3.6.2	Faculty Member Development .....	36
3.6.3	Leave of Absence .....	37
3.7	FACULTY MEMBER GRIEVANCE.....	37
3.7.1	Procedure: Step 1—Informal Resolution .....	38
3.7.2	Procedure: Step 2—Grievance Committee Mediation .....	38
3.7.3	Procedure: Step 3—Grievance Hearing .....	39
3.7.4	Procedure: Step 4—Presidential Review .....	40
3.7.5	Review of Record by the Executive Committee of the Board of Trustees.....	40
3.7.6	Special Provisions.....	41
3.8	SEPARATION.....	41
3.8.1	Resignation.....	41
3.8.2	Retirement .....	42
3.8.3	Non-reappointment (Probationary) Contracts .....	42
3.8.4	Termination.....	42
3.8.5	Dismissal for Cause .....	44
	SECTION 4 ACADEMIC POLICIES.....	46
4.1	GENERAL ACADEMIC REQUIREMENTS.....	46

4.2	ACADEMIC ADVISING .....	46
4.3	STATEMENT ON ATTENDANCE.....	46
4.4	ACADEMIC REGALIA .....	46
4.5	THE FACULTY MARCHING ORDER .....	47
4.6	PUBLIC RELATIONS .....	47
4.7	TEXTBOOKS .....	47
4.8	CARE OF FACILITIES .....	47
SECTION 5 ADMINISTRATIVE & FINANCIAL POLICIES OF INTEREST TO FACULTY MEMBERS .....		49
5.1	SALARY .....	49
5.1.1	Starting Salary .....	49
5.1.2	Minimum Salaries .....	49
5.1.3	Salary Increases.....	49
5.2	FRINGE BENEFITS .....	50
5.2.1	Sick Leave/Disability.....	50
5.2.2	Vacations.....	51
5.3	PERFORMANCE PERSONNEL FILE.....	51
5.4	LIABILITY INSURANCE .....	52
Appendix A Format for Evidence Files .....		53
Appendix B: Faculty Member to Faculty Member Conversations .....		55
Faculty Conversations .....		55
Mentor/Mentoring .....		55
Coach/Coaching .....		55
Wesley Covenant Groups.....		55
Appendix C: Final Exams .....		56
Appendix D: Faculty Meetings and Committees.....		57
1.1	Collegiality.....	57
1.2	Faculty Meetings .....	57
1.3	Rules of Procedure .....	57
1.4	Faculty Committees .....	59
1.5	Institutional Committees .....	66
1.5.7	Data Integrity and Reporting Committee .....	68
1.6	Advisory Councils .....	70
1.7	Institutional Ad Hoc Committees.....	72

## SECTION 1 FORWARD

### 1.1 INTRODUCTION

This Faculty Handbook is effective as of July 1, 2019, and applies to all faculty members at Kansas Wesleyan University (“KWU”). This Handbook is not all-inclusive, but is intended to provide a summary of guidelines and procedures. In the event of any conflict between the specific terms or provisions of an individual faculty member’s letter of appointment or reappointment and the language of this Faculty Handbook, the faculty member’s letter of appointment or reappointment shall prevail.

Nothing set forth herein is intended to create a contract. Neither the policies used in this Handbook nor any oral statement made by the Administration constitutes a contract of employment, either expressed or implied, or a guarantee of employment for a specific duration, or a guarantee of employment benefits.

Faculty members are responsible for maintaining their own up-to-date knowledge about university policies, procedures, benefits, and working conditions. Individual faculty members are responsible to review the policies and procedures described in this Handbook and in the KWU Employee Handbook.

Questions on any contradictory and/or typographical issues in this Handbook will be determined by the President of the university and communicated in writing to faculty members. The policies set forth in this Handbook may be amended by the university from time to time, with or without prior notice. All changes will be reported to Faculty Affairs who will maintain a master copy of the Handbook.

### 1.2 INCORPORATION OF THE EMPLOYEE HANDBOOK

To the extent that provisions in the KWU Employee Handbook do not conflict with provisions in this Faculty Handbook, the provisions in the KWU Employee Handbook are incorporated herein by reference as if fully set forth herein. Faculty members are responsible to read and understand the KWU Employee Handbook, the provisions of which apply to all employees of the university, and to read and understand the Faculty Handbook. Faculty members are to comply with the provisions in the Employee Handbook and with the provisions in the Faculty Handbook.

### 1.3 AMENDMENT TO THE FACULTY HANDBOOK

This Faculty Handbook is a living and collaborative document that will be amended and updated from time to time.

The Board of Trustees has initial and ultimate responsibility in determining general, educational, financial, and related policies deemed necessary for the administration and development of the university in accordance with its stated purposes and goals. The Board of Trustees reserves the right in its discretion to change, modify, add and / or discontinue any policy, process, language, and / or provision contained in this Handbook and in the KWU Employee Handbook as it deems appropriate. In recognition of the university’s commitment to shared governance, it is understood that the Board of Trustees may only exercise its discretionary right to independently modify university policies in rare circumstances (acts of God, pandemics, or other unforeseen events) which render shared governance impractical or impossible.

Amendments and changes to this Handbook may be proposed by any faculty member, the Faculty Affairs Committee, the Provost, the President, and/or the Board of Trustees. Amendments to this Handbook shall

be submitted to the Faculty Affairs Committee prior to distribution and then distributed to all voting members of the Faculty not less than one week before the Faculty meeting at which it is to be considered. A two-thirds vote of those present will be required for approval by the Faculty. Such amendments to the Faculty Handbook may be approved at any regularly scheduled or called meeting of the Faculty and will not be in effect until they have been submitted to the President and approved by the Board of Trustees.

The President is empowered to update the Handbook, with approval from the Faculty Affairs Committee, based on changes related to titles/roles of administrators at the University without vote by the Faculty and the Board of Trustees. The President is required to share these changes in writing with the Faculty.

The Faculty Affairs Committee and the Provost are charged with maintenance of the Faculty Handbook and with an annual review of the provisions of the Handbook. The Faculty Affairs Committee can make minor edits (such as numbering, grammar, titles, and other inconsequential changes) to the handbook without a vote of the faculty and will share the changes with the faculty in writing.

Material changes in the Appendices will be approved by a two-thirds vote of those present by the Faculty and then approved by the Provost, and then the President.

No provision in this Handbook can be waived without written permission from the university's President. Such a waiver, if granted, applies only to the faculty member for whom the waiver was given at the time of the waiver.

## SECTION 2 ACADEMIC ORGANIZATION

### 2.1 GOVERNANCE STRUCTURE OF THE FACULTY/THE ORGANIZATION OF THE FACULTY

#### 2.1.1 The Faculty

##### 2.1.1.1 Title

The title of this organization shall be the Faculty of Kansas Wesleyan University (the Faculty).

##### 2.1.1.2 Membership

**The voting membership shall consist of the President, the Provost, the Academic Dean, the Registrar, the Director of Library Services, Director of Diversity and Student Success, Director of Student Success Center, faculty members who hold full-time and regular three-quarter-time appointments and hold rank, directors of academic/graduate programs and departments responsible for the implementation and development of curriculum (and related assessment), and Faculty Emeriti.**

The percentage of administrative voting members (example: President, the Provost, the Academic Dean, the Registrar, the Director of Library Services, Director of Diversity and Student Success, Director of Student Success Center, etc.) shall not exceed 15% of the teaching faculty. Directors of academic/graduate program and departments are not included in the 15%.

Nonvoting members shall consist of other part-time faculty, adjunct faculty, and all other administrative personnel. Nonvoting members are extended floor privileges, but may not hold office.

“Teaching Faculty” is defined as all voting members whose primary duty is teaching.

### **2.1.1.3 Purposes and Processes**

The purposes of the Faculty shall be to develop such academic programs, policies, and regulations as it may deem necessary to implement the instructional program of the university, including admissions requirements, academic standards, course and degree requirements, candidates for degrees, and student activities. Specifically, this would encompass, but not be limited to:

1. Standards for admission, registration, and retention of students;
2. Programs, curricula, and outcomes;
3. Requirements for earned degrees;
4. Standards for instruction;
5. Standards for research and professional development;
6. Professional responsibility;
7. Standards for academic freedom; and
8. Qualifications for faculty members’ rank and tenure.

All such programs, policies, and regulations will be subject to review and approval by the Board of Trustees.

### **2.1.1.4 Faculty Organization**

The President is responsible for faculty members of the university. The Chief Academic and Personnel Officer for faculty members is the Provost.

## **2.1.2 Types of Faculty**

Ranked faculty members are those persons who are assigned a full-time teaching load and hold the rank of Visiting Lecturer/Instructor/Professor, Lecturer, Instructor, Assistant Professor, Associate Professor, and Professor. It is recognized and understood that exceptions to the requirements listed below for academic rank may be made by the President upon recommendation of the Provost and the Divisional Council. Related academic/nonacademic professional experience may be a factor in granting such exceptions.

### **2.1.2.1 Lecturer**

A lecturer is a part-time faculty member who is hired to bring specialized expertise to an academic area. A high level of practical knowledge may be substituted for advanced academic degrees. This position is not eligible for tenure. If teaching more than three-quarter time, the lecturer will have voting rights in the Faculty.

### **2.1.2.2 Visiting Lecturer/Instructor/Professor**

A visiting lecturer/instructor/professor is a temporary faculty member who holds similar credentials to regular faculty members and who is employed on a short-term basis to fulfill curricular needs. This position is not eligible for tenure. If teaching more than three-quarter time, the visiting lecturer/instructor/professor will have voting rights in the Faculty.

### **2.1.2.3 Instructor**

The minimum requirements for faculty member rank of Instructor include the following:

1. Master's degree with eighteen credit hours in related field to teaching assignment, and
2. Potential for successful university teaching.

NOTE: Individuals who earn a doctorate or terminal degree while in the rank of Instructor may request promotion to the rank of Assistant Professor.

### **2.1.2.4 Assistant Professor**

The minimum requirements for faculty member rank of Assistant Professor include all of the following:

1. Earned doctorate or terminal degree in an appropriate discipline, or a Master's degree in an appropriate discipline with three years of full-time teaching at Kansas Wesleyan University. Eighteen graduate credit hours must be in a field related to the teaching assignment.
2. Evidence of potential for effective teaching (as articulated in the Peer Review section), seeking activities to improve teaching effectiveness,
3. Evidence of maintaining current knowledge in the discipline including both of the following:
  - a. Memberships in appropriate disciplinary organizations,
  - b. Reading to stay current in the field, and
4. Evidence of participation in campus service activities including all of the following:
  - a. Member of at least one university committee,
  - b. Involved in local community, and
  - c. Participating in university recruitment activities.

### **2.1.2.5 Associate Professor**

The minimum expectations for faculty member rank of Associate Professor include all of the following:

1. Earned doctorate or terminal degree in the discipline with eighteen credit hours in related field to teaching assignment or special permission from the Provost for hard-to-recruit areas,
2. Six years of full-time teaching as an Assistant Professor at Kansas Wesleyan University or the equivalent at other institutions as agreed upon at the time of employment,

3. Effective teaching and advising including all of the following:
  - a. Evidence of effective teaching and involvement in activities to improve teaching,
  - b. Demonstrated effort to effectively utilize technology in the classroom,
  - c. Evidence of effective advising and involvement in activities to improve advising,
4. Participation in the discipline including all of the following:
  - a. Memberships in appropriate disciplinary organizations and attendance at meetings,
  - b. Sharing of scholarship with others (university, local, or organizational presentations), and
5. Expectation of participation in service to the campus and the local community including all of the following:
  - a. Active member of committees, ideally some leadership roles,
  - b. Visible representative of the university in the local community, and
  - c. Regular volunteer for university recruitment activities.

#### **2.1.2.6 Professor**

The minimum requirements for faculty member rank of Professor include all of the following:

1. Earned doctorate or terminal degree in the discipline with eighteen credit hours in related field to teaching assignment or special permission from the Provost for unusual circumstances or hard-to-recruit areas,
2. Five years of full-time teaching experience as an Associate Professor at Kansas Wesleyan University,
3. Excellence in teaching and advising including all of the following:
  - a. Evidence of pattern of excellent teaching and involvement in activities to improve teaching,
  - b. Effective use of technology in the classroom and evidence of teaching innovations,
  - c. Evidence of a pattern of excellent advising and involvement in activities to improve advising,
4. Participation in the discipline including all of the following:
  - a. Keeping up to date in pedagogy/andragogy and scholarly trends in the field;
  - b. Membership in appropriate disciplinary organizations, with regular attendance at professional meetings or webinars inasmuch as is possible; holding office would be considered a mark of distinction;
  - c. Contributing to the scholarship of the discipline in ways evaluated in their quality by members of the discipline, including publication, presentation, or peer-reviewed equivalent; involving student collaborators in this endeavor would be considered a mark of distinction, as would successful incorporation of one's scholarship into courses; scholarship of teaching and learning is also encouraged; and

5. Demonstrated leadership in service to the university and the local community including all of the following:
  - a. Pattern of leadership contribution in service to university improvement;
  - b. Visible promotion of the university in the local community;
  - c. Pattern of effectiveness and being a role model in university recruitment efforts; and
  - d. Mentoring of fellow faculty members.

### **2.1.3 Other Types of Faculty**

#### **2.1.3.1 Part-Time Ranked**

Part-time ranked faculty members are those persons who are assigned a teaching load of less than full time as defined in the workload section, but who hold the rank of Professor, Associate Professor, Assistant Professor, or Instructor. Part-time ranked faculty members normally receive temporary contracts and are not eligible for tenure.

#### **2.1.3.2 Adjunct Faculty**

Adjunct faculty members are contracted on a course-by-course basis and do not hold rank. Adjunct faculty members receive temporary contracts and are not voting members of the Faculty, but have floor privileges. They are not eligible for tenure.

#### **2.1.3.3 Emeriti Faculty**

Emeriti faculty members are approved by an action of the Board of Trustees. Recommendations for emeritus status originate with the academic division (of which the individual was a member), are approved by the Divisional Council, the Provost, the President, and are recommended to the Board of Trustees. To be considered for emeritus status, a faculty member must have held the rank of Associate or full Professor, been a full-time faculty member, and formally retired. Emeritus status is conferred upon faculty members who have made significant contributions to Kansas Wesleyan University through long and distinguished service in teaching, research, or service to the university.

An emeritus faculty member will have the following privileges: Voting and floor privileges at the Faculty meetings; use of facilities and equipment when they are available and are requested; use of an office and mailbox when they are available and are requested; the right to pay for supplies, such as stationery, and the use of the copier at the departmental rate; access to complimentary athletic tickets; and an option for part-time teaching based on the needs of the university.

#### **2.1.3.4 Affiliated Faculty**

Affiliated faculty members are employees of other educational institutions and provide liaison for Kansas Wesleyan University students who receive part of their education from the other institution. Affiliated faculty members are not employees of the university, and no salary, tenure, or privileges are involved in this status.

### **2.1.3.5 Administrators with Faculty Status**

The President, Provost, Academic Dean, Registrar, Director of Nursing Education & Health Sciences, Director of Library Services, and other positions as may be designated by the Board of Trustees are members of the Faculty with voting privileges and will be eligible for tenure according to Sections 3.3.6.4.1 and 3.3.6.4.2. They may be assigned faculty member rank and/or tenure by the Board of Trustees upon recommendation of the President after consulting with the appropriate Division Chairperson and the Divisional Council. Their contract status is determined on an individual basis.

## **2.2 OFFICERS OF THE FACULTY**

### **2.2.1 Chair of the Faculty**

The President and CEO of the university shall be the Chair of the Faculty [herein referred to as “President”].

The role and duties of President shall, with respect to the Faculty, include the following:

1. Call meetings of the Faculty by written notice to each member, such notice to include the agenda;
2. Along with the Presiding Officer, call special Faculty meetings if a petition from five members of the Faculty requests such a meeting;
3. Review and respond to all faculty member proposals in a timely manner and report the status of all open proposals at regular Faculty meetings until they become policy or have been returned to committee; and
4. In the absence of the presiding officer and the Chair of Faculty Affairs, preside over Faculty meetings.

The President may delegate these duties to the Vice Chair of the Faculty.

### **2.2.2 Vice Chair of the Faculty**

The Provost [herein referred to as “Provost” in this Section 2.2 and in Sections 2.3 and 2.4] shall be the Vice Chair of the Faculty.

The role and duties of the Vice Chair of the Faculty shall include the following:

1. Be the Chief Academic and Personnel Officer,
2. In the absence of the Presiding Officer, Chair of Faculty Affairs, and the President, preside over Faculty meetings,
3. Along with the President, review and respond to all faculty member proposals in a timely manner and report the status of all open proposals at regular Faculty meetings until they become policy or have been returned to committee,
4. Consult with the Divisional Council regarding appointments to standing Faculty committees, and
5. Recommend standing committees of the Faculty, except the Divisional Council and Faculty Affairs (elected by the Faculty) for appointment by the President; consult with

the Divisional Council regarding appointments (each committee will take office at the start of the fall semester and serve one calendar year, and with the exceptions noted, will select its own chair).

### **2.2.3 Presiding Officer**

The Presiding Officer of the Faculty for the coming year will be elected by the teaching faculty at the last regular Faculty meeting of the previous year. The Presiding Officer of the Faculty shall be a tenured member of the Teaching Faculty. The term of office shall begin the first day after commencement following the election.

The role and duties of the Presiding Officer of the Faculty shall include the following:

1. Preside over all Faculty meetings (in the absence of the Presiding Officer, such responsibility will first fall upon the Chair of Faculty Affairs, then upon the President, or Provost);
2. In consultation with the Provost, establish agendas for Faculty meetings;
3. Serve as representative of the Faculty on the Institutional Direction Committee;
4. Serve as representative of the Faculty at Board of Trustees meetings;
5. Serve as representative of the Faculty at various other official functions of the university;
6. Meet regularly with the Faculty Affairs Committee to review issues of policy and procedure that strengthen the professional status of the Faculty; and
7. Work intentionally and collaboratively with the Faculty Affairs Committee and the Divisional Council on matters of institutional interest.

### **2.2.4 Secretary**

The Secretary of the Faculty shall keep the minutes of each meeting of the Faculty. The Secretary shall place a copy of the minutes of each meeting in the archives of the university and distribute one copy to each member of the Faculty before the next stated meeting. The Secretary of the Faculty shall keep a record of all legislation of the Faculty in such form as the Faculty may determine. Such legislation shall be made readily available for continuous reference and use by the Faculty.

### **2.2.5 Chair of the Faculty Affairs Committee**

The Chair of the Faculty Affairs Committee makes a report to the Board of Trustees in writing and in person at each regularly scheduled meeting of the Board.

## **2.3 THE DIVISIONS**

For purposes of administration, university curriculum and the Faculty are divided into five divisions:

- The Division of Humanities and Teacher Education includes the Departments of English, History, Religion & Philosophy, and Teacher Education;
- The Division of Social Sciences includes the Departments of Behavioral Science & Human Services, Business & Accounting, and the Center for Public Policy & Safety;

- The Division of Natural Sciences & Mathematics includes the Departments of Biology, Chemistry, Computer Sciences, and Math & Physics;
- The Division of Nursing Education & Health Sciences includes the Departments of Nursing and Health Sciences; and
- The Division of Fine Arts includes the Departments of Music, Communication Studies & Theatre, and Art & Design.

### **2.3.1 Division Chairs**

The following subsections outline the election/appointment, duties, and responsibilities of Division Chairs.

#### **2.3.1.1 Election/Appointment—Chair**

1. The chair of the Division/Department of Nursing Education & Health Sciences is the Director of Nursing Education & Health Sciences.
2. The chair of each other division is nominated by the members of the division and appointed by the Provost.
3. The chair nominations and/or appointments are made on a staggered, rotating basis to ensure that there are no more than two new chairs in any given year.
4. The chair is chosen in the spring of the year by faculty members of his/her division and serves a three-year term.
5. Chairs are encouraged to serve no more than two consecutive terms.
6. The chair takes office on July 1.

#### **2.3.1.2 Duties and Responsibilities**

1. The chair serves as a member of the Divisional Council.
2. The chair annually recommends to the Provost the chair for each academic department.
3. The chair, in consultation with the Provost and the respective Department Chairs,
  - a. Develops the schedule of classes and teaching assignments within the respective divisions;
  - b. Coordinates the peer review process;
  - c. Recruits regular faculty members;
  - d. Coordinates the preparation of departmental budgets and monitors their use;
  - e. Serves on the Institutional Direction committee;
  - f. Reviews and adapts the curricula within each division to continuing and emerging needs; and
  - g. Provides leadership in divisional and institutional planning.

### **2.3.1.3 Divisional Voting/Membership**

1. Ranked faculty members who hold three-quarter-time or greater appointments in a division shall have voting membership in that division.
2. Ranked faculty members who hold three-quarter-time or greater appointments split between two or more divisions shall be assigned voting membership in one of those divisions by agreement among the Provost, the relevant Division Chairs, and the person concerned.
3. Each division may choose to grant voting membership to other faculty members who do not qualify by either of the above two criteria.
4. All faculty members who teach any amount in a division shall at least have nonvoting membership in that division.
5. Actions of the division shall be by quorum consisting of a simple majority of all voting members of the division.
6. Agendas and minutes of the meetings of divisions shall be submitted to the Provost.
7. Each division and department shall have a designated chair.

### **2.3.1.4 Division Chair Benefit**

Division Chairs (with the exception of the Division Chair for Nursing Education & Health Sciences) will be provided by the university, on an annual basis, either a one-course (three-credit) release time or the cash equivalent of an overload course for their service.

### **2.3.2 Divisional Council**

1. The Divisional Council shall consist of the Provost as Chair, the Academic Dean, and Chairs of all divisions.
2. The functions and responsibilities of these councils are to consult with the Faculty and the Provost concerning matters of the university, and to
  - a. Serve as academic leaders of respective divisions—responsible for budget, strategy, academic direction, oversight of faculty member hires, and accountability/assessment—and chair peer review committees;
  - b. Represent faculty members in their various divisions to the Provost;
  - c. Act as an advisory board to the Provost in matters relating to the undergraduate and graduate academic programs;
  - d. Conduct an annual review and report to the Faculty of divisional operations and, in consultation with the Director of Library Services, review library policies;
  - e. Serve as a conduit to division faculty members of campus information;
  - f. Make recommendations to the President with regard to academic personnel needs; to faculty member recruitment; and to matters of appointment, tenure, promotion, sabbaticals, and faculty member retention;
  - g. Conduct, with the Provost, first-year reviews with new faculty members;

- h. Chair the peer review committee for faculty members within their respective divisions for all peer reviews (other than their own);
- i. Serve as members of the Institutional Direction Committee;
- j. Review annually the need for ad hoc committees;
- k. Consult with the Provost in course scheduling and catalog publication;
- l. Participate in Divisional Council training and facilitate ongoing training and education within each Divisional Council member's division;
- m. Work intentionally and collaboratively with the Faculty Affairs Committee and the Faculty Presiding Officer; and
- n. Distribute minutes, scrubbed of personnel and/or confidential matters, to the full Faculty.

## **2.4 THE DEPARTMENTS**

The following faculty member curriculum areas shall be designated as departments:

- The Division of Humanities includes the Departments of English, History, Religion & Philosophy, and Teacher Education;
- The Division of Social Sciences includes the Departments of Behavioral Science & Human Services, Business & Accounting, and the Center for Public Policy & Safety;
- The Division of Natural Sciences & Mathematics includes the Departments of Biology, Chemistry, Computer Sciences, and Math & Physics;
- The Division of Nursing Education & Health Sciences includes the Departments of Nursing and the Department of Sport and Exercise Science; and
- The Division of Fine Arts includes the Departments of Music, Communication Studies & Theatre, and Art & Design.

### **2.4.1 Department Chair Appointment**

The Provost will make the choice of Department Chair annually on the basis of recommendation of the Division Chairs.

#### **2.4.1.1 Department Chair Benefit**

Department Chairs will be paid the equivalent of one credit hour of overload pay for their service during the academic year. This benefit does not apply to program directors who are designated as such by contractual status.

#### **2.4.1.2 Duties and Responsibilities**

The responsibilities of the Department Chairs shall include the following:

1. To develop recommendations to be submitted to the Division Chair regarding class schedules, curriculum, and budget requests,

2. To oversee laboratory equipment and other property used by the department,
3. To participate in the search for new faculty members and in the peer review process where appropriate and as assigned,
4. To lead and ensure completion of all departmental assessments, including regular program review and assessment of student learning in each department's major(s),
5. To collect and review the syllabi for courses offered each semester in the department to ensure accuracy of all information on the syllabi, notifying division chairs of completion of this review no later than one week before the start of classes,
6. To locate and recommend adjunct faculty members for department courses to the Provost, and
7. To ensure that all adjunct faculty in the department complete all required assessment forms.

As full and part-time faculty member openings occur, the Provost will consult with the appropriate Division and Department Chairs regarding the nature of each position to be filled, the qualifications necessary, and the persons who should serve on the search committee.

The part-time or adjunct faculty members, as well as full-time employees of Kansas Wesleyan University who are under part-time teaching contracts, will be reviewed by the Department Chair during each year of employment at Kansas Wesleyan University.

Departments shall meet at least once each semester.

## **2.4.2 Program Head**

In some cases, there is more than one academic program and/or major within a department. In these cases, the department designates a Program Head. The Program Head is consulted by the Department Chair in issues of assessment, scheduling, budgeting, and staffing.

### **2.4.2.1 Duties and Responsibilities**

The Program Head shall have the duty and responsibility to:

1. Develop recommendations to be submitted to the Department Chair regarding class schedules, curriculum, and budget requests,
2. Oversee laboratory equipment and other property used by the program/major,
3. Participate in the search for new faculty members and in the peer review process where appropriate,
4. Oversee planning and implementation of departmental assessments, including regular program review and assessment of student learning in each department's major(s), and
5. Locate and recommend adjunct faculty members for program/major courses to the Provost.

## **2.5 MAJOR CHANGES IN ACADEMIC PROGRAMS**

1. The formal decision to discontinue, change, or add a department or program may be originated by a division, the Divisional Council, or the Provost. In any case, the recommendation must be accompanied by supporting evidence related to the review of academic programs, enrollment trends, and related information.
2. If the matter originates with the division, the proposal and all supporting material will be submitted to the Divisional Council and then to the Faculty. A Faculty decision to add or discontinue a department, division, or program, must be approved by the Divisional Council, the Faculty, and the Provost, and be forwarded for approval by the President and the Board of Trustees.
3. If the matter originates with the Provost, the proposal and supporting materials must be submitted to the Divisional Council and the Faculty for review and consideration, and must be forwarded to the President and Board of Trustees for approval or disapproval.
4. Such decisions will be based on educational considerations that reflect the long-range judgment that the educational mission of the university will be enhanced by the changes, rather than on cyclical or temporary variations in enrollment.

**SECTION 3**  
**TYPE OF CONTRACTS AND FACULTY MEMBER APPOINTMENT, RANK, REVIEW,  
PROMOTION, TENURE, RESPONSIBILITIES, DEVELOPMENT, AND SEPARATION**

### **3.1 TYPES OF CONTRACTS**

The terms and conditions of an appointment or reappointment of a faculty member will be stated in the written letter of appointment or reappointment. These terms and conditions shall include, among other things, the designation of rank, department, salary, and type of contract. Employee benefits, as expressed in the letter of appointment or reappointment, will remain in place for the term of the contract. In any subsequent contract, extensions, modifications, or special understandings of the original contract will be stated in writing.

Every person with a full-time teaching appointment will be informed each year in writing of the terms of his/her reappointment no later than April 1, unless otherwise specified in Section 3.7 and its subsections.

#### **3.1.1 Non-Tenure-Track Contracts**

Non-tenure-track contracts (temporary) will normally be issued one month before the beginning of the appointment to part-time, adjunct, and temporary appointments. These contracts will clearly designate that the appointment is of limited duration and/or assignment and will not lead to tenure. All contracts offered to non-tenured faculty members are for one year or less and no provision for future compensation, promotion, or tenure is included or implied. At the discretion of the Board, these contracts may be renewed indefinitely.

A limited number of full-time, non-tenure-track contracts, not to exceed 25% of the Teaching Faculty, may be issued to full-time Teaching Faculty. Evaluation and promotion criteria and processes for full-time non-tenure track faculty members will follow the applicable provisions in this Handbook.

A faculty member serving under a non-tenure-track contract may be offered a probationary contract. Prior years of service may be counted for the purpose of tenure upon written request of the candidate and approval of the Divisional Council and the Provost.

#### **3.1.2 Tenure-Track Contracts**

Tenure-track contracts (probationary) will be issued to full-time ranked faculty members. These contracts may lead to contracts with continuous tenure subject to the provisions of Sections 3.3.5, 3.3.6.2, and 3.3.6.3, and the applicable subsections. All contracts offered to non-tenured faculty members are for one year or less and no provision for future compensation, promotion, or tenure is included or implied.

#### **3.1.3 Tenured Contracts**

Tenured contracts (continuous) will be issued to full-time ranked faculty members who have satisfied the requirements for continuous tenure as established in Section 3.3.

### **3.2 FACULTY MEMBER SEARCH, APPOINTMENT**

The ongoing recruitment and employment of competent faculty members is of primary importance to Kansas Wesleyan University.

A formal search committee and a nationally advertised search are normally required for any full-time opening. Active efforts should be made to recruit applicants from underrepresented groups so that the Faculty can adequately reflect the student body and serve as a model of diversity, equity, and inclusion. Less formal procedures may be employed by the Provost to fill part-time positions (especially those less than one-halftime), to convert ranked part-time faculty members to full-time openings when time constraints necessitate quick decisions. But before any new appointment is made, consultation should occur with relevant Division and Department Chairs. As full- and part-time openings occur, the Provost will consult with the appropriate Division and Department Chairs regarding the nature of the position to be filled, the qualifications necessary, and the persons who should serve on the search committee. The search committee will have the responsibility to do the following:

1. Review the applications submitted and recommend to the Provost those applicants who should be interviewed on campus;
2. Interview selected applicants;
3. Invite observations and opinion on selected applicants from any interested faculty member, especially those from relevant departments; and
4. Recommend to the Divisional Council and the Provost those candidates who should be offered the position.

Recommendation of personnel for employment will be made to the President by the Provost. Appointments will be made by the President, or recommended by the President to the Board of Trustees as provided by the Bylaws of the Board of Trustees.

### **3.3 TENURE ELIGIBILITY**

Tenure-track professors, associate professors, and assistant professors shall be eligible for tenure status no earlier than the completion of four semesters, and no later than the end of seven years of full-time service with the University as a teaching faculty member. Tenure eligibility shall be considered during the sixth year of full-time service with the University as a teaching faculty member. In exceptional cases involving significant prior teaching experience, this determination may occur prior to the sixth year of full-time service with the University. Evaluations for tenure will occur only in the fall semester.

If tenure is not granted during the sixth year, the faculty member is given a terminal contract of the seventh year. If the faculty member wishes to request re-evaluation of the tenure decision, such a request must be made no later than September 1<sup>st</sup> of the seventh year. The Provost, in consultation with the President, may grant the request but is not bound to do so. If the request is granted, the Provost will schedule a subsequent review.

Tenured faculty are expected to model behaviors to which non-tenured faculty should aspire.

### **3.4 PEER REVIEW PROCESS**

The purpose of the Faculty Peer Review Process at KWU is to:

1. Identify and acknowledge excellence and deficiencies in instruction, advising, service, and scholarship.
2. Identify impediments to effective instruction, advising, service, and scholarship.

3. Identify and provide feedback on appropriate professional development in instruction, advising, service, and scholarship.
4. Make recommendations for continuation of contract and recommendations for promotion, and tenure when appropriate.

### **3.4.1 Administration**

The Divisional Council will be responsible for the implementation of the Peer Review process. They, in consultation with the Provost, will identify those candidates that will undergo reviews, inform them of the level and timing of their review, and, in consultation with the individual candidates, select the Peer Review committee for each candidate. The selection process is identified in the appropriate level of review section.

The Divisional Council will be responsible for assuring that process was followed. They will review the documents submitted by the Peer Review Committee and the Provost/Academic Dean and will submit their conclusions to the President. If it is determined that process was not followed, they will inform the president of the occurrence and if they feel a new hearing is required.

Divisional Council will evaluate all rejoinders along with evidence files, and letters and submit a determination to the President and the candidate within five business days of their evaluation.

### **3.4.2 Training**

All new faculty are trained on peer review during their first year. The Provost or Academic Dean will train all existing faculty on changes and updates to the process. No first year employee will serve on peer review unless a compelling need is shown.

Training for Divisional Council will be provided annually. Training shall be provided by the Provost or Academic Dean.

### **3.4.3 Faculty Member Evaluation Process**

#### **Structure of Peer Review Committees**

- 1<sup>st</sup> year: Provost or Academic Dean, Division Chair, Department Chair
- 2<sup>nd</sup> year: Provost or Academic Dean, Division Chair, Department Chair, 1 member of the faculty chosen by Provost
- 4<sup>th</sup> year: Provost or Academic Dean, Division Chair, Department Chair, 2 members of the Faculty, (1 chosen by candidate, 1 by Provost)
- 6<sup>th</sup> year Tenure: Provost, Division Chair, Department Chair, 2 members of the faculty (1 chosen by faculty 1 by Provost)
- Post-tenure: Provost, Division Chair, Department Chair, 1 member of the faculty chosen by Provost (review every 5 years)
- Promotion: Provost, Division Chair, Department Chair, 2 members of the faculty (1 chosen by faculty 1 by Provost)
- Special Review: Provost, Division Chair, 2 tenured members of the faculty (1 chosen by faculty 1 by Provost)

### **3.4.3.1 Additional Information**

- If the member being reviewed is a department or division chair, that person is to recommend another member (who holds a similar position) for their committee.
- A minimum of one (1) tenured person on each review. For major evidence years there should be two tenured individuals.
- Two members must be tenured for 4<sup>th</sup> year, 6<sup>th</sup> year, promotion and special reviews.
- Role of Provost/Academic Dean: The Provost or Academic Dean will participate as an observer with minimum participation and will not have a vote. The Provost also ensures that only information discussed in the presence of the faculty member under review appears in the report. The Provost or Academic Dean reviews the personnel file before writing his/her letter and writes a separate letter of recommendation.
- Special circumstance may prevent the Peer Review Committees to consist of the members listed above. If that is so, then the decision to change the make-up of the committee must be signed off by the Provost and by the faculty member under review.

### **3.4.3.2 Process for All Tenure-Track Reviews beyond the First Year Level:**

The Peer Review Committee will write a Strengths/Weaknesses report that will summarize the strengths and weakness of the candidate. The Peer Review Committee writes their report and delivers a signed copy. The Provost or Academic Dean writes his/her report/letter and that letter and the Peer Review Committee report will be delivered at the same time to the faculty member.

The Divisional Council member of the Peer Review Committee will oversee the Strength and Weakness Letter that will be written within four (4) business days and submitted to the Provost's office to the faculty member at the same time. Best practices suggest that the committee be called together prior to reviewing evidence files and engaging in classroom observations with the purpose to discuss the review process. It is suggested that the Peer Review Committee and Provost or Academic Dean meet immediately after the review and discussion is over and write the Strength and Weakness Letter in "real" time to assure the report is delivered in the required time. The only items of concern that are eligible for inclusion in the review letter are those shared with, or discussed with, the Peer Review Committee and candidate prior to, or during, the peer review. Information supplied after the peer review meeting may not be included.

Upon completion of the review, the Divisional Council will conduct an evaluation to determine if process was followed. If a rejoinder is filed, then Divisional Council will review the evidence, letters/reports and rejoinders to determine if they support the recommendations and will submit a report of their findings to the President.

Divisional Council members may be on the review panel but in most cases no more than one (1) Divisional Council member may be on any review at a time. If a member of Divisional Council is on the

review, then they must recuse themselves from the process evaluation when Divisional Council reviews the process.

The Faculty Peer Review members and the Provost or Academic Dean will each write separate reports. The President will weigh each letter/report as equals. The Divisional Council will submit a report to the President that either affirms that process was followed or details their findings as to why it was not. Division Council reports only on the process unless a rejoinder is filed.

All Faculty members should routinely check their personnel file to assure accuracy.

#### **3.4.4 Timeline for Review Process**

Reviews have the potential to take up to 30 business days to complete. To maintain a schedule that allows for timely conclusions of the review process, the Peer Review process must begin by the first class day in August for Fall reviews, and by the first class day in January for spring reviews.

There may be limited times when the review process deadlines are slightly altered. These will be noted, but will not indicate a lack of following process.

The following timeline must be followed for 2<sup>nd</sup>, 4<sup>th</sup>, 6<sup>th</sup>, and Post-tenure reviews:

1. Notification of the faculty member to be reviewed must be sent to the faculty member by the fifth (5) business day of the semester prior to said review (in January for Fall reviews, in August for Spring reviews).
2. Members of the faculty member's peer review committee must be selected and notified by the end of the semester prior to said review (by May for Fall reviews, by December for Spring reviews).
3. Faculty members must post their digital review files by the first class day of their review semester.
4. Peer review committee members and the Provost/Academic Dean must visit classrooms prior to the scheduled review meeting.
5. The meeting for the faculty member under review must take place at least twenty-two (22) business days in advance of the Fall or Spring Deadlines.
6. Once held, the Peer Review Committee must submit their report within four (4) business days; the Provost/Academic Dean, within five (5) business days.
7. Once completed, both letters are then presented by a Provost Office representative only to the faculty member under review to allow for a rejoinder. Faculty members are given seven (7) business days to file any rejoinder with Divisional Council and the Provost/Academic Dean.
8. Once seven (7) business days in 7. have passed, one of the following will occur:
  - If a rejoinder is filed with Divisional Council, Divisional Council will then have five (5) business days in order to review all materials and provide their report to the faculty member under review. If Divisional Council determines that process was not followed, Divisional Council may determine that a new review is warranted.

OR

- If a rejoinder has not been filed, Divisional Council have five (5) business days to meet in order to ensure that the peer review process has been followed. If Divisional Council determines that process was not followed, Divisional Council may determine that a new review is warranted.
9. Once the period for Divisional Council review discussed in 8. has passed, all materials will be forwarded to the President for review. The President then has until December 15 for Fall Reviews, and April 1 for Spring Reviews, to notify the faculty member of the final disposition of their review.

### 3.4.5 Types of Reviews

#### 3.4.5.1 First Year (Spring Semester, generally)

**Who:** Division chair, Department Chair (members of the division if the person is the only one in the department/ division) and Provost or Academic Dean. No Evidence/ Reflection

**Visits:** Minimum of one class visit by all members of the Peer Review Committee and Provost.

**Assessment:** Strength and Weakness Letter is submitted within four (4) business days. The Provost will write his/her own letter within five (5) business days. Both letters are delivered to the candidate at the same time. Personal improvement plans may be recommended at this time.

**Committee or the Provost may call for a Plan of Improvement if circumstances warrant.**

**Rejoinder:** Person has seven (7) business days to write a rejoinder after report/ letters are written and the faculty member has been notified of their letters are available. The time period for the rejoinder begins on the date that the candidate is notified.

**Divisional Council:** Will review to see if the process has been followed. If process was not followed, Divisional Council will determine if a new hearing is required. If a rejoinder is filed, Divisional Council will review the materials and provide a report to the President and faculty member within five (5) business days.

**Official Notification:** Is through a written letter by the President. The letter will be presented to the candidate in a timely manner but before the deadline stated in the Faculty Handbook.

**DUE: Complete before April 1<sup>st</sup>**

#### 3.4.5.2 Second Year (Spring semester, generally)

**Who:** Division Chair, Department Chair (members of the division if the person is the only one in the department/ division), one outside division person (chosen by Provost). Two members must be Tenured, and Provost or Academic Dean.

**Minor Evidence year**

**Visits:** Minimum of one class visit by all members of the Peer Review Committee and Provost.

**Assessment:** Strength and Weakness Letter will be submitted within four (4) business days. The Provost will write his/her own letter within five (5) business days. The letters from the Provost and the Peer

Review Committee are delivered to the candidate at the same time. Goal development by the candidate will be included in subsequent Faculty Annual Reports.

**Committee or the Provost may call for a Plan of Improvement if circumstances warrant.**

**Rejoinder:** Person has seven (7) business days to write a rejoinder after report/ letters are written and the faculty member has been notified that their letters are available. The time period for the rejoinder begins on the date that the candidate is notified.

**Divisional Council:** Will review to see if the process has been followed. If process was not followed, Divisional Council will determine if a new hearing is required. If a rejoinder is filed, Divisional Council will review the materials and provide a report to the President and faculty member within five (5) business days.

**Official Notification:** Is through a written letter by the President. The letter will be presented to the candidate in a timely manner but before the deadline stated in the Faculty Handbook.

**DUE: Complete before April 1<sup>st</sup>**

### **3.4.5.3 Fourth Year (Fall semester, generally)**

**Who:** Provost or Academic Dean, Division Chair, Department Chair (or members of the division if the person is the only one in the department/division). Two additional members (1 chosen by Provost, 1 chosen by faculty member); one must be from outside of the division. Two members must be Tenured.

#### **Major Evidence year**

**Visits:** Minimum of two class visits by all members of the Peer Review Committee and Provost.

**Assessment:** Strength and Weakness Letter will be submitted within four (4) business days. The Provost will write his/her own letter within five (5) business days. The letters from the Provost and the Peer Review Committee are delivered to the candidate at the same time. Goal development by the candidate will be included in subsequent Faculty Annual Reports.

**Committee or the Provost may call for a Plan of Improvement if circumstances warrant.**

**Rejoinder:** Person has seven (7) business days to write a rejoinder after report/ letters are written and the faculty member has been notified that their letters are available. The time period for the rejoinder begins on the date that the candidate is notified.

**Divisional Council:** Will review to see if the process has been followed. If process was not followed, Divisional Council will determine if a new hearing is required. If a rejoinder is filed, Divisional Council will review the materials and provide a report to the President and faculty member within five (5) business days.

**Official Notification:** Is through a written letter by the President. The letter will be presented to the candidate in a timely manner but before the deadline stated in the Faculty Handbook.

**DUE: Completed before Dec 1<sup>st</sup>**

#### **3.4.5.4 Sixth Year/Tenure (Fall semester, generally)**

**Who:** Division Chair, Department Chair (members of the division if the person is the only one in the department/ division) and Provost. Two additional members will be selected (1 chosen by Provost, 1 chosen by faculty member). One of those members must be from outside of the Division. The second member may from within or without the Division. Two members must be Tenured.

##### **Major Evidence year**

**Letter of Intent:** As the Board of Trustees votes on budget issues related to tenure in February of any given academic year, faculty who request tenure should write a letter of intent requesting their review in the fall of their eligibility to ensure that the BOT receives such a recommendation in a timely manner. Such letters should be sent directly to the Provost on or before September 1 of their eligibility year.

**Visits:** Minimum of two class visits by all members of the Peer Review Committee and Provost.

**Assessment:** Strength and Weakness Letter will be submitted within four (4) business days. The Provost will write his/her own letter within five (5) business days. The letters from the Provost and the Peer Review Committee are delivered to the candidate at the same time. Goal development by the candidate will be included in subsequent Faculty Annual Reports.

**Committee or the Provost may call for a Plan of Improvement if circumstances warrant.**

**Rejoinder:** Person has seven (7) business days to write a rejoinder after report/ letters are written and the faculty member has been notified that their letters are available. The time period for the rejoinder begins on the date that the candidate is notified.

**Divisional Council:** Will review to see if the process has been followed. If process was not followed, Divisional Council will determine if a new hearing is required. If a rejoinder is filed, Divisional Council will review the materials and provide a report to the President and faculty member within five (5) business days.

**Official Notification:** Is through a written letter by the President. The letter will be presented to the candidate in a timely manner but before the deadline stated in the Faculty Handbook.

**DUE: Completed before Dec. 1<sup>st</sup>**

#### **3.4.5.5 Post-Tenure (Spring semester, generally)**

The faculty member should consider this as a minor evidence review that is to evaluate performance and to provide personal reflection since their last review. Evaluations are intended to provide information important to maintaining effective performance and/or establish a recommendation for continuation.

**Who:** Division Chair, Department Chair (members of the division if the person is the only one in the department/ division), one outside division person (chosen by Provost). Two members must be Tenured, and Provost.

##### **Minor Evidence year (Every 5 years)**

**Visits:** Minimum of one class visit by all members of the Peer Review Committee and Provost.

**Assessment:** Strength and Weakness Letter will be submitted within four (4) business days. The Provost will write his/her own letter within five (5) business days. The letters from the Provost and the Peer

Review Committee are delivered to the candidate at the same time. Goal development by the candidate will be included in subsequent Faculty Annual Reports.

**Committee or the Provost may call for a Plan of Improvement if circumstances warrant.**

**Rejoinder:** Person has seven (7) business days to write a rejoinder after report/ letters are written and the faculty member has been notified that their letters are available. The time period for the rejoinder begins on the date that the candidate is notified.

**Divisional Council:** Will review to see if the process has been followed. If process was not followed, Divisional Council will determine if a new hearing is required. If a rejoinder is filed, Divisional Council will review the materials and provide a report to the President and faculty member within five (5) business days.

**Official Notification:** Is through a written letter by the President. The letter will be presented to the candidate in a timely manner but before the deadline stated in the Faculty Handbook.

**DUE: Complete before April 1<sup>st</sup>**

### **3.4.5.6 Promotion-Only Review (fall semester only)**

When a faculty member who is not scheduled for a review but requests a review for promotion, or if the faculty member is doing both promotion and post-tenure at the same time, the faculty member must consider this as a major evidence review that is to evaluate performance and to provide personal reflection since their last review. Refer to Section 2.1 of the handbook for requirements for promotion.

**Who:** Provost, Division Chair, Department Chair (members of the division if the person is the only one in the department/ division). Two additional members will be selected (1 chosen by Provost, 1 chosen by faculty candidate). One of those members must be from outside of the Division. The second member may from within or without the Division. Two members must be Tenured.

#### **Major Evidence year**

**Letter of Intent:** As the Board of Trustees votes on budget issues related to promotion in February of any given academic year, faculty who request promotion should write a letter of intent requesting their review in the fall of their eligibility to ensure that the BOT receives such a recommendation in a timely manner. Such letters should be sent directly to the Provost on or before September 1 of their eligibility year.

**Visits:** Minimum of two class visits by each member of the Peer Review Committee and Provost.

**Assessment:** Strength and Weakness Letter will be submitted within four (4) business days. The Provost will write his/her own letter within five (5) business days. The letters from the Provost and the Peer Review Committee are delivered to the candidate at the same time. Goal development by the candidate will be included in subsequent Faculty Annual Reports.

**Committee or the Provost may call for a Plan of Improvement if circumstances warrant.**

**Rejoinder:** Person has seven (7) business days to write a rejoinder after report/ letters are written and the faculty member has been notified that their letters are available. The time period for the rejoinder begins on the date that the candidate is notified.

**Divisional Council:** Will review to see if the process has been followed. If rejoinder is filed Divisional Council will review the materials and provide a report to the President and faculty member within five (5) business days.

**Official Notification:** Is through a written letter by the President. The letter will be presented to the candidate in a timely manner but before the deadline stated in the Faculty Handbook.

**Improvement:** Upon completion of the review and letters. If promotion is not recommended by the administration, the candidate will be required to create a personal improvement plan to be placed in the candidate's personnel file. This should be created with oversight of the Provost and formally placed in the members file.

**DUE: Completed before Dec 1<sup>st</sup>**

### **3.4.5.7 Non-tenure Review**

#### **Every Two Years**

**Who:** Division Chair, Department Chair (members of the division if the person is the only one in the department/ division), one outside division person (chosen by Provost). Two members must be Tenured, and Provost.

#### **Minor Evidence Year**

**Visits:** Minimum of one class visit by each member of the Peer Review Committee and Provost.

**Assessment:** Strength and Weakness Letter will be submitted within five (5) business days. The Provost will write his/her own letter. The letters from the Provost and the Peer Review Committee are delivered to the candidate at the same time. Goal development by the candidate will be included in subsequent Faculty Annual Reports.

**Committee or the Provost may call for a Plan of Improvement if circumstances warrant.**

**Rejoinder:** Person has seven (7) business days to write a rejoinder after report/ letters are written and the faculty member has been notified that their letters are available. The time period for the rejoinder begins on the date that the candidate is notified.

**Divisional Council:** Will review to see if the process has been followed. If rejoinder is filed Divisional Council will review the materials and provide a report to the President.

**Official Notification:** Is through a written letter by the President. The letter will be presented to the candidate in a timely manner but before the deadline stated in the Faculty Handbook.

**DUE: Complete before April 1<sup>st</sup>**

### **3.4.5.8 Part-Time and Adjunct Faculty Members**

**Who:** Part-time faculty members (including full-time, non-faculty employees with teaching duties) and adjunct faculty members will be evaluated by the Department Chair (in cases with more than one program in a department, the program chair may be assigned) once a year following their first semester of employment at Kansas Wesleyan University. The Department Chair may schedule more frequent reviews if he or she feels it is necessary. Part-time or adjunct faculty members who have served in their teaching

capacity for more than three years may be evaluated once every three years at the discretion of the Department Chair.

**Visits:** Minimum of one class visit. In cases of an on-line course the Instructor shall give permission for the reviewer to visit the course as a guest.

**Assessment:** It is expected that teaching effectiveness will be the primary focus in the evaluation of faculty members with part-time and adjunct contracts. The other areas of scholarship and service are not responsibilities for faculty members with adjunct or part-time contracts, unless those contracts specify such duties. Classroom observations, course evaluations, and syllabi review shall serve as criteria to determine teaching effectiveness. A copy of all reviews shall be sent to the office of the Provost where they will be kept in the faculty member's performance personnel file. The Department Chair shall be consulted before reappointment contracts are issued.

**Official Notification:** The Department Chair shall be consulted before reappointment contracts are issued. Part-time and adjunct faculty members are employed under temporary contracts and do not require prior notification in cases of non-reappointment.

#### **3.4.5.9 Special Review (fall or spring)**

In the event that a peer review committee identifies a significant concern in any of the four major areas of evaluation (teaching effectiveness, advising, professional responsibility and development, or service) a special review may be warranted or otherwise recommended. Such a review is designed to provide an opportunity for the faculty member to demonstrate growth and development in the area identified in the previous review.

A recommendation for a special review may also originate with the faculty member's Department Chair, the faculty member's Division Chair, or the Provost.

All calls for a special review will be handled by Divisional Council, which will be responsible for evaluating the need for such a review and provide oversight for the special review to determine due process is followed.

**Who:** Division Chair, two members of the faculty (1 chosen by Provost, 1 chosen by faculty member) and Provost.

#### **Major Evidence year**

**Visits:** Minimum of two class visits by all members of the Peer Review Committee and Provost.

**Assessment:** Strength and Weakness Letter will be submitted within four (4) business days. The Provost will write his/her own letter within five (5) business days. The letters from the Provost and the Peer Review Committee are delivered to the candidate at the same time. Goal development by the candidate will be included in subsequent Faculty Annual Reports.

**Committee or the Provost may call for a Plan of Improvement if circumstances warrant.**

**Rejoinder:** Person has seven (7) business days to write a rejoinder after report/ letters are written and the faculty member has been notified that their letters are available. The time period for the rejoinder begins on the date that the candidate is notified.

**Divisional Council:** Will review to see if the process has been followed. If process was not followed, Divisional Council will determine if a new hearing is required. If rejoinder is filed Divisional Council will review the materials and provide a report to the President.

**Official Notification:** Is through a written letter by the President. The letter will be presented to the candidate in a timely manner but before the deadline stated in the Faculty Handbook.

**Due: Completed before Dec. 1<sup>st</sup> or April 1<sup>st</sup>**

### **3.4.6 Faculty Member Evaluation Criteria**

In the evaluation process, all faculty members at Kansas Wesleyan University are evaluated in four major areas: Teaching Effectiveness, Advising, Professional Responsibility and Development, and Service (according to the standards described below). The domain of each area is important; a greater proficiency in each is expected as a faculty member attains greater rank. However, the teaching mission of the University is paramount. All faculty members are expected to be skilled educators who always aim to improve their ability to positively affect student learning. It is generally expected that each faculty member will:

1. Provide his/her department chair with course syllabi two weeks before the start of classes.
2. Post essential course information on the course LMS page one week before the start of classes. For on-ground courses, essential information is the syllabus and introductory material. For online courses, all course materials should be posted, in addition to the syllabus.
3. Notify KWU Cares if there are academic or non-academic concerns about student well-being.
4. Post all graded assignments in the LMS and return graded assignments to students in a timely manner as defined in the course syllabus.
5. Follow the university policy regarding final examination times and dates as published in the *Kansas Wesleyan University Academic Catalog*.
6. File grade and attendance reports with the Registrar's office within designated time periods.
7. Consistently follow the policies in the Faculty Handbook, the policies in the Employee Handbook applicable to all employees of the university, the policies in the university catalog, and other published policies applicable to all employees of the university.

#### **3.4.6.1 Evidence Folders**

Evidence folders hold supporting documents to be included as evidence as well as documentation of teaching, service, professional development, research, and more. Evidence folders shall be created by the person being reviewed and are posted online (Google Drive, Dropbox, Canvas, OneDrive, etc.).

The candidate's evidence file becomes the location for all their evidence for the Review process. The file can then be maintained in real time and updated as soon as evidence becomes available. Certain evidence will be required at each review level and must be included in the evidence file. Evidence files will be established for every faculty member upon commencing employment and will be updated with whatever information the faculty member wishes.

Each faculty member shall be responsible for the creation of their own evidence folder.

**Items that must be include all bolded items:**

**Teaching Folder**

Suggested items for this folder include: Sample syllabi, rubrics, course evaluations, teaching philosophy, sample of student work, list of classes taught, comments from outside reviewers if desired, images, and other supporting documents on teaching effectiveness.

**Advising Folder**

Suggested items for this folder include: Advising surveys, advising philosophy, supporting documents such as advising logs, and feedback from students about their advising.

**Professional Responsibility and Development Folder**

Suggested items for this folder include: List of professional development activities, grants, funding, sample research, Peer comments on professor's research, sample publications, workshops, etc.

**Service Folder**

Suggested items for this folder include: Campus and community list of committees or boards, volunteer services, jurying, proctoring, club oversight, letter from departments and offices in support of this person, etc.

**Faculty Annual Report and Vita Folder**

Faculty annual reports and curriculum vita

**Reflection statement**

Will consist of reflection statements on each area covered in the handbook. This shall not be more than 10 pages. This is an over-arching report in response to the evidence and should list the faculty member's goals. This is separate from individual comments in your evidence files.

**3.4.6.2 Evidence Required for Year of Review**

All candidate evidence must be submitted by the first class day of the semester of review.

- 1st year  
No evidence year, other than CV and a reflection statement (1-2 pages)
- 2nd year  
Minor evidence year
- 4<sup>th</sup> year, 6<sup>th</sup> year, and Promotion  
Major evidence year
- Post-tenure  
Minor evidence year

**3.4.6.2.1 No Evidence Year**

The faculty member will provide an updated CV and a 1-2 page reflection statement. Faculty member can provide more materials if desired.

#### **3.4.6.2.2 Minor Evidence Year**

The faculty member is asked to provide evidence for their time at KWU.

Required in the evidence file:

- CV
- Most recent course evaluations
- Advising surveys
- Course syllabi (sampling)
- Assignments
- Rubrics
- Sample of scholarship
- Previous review letters
- Faculty Annual Reports
- Other evidence may be submitted
- Reflection statement

What makes this a minor evidence year is the amount of evidence the faculty member is assumed to have or is needed to present.

A Reflection Statement of time at KWU covering areas in the handbook of no more than five (5) pages.

#### **3.4.6.2.3 Major Evidence Year**

The faculty member is asked to provide substantial evidence for the work done at KWU since their previous review.

Evidence should be given for activities since the most recent review.

Required in the evidence file is:

- CV
- Course evaluations (for all courses)
- Advising surveys (as available to faculty)
- Course syllabi (sampling)
- Assignments (sampling)
- Rubrics (sampling)
- Sample of scholarship
- Assessment of institutional and student learning (sampling: Criteria for Performance Excellence [Form A]; Program Student Learning Objectives Assessment Plan [Form C]; Faculty Annual Report [Form D]; Liberal Studies Assessment [Form E1-E4]; Yearly Programmatic Assessment [Form G]; Five Year Program Review [Form H]; Post Five-Year Program Review [Form I]; Institutional Learning Outcomes, etc.)
- Previous review letters
- Other evidence may be submitted (e.g., Publication sampling)

- Reflection statement

#### Post-Tenure Year

- CV
- Most recent course evaluations
- Advising surveys (as available to faculty)
- Course syllabi (sampling)
- Assignments
- Rubrics
- Sample of scholarship
- Assessment of institutional and student learning (sampling: Criteria for Performance Excellence [Form A]; Program Student Learning Objectives Assessment Plan [Form C]; Faculty Annual Report [Form D]; Liberal Studies Assessment [Form E1-E4]; Yearly Programmatic Assessment [Form G]; Five Year Program Review [Form H]; Post Five-Year Program Review [Form I]; Institutional Learning Outcomes, etc.)
- Previous review letters
- Other evidence may be submitted (e.g., Publication sampling)
- Reflection statement

### **3.4.6.3 Teaching Effectiveness**

Kansas Wesleyan University recognizes excellence in teaching as the most important attribute of a faculty member. Faculty members are professional role models who demonstrate content expertise and promote student learning through: (a) the ability to organize course materials and present them effectively and imaginatively, (b) strong course delivery and management, (c) active mentoring, (d) recognition of the value of student diversity, and (e) clear articulation and assessment of student outcomes.

In addition, faculty members participate in the development and teaching of courses that fulfill departmental and curricular needs reaching beyond their specific areas of expertise when necessary. Being mindful of Higher Learning Commission and federal restrictions that might apply, faculty members are expected to develop instructional materials and provide fair and equitable experiences that arouse curiosity and stimulate independent learning and the development of critical thought in students. To stimulate and support learning, create engaged classroom environments, and effectively interact with students employing effective pedagogical strategies that reflect their philosophy of education and increase the likelihood of student learning is the expectation of all faculty members.

Note: Teaching evaluations are not to be considered the primary mechanism for determining teaching effectiveness.

#### **3.4.6.3.1 Standards of teaching effectiveness are demonstrated by skill in the following areas:**

##### Knowledge and Understanding of the Field:

- Use assessment results to inform instruction,
- Have appropriate academic credentials,
- Consistently demonstrate thoroughness in class preparation, comprehensive and current knowledge of subject area, and appropriate classroom management,

- Engage in reflection, innovation, and activities to improve one’s teaching and the quality of the academic program,
- Provide course syllabus including all university required criteria,
- Use effective and inclusive pedagogical strategies and methods to promote active engagement and enhance student learning,
- Design and deliver learning activities and course assignments,
- Make available clear assessment criteria for learning activities,
- Provide appropriate course and institutional outcomes assessments that demonstrate student learning (what students need to know as well as what students are able to do (Criteria for Performance Excellence [Form A]; Program Student Learning Objectives Assessment Plan [Form C]; Faculty Annual Report [Form D]; Liberal Studies Assessment [Form E1-E4]; Yearly Programmatic Assessment [Form G]; Institutional Learning Outcomes, etc),
- Provide early formative feedback to students (i.e. within the first three weeks of a full semester course) for 100- and 200-level courses to enhance student success,
- Provide academic support for all students. Examples include holding regular office hours, holding study sessions, and making appropriate referrals,
- Encourage intellectual diversity and informed critical analysis according to the standards of the discipline,
- Encourage and generate intelligent and independent thought in students, in a climate of respect,
- Review and modify existing course offerings to keep them relevant within the discipline,
- Act as a role model in the professional discipline, and
- Demonstrate enthusiasm for the course of study and for teaching and learning.

#### **3.4.6.3.2 Use of Course Evaluation Findings**

Course evaluations may be used by the Department and Division Chairs in departmental program reviews for assessment and accreditation purposes and included in the personnel evaluation as defined in Section 3.3.10.2. Evaluations may be reviewed by Kansas Wesleyan University administrators for job performance, promotion, tenure, renewal, non-reappointment, termination, and dismissal for cause. Faculty members are encouraged to submit context and analysis statements to aid in the interpretation of course evaluations. The Provost may publicize summary statistics for the University so that faculty members may adequately interpret their personal ratings, but any such summary should be constructed in such a way as to make individual ratings confidential.

#### **3.4.6.4 Advising Effectiveness**

The University’s curriculum demands that great emphasis be placed on advising students. Advising is consulting with students individually concerning their academic endeavors and professional goals.

Faculty members are expected to be accessible and responsive to the needs of students, even those who are not their advisees, to participate in campus meetings and workshops as appropriate, and to provide appropriate referrals when needed. Advisors should strive to act as professional role models for all students they advise.

Holistic advising requires that advisors provide student support beyond simply meetings for course scheduling. Effective advisors should make contact with their advisees regularly, assist students who need it with navigating systems at KWU they might not be familiar with, and putting students in touch

with other resources that can help them. Advisors are expected to set up four-year-plans for students, ensuring that students can graduate at a pace reasonable for that student, assist in preparing their advisees in career preparation and internship/ research/ experiential opportunities, as appropriate for the discipline. To ensure student success for students who decide to change advisors during their academic career, advisors are also expected to keep some sort of transferrable records that can be passed along to a new advisor.

#### **3.4.6.4.1 Evaluation of Advising**

In assessing a faculty member's advising, the committee will examine evidence such as, but not limited to the following:

- Student advising evaluations,
- Self-assessment of advising activities (Faculty Annual Report or separate statement of self-assessment), and
- Staff input from the office of the Registrar or other offices with relevant input.
- Reflection on and evidence of the faculty's approach to holistic student support, as outlined in the above section,
- Evidence of transferable record keeping
- Evidence of the use of four-year plans.

Faculty members being evaluated are invited to include assessments other than those listed above to help make their case. In such instances, it is incumbent upon the faculty member to provide persuasive evidence that the assessment mechanism is appropriate.

#### **3.4.6.5 Professional Responsibility and Development**

Kansas Wesleyan University faculty members are expected to be professionally involved in their respective disciplines in appropriate ways and at a level commensurate with that characteristic at other first-rank liberal arts colleges.

Good teaching is the first responsibility of Kansas Wesleyan University faculty members, and it is generally believed that the best teaching is informed with current knowledge of the discipline, conducted with the enthusiasm of discovery, and with ongoing dialogue with others whose knowledge is first hand. It is the responsibility of faculty members to keep up to date on developments in their field and to contribute at a high qualitative level to the scholarly dialogue.

##### **3.4.6.5.1 Standards for Professional Responsibility and Development**

Faculty members should show evidence of continuing academic and professional growth and should hold a terminal degree in their respective teaching discipline. (What constitutes a terminal degree will be determined upon accreditation standards and agreement between the Provost and the specific department. As a result, faculty members under review will need to evidence how they have remained current in their instructional discipline(s).

Each faculty member should also continually engage in activities that extend the faculty member's knowledge in his/her discipline and/or its pedagogy (e.g., taking additional academic course work, application of extensive reading, research, professional consultation and evaluation, special projects related to the work of the department or division); and participate in scholarly activities related to the discipline (e.g., presenting papers, giving speeches,

participating in seminars or workshops, publishing scholarly work, applying for external funding for program development or research, performances) and/or demonstrate professional skills (e.g., presenting productions, recitals, exhibits). In summary, faculty members under review will need to evidence how their own professional development enhanced student intellectual curiosity and engagement.

Remaining current in one's instructional discipline(s) and its pedagogy/andragogy is important, as is participating in peer-reviewed aspects of one's discipline. The primary goal of scholarship should be to enhance the educational mission of the University and the educational benefit to the students. Faculty members serve as models of lifelong learning.

#### **3.4.6.5.2 Evaluation of Professional Responsibility and Development**

Kansas Wesleyan University is not a "publish or perish" institution. However, in assessing a faculty member's professional responsibility and development during a no evidence year or minor evidence year, KWU recognizes that different disciplines have differing measures of contributions to a faculty member's scholarly or artistic instructional fields as well as outside their scholarly field. As a result, the candidate in a no evidence year or minor evidence year may submit evidence in any of the following:

- Published or publicly performed scholarly and creative work,
- Translations,
- Book reviews,
- Proposals and grant requests,
- Recordings of performances or compositions.

In assessing a faculty member's professional responsibility and development during a major evidence year, candidates will submit evidence in all of the three categories provided below: instructional discipline(s)-related course work (if taken); discipline(s) currency and student intellectual curiosity and engagement; and other scholarly activity/activities. All categories will be reviewed by the committee:

- If taken, transcript evidence of additional academic course work and/or degree attainment in or out of instructional discipline(s)
- Evidence how faculty member under review is current in their instructional discipline(s) and how their professional development enhances student intellectual curiosity and engagement.
- Other scholarly activity/activities (e.g., continuing education units [CEUs], presenting papers, giving instructional discipline(s)-related speeches, instructional discipline(s)-related seminar and/or workshop participation, program development within or related to instructional discipline(s), other published or publicly performed scholarly and creative work, translations, book reviews, proposals and grant requests, recordings of performances or compositions).

#### **3.4.6.6 Service**

As a community of learners, Kansas Wesleyan University depends on its faculty members for services to the University outside the classroom; service to the University is among the normal duties of each faculty member. Service activities use a faculty member's knowledge, interests, and skills to benefit the University, professional organizations, and the community. There are three types of service that will be

evaluated: service to the University, service to the faculty member's profession, and service to the community.

#### **3.4.6.6.1 Standards for Service to the University**

Service to the University involves carrying out assigned and volunteer non-teaching duties or responsibilities, not necessarily related to one's recognized area of expertise and not necessarily academic in nature, that contributes to the functional operation of the department and/or the University.

Kansas Wesleyan University expects all faculty members to serve the University. Such activities may include the following:

- Effective participation in the Faculty, University, and Board of Trustees' Committees,
- Performance of administrative duties such as Department/Division Chairperson, program/course coordinator, or facility director as elected or appointed,
- Meaningful collaboration with University colleagues and active participation in departmental and University-wide efforts and initiatives,
- Participation in Fall Faculty Retreats, Faculty meetings, faculty member development workshops, special convocations, and commencement exercises, and
- Supporting the mission of the University in the campus and civic community.

Faculty members should strive to be collegial, responsible, and active participants in the academic, extracurricular, and community life of the University, city, region, nation, and world.

#### **3.4.6.6.2 Standards for Service to the Profession**

Service to the profession involves voluntarily carrying out responsibilities or duties that contribute within the faculty member's field. Holding leadership roles in one's field should be considered a mark of distinction.

#### **3.4.6.6.3 Standards for Service to the Community**

A faculty member's community service should enhance the quality of education that Kansas Wesleyan University provides, promote the well-being of the community, and promote the University. Faculty members should bring such service to the attention of the Peer Review Committee, along with their rationale for the benefit to the University and/or the community.

#### **3.4.6.6.4 Evaluation of Service**

In assessing a faculty member's professional responsibility and development, KWU will consider demonstration of service activities including, but not necessarily limited to, the following documentation:

- Faculty Annual Reports,
- Statement of self-assessment of service activities,
- Evaluations from committee members or committee chairperson, or evaluations from the supervisor of an activity (e.g., the Provost's office attendance records at faculty member obligations),
- Student evaluations as appropriate (e.g., campus community service projects),

Faculty members being evaluated are invited to include assessments other than those listed above to help make their case. In such instances, it is incumbent upon the faculty member to provide persuasive evidence that the assessment mechanism is appropriate.

## **3.5 FACULTY MEMBER RIGHTS AND RESPONSIBILITIES**

### **3.5.1 Faculty Member Responsibilities**

Faculty members are citizens, members of a learned profession, and officers of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As persons of learning and educational officers, they should remember that the public judges their profession and their institution by their utterances. Hence, they should at all times be accurate, exercise appropriate restraint, show respect for the opinions of others, and make every effort to clearly indicate that they are not speaking for the university.

### **3.5.2 Workload**

#### **3.5.2.1 Academic**

The academic workload normally will consist of 24 semester hours per academic year with the following notes:

1. Laboratory classes will count as credit hours at a two-to-one rate. A laboratory that lasts two hours per week will count as one hour in terms of a faculty member's load;
2. Faculty members in academic departments may expect to be assigned to an evening class on an occasional basis as needed;
3. When the workload falls below 24 hours, the faculty member will undertake research or other educational service that may be assigned or approved by the administration; and
4. In addition to the above, it is understood that faculty members will assume responsibilities in advising, recruitment, registration, committee assignments, and professional development and participate responsibly in such activities as Baccalaureate, commencement / convocation, community gatherings, student activities, and other university events during the academic year.

#### **3.5.2.2 Advising**

Since the basic objective of private institutions of higher education is to assist all students to develop their interests in order to reach their full personal and professional potential, the university emphasizes the role of its faculty members in the academic advising of students.

#### **3.5.2.3 Office Space and Office Hours**

Office space is provided for each full-time faculty member in one of the university buildings. When space is available and requested, group offices are provided for part-time faculty members.

Faculty members may use offices at their convenience during open building hours and after building hours. If faculty members use their offices after building hours, they should be careful to keep outside doors locked.

Each faculty member is expected to post a schedule of office hours by day and hour for the convenience of students who may wish to receive advice and counsel. An electronic copy of the office hours schedule is to be submitted to the office of the Provost for filing by the fifth day of the semester

### **3.5.3 Academic Freedom**

A faculty member, whether tenured or non-tenured, is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of other academic duties; but research for pecuniary return should be based upon a written understanding with the Board of Trustees of the university, or its designee.

Faculty members, whether tenured or non-tenured, are entitled to freedom in the classroom:

- Selection of course material
- Selection of pedagogical methods
- Ability to engage in speech related to the subject matter being taught, even if controversial

KWU is committed to complying with its policies on freedom of speech, including academic freedom. If you have concerns regarding compliance with these policies, please contact the Provost's Office.

### **3.5.4 Intellectual Property**

The university wants to protect the intellectual property rights of the university, faculty members, staff, and students and to abide by any patent regulations of agencies providing funds for sponsored programs. As part of contractual obligations, all faculty members are subject to the university's Policy on Intellectual Property, as listed in the *Kansas Wesleyan University Academic Catalog*, including specifications of faculty member and university rights in inventions and discoveries, copyrightable works, trademarks, and tangible research property related to conditions of employment or from use of university facilities, resources, or support.

### **3.5.5 Integrity in Research**

It is the policy of the university to require high ethical standards in research; to inquire into and, if necessary, investigate and resolve promptly and fairly all instances of alleged misconduct; and to comply in a timely manner with agency requirements for reporting on cases of possible misconduct when sponsored project funds are involved.

### **3.5.6 Outside Employment/Conflict of Interest**

Working a second job outside of the university is considered to be objectionable if it (1) affects the performance of the faculty member's responsibilities at the university, or (2) reflects negatively on the university. If performance of the faculty member's responsibilities at the university is adversely affected or the second job reflects negatively on the university, the faculty member will be asked to make a decision about continuing his/her employment at Kansas Wesleyan University or altering his/her other activities. The faculty member's supervisor must be notified of all such activities prior to the faculty member's acceptance of outside employment.

Faculty members should assume that any employment with another institution of higher learning (on-ground or on-line) is not appropriate and any exception must be obtained in advance by the faculty member from the Provost.

If a faculty member is injured while gainfully employed in work outside of that required by his job at Kansas Wesleyan University, the university would not be responsible for any medical care or hospitalization required in connection with the injury.

### **3.5.7 Dress Code**

Faculty members are role models to the students and community. Faculty members should dress in a manner that is appropriate for the event and for the academic profession they teach.

## **3.6 FACULTY MEMBER DEVELOPMENT**

### **3.6.1 Sabbatical Leave**

Sabbatical Leave is the ancient and traditional policy of universities for providing leave with pay at periodic intervals to faculty members. Its purpose is to afford faculty members opportunity for study, research, travel, writing, or any other endeavor that will contribute to their growth as teachers, enrich their teaching experience, and enhance their value to the university.

The provisions of the Sabbatical Leave program are as follows:

1. It shall consist of two semesters of absence from regular duties at one-half pay or one semester at full pay;
2. It may be granted at the end of six years of continuous full-time teaching;
3. Accrued time toward another leave shall count from the end of the previous one;
4. A faculty member on Sabbatical Leave may apply for and receive awards, stipends, or pay from other sources; and
5. The faculty member is expected to provide two years of teaching service with the university following a sabbatical leave when offered written letters of reappointment. (However, this does not constitute a guarantee of a contract for teaching service for these years.)

To obtain a Sabbatical Leave, the following procedure is necessary:

1. The faculty member shall submit a letter of application to the Provost not later than one year before the year the applicant desires the leave. The deadline is September 1 for the following academic year. The application letter must include
  - a. A description of the specific objective(s) to be achieved during the leave (e.g., course work to be taken, anticipated manuscript submissions, publications, performances, or exhibitions) and a list of the arrangements the faculty member has already made, or is currently in the process of making, to implement his/her proposed sabbatical leave project;
  - b. A detailed plan and schedule to be followed for any formal course work (if applicable);

- c. A description of any research programs, or other responsibilities to be assumed as part of the sabbatical leave project;
  - d. Information concerning any additional grants to be sought for support of the sabbatical (sabbatical funding covers salary, benefits, and replacement staffing, but travel and other expenses are typically dealt with independently, such as through grants and/or separate applications to the Woodworth Endowment);
  - e. A description of the benefits to the university, its students, and the academic community;
  - f. A description of the benefits to the applicant; and
  - g. Recommendations for how the applicant's usual teaching assignment for the sabbatical period will be arranged.
2. Approval or disapproval of the leave is made by the President, upon recommendation of the Provost and the Divisional Council. Applicants will be notified of the decision on or before December 31 of the year preceding the sabbatical request.
  3. During the period of sabbatical leave, the faculty member shall be excused from teaching and other activities normally expected of faculty members, including academic advising, recruitment, committee work, and regular office hours.
  4. Within 30 days of returning to regular duties, the sabbatical recipient shall submit a report documenting completion of all projects and stipulations that were contracted to the Provost, who will confirm satisfactory completion of the terms of the sabbatical agreement.
  5. The recipient will be expected to share his or her experiences the following semester with other faculty members, staff, and students in an appropriate setting, such as a workshop or public lecture. It is understood that publications and products developed during the sabbatical should acknowledge the university's support and the sabbatical recipient's faculty member status. The final product of the sabbatical leave will become a part of the university's assessment document for that year.
  6. If the project as defined in the application letter cannot be completed by the stipulated deadline, the sabbatical recipient must submit a formal request in writing to the Provost asking for an extension of the deadline or proposing an alteration in the terms specified in the application letter. The sabbatical recipient will be ineligible for any future sabbatical grants unless the terms of the sabbatical contract—as originally defined or as altered by agreement of both parties—are satisfied.

### **3.6.2 Faculty Member Development**

1. The university encourages faculty members to seek opportunities for professional development. Defined broadly, professional development includes attendance at professional meetings, research activity, additional course work, preparation of new courses, leadership within the profession, and completion of advanced degrees.
2. Application for faculty member development expenses<sup>1</sup> should be made directly to the Provost for approval prior to the development activity.

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<sup>1</sup> Full-time faculty receive \$400 per year in development funds. This amount is bankable for two years (up to \$800).

3. Application for development expenses to the Woodworth Committee should be made on forms available in the office of the Provost or on the university website. Grant categories for Woodworth Funds include doctoral completion expenses, sabbatical support, and continuing education growth plan support. Application deadlines are October 1 and March 1 for projects to be undertaken after those dates.

### **3.6.3 Leave of Absence**

The university will consider the granting of a leave of absence to any faculty member for purposes of study and research in order to increase professional effectiveness, value, and usefulness in subsequent service.

Application for leave of absence should be made in writing to the Provost after consultation with the Division Chair of the division involved, and, in all but the most unusual circumstances, at a date not later than six months before the beginning of the semester in which the leave is desired or is to commence.

Final decision with reference to the granting or denying of a leave of absence shall be made by the Board of Trustees upon the recommendation of the President after prior consultation with the Provost.

## **3.7 FACULTY MEMBER GRIEVANCE**

### Definitions & Exclusions

1. A grievance is a claim that adverse action has been taken against a faculty member that involves the member's contractual status or the terms and conditions of employment that is: (1) arbitrary or capricious; (2) discriminatory with regard to race or ethnic origin, color, sex, sexual orientation, age, religion, disability, or any other status protected by law; or (3) a misapplication or misinterpretation of any section of this Faculty Handbook; and any allegation that inappropriate action was taken against a faculty member by the administration.
2. A grievant is a faculty member who seeks resolution of a grievance. A respondent is the party against whom a grievance is filed.
3. The Faculty Affairs Committee shall serve as the ad hoc Grievance Committee with the addition of a fifth member—the Presiding Officer of the Faculty. Any member of the Committee with any direct involvement with the alleged grievance shall be recused and replaced by another faculty member approved by the grievant/complainant and the respondent.
4. The grievant has the burden of proving by a preponderance of the evidence, considered as a whole, allegations raised.
5. No retaliation: Any person exercising his or her rights under this procedure will be treated fairly and the grievant will be given unbiased consideration. Neither individuals using this procedure nor individuals providing information so that facts can be determined will be penalized or harassed by the university administration, the Faculty, or faculty members for their participation.
6. Withdrawing a Grievance: A grievant may withdraw, in writing, a grievance prior to the submission of materials to the full Grievance Committee. Upon agreement of the respondent, a grievant may withdraw a grievance at any subsequent time.

7. Confidentiality: The university shall take all reasonable steps to ensure the confidentiality of all proceedings, hearings, and records. Should confidentiality be breached regarding these proceedings, all parties and the Grievance Committee reserve the right to issue statements.
8. For the purposes of counting, a day is any weekday (Monday through Friday) on which classes or exams are scheduled during the fall or spring semester. Proceedings concerning a grievance that may arise during the summer shall be deferred to the fall semester unless both the grievant and respondent (and if applicable, the Faculty Affairs Committee) agree to continue through the summer.
9. Actions of the Institutional Review Board (IRB) and its chairperson cannot be grieved under this policy. Actions imposed by an administrator as the result of IRB action can result in a grievance.
10. This process shall not preempt or replace the work of a peer review committee other than to provide a procedure for appealing administrative decisions.
11. Actions imposed by the Board of Trustees cannot be grieved under this policy.
12. Retention of Materials: Following any grievance, all written documents presented by the grievant, the respondent, and any participants to the process, along with any audio tapes of the proceedings, shall be sealed (dated but unnamed) and retained for four years by the Chair of Faculty Affairs Committee, after which point they will be destroyed.

### **3.7.1 Procedure: Step 1—Informal Resolution**

A faculty member who has a possible grievance should first discuss in an informal manner the grievance with his/her supervisor having the authority to resolve the alleged grievance. This most often will be the Division Chair or the Provost. This informal resolution must be attempted within 10 working days of the awareness of the concern.

### **3.7.2 Procedure: Step 2—Grievance Committee Mediation**

A standardized Grievance Form is available through the Provost's office.

#### **3.7.2.1 Information**

Should the informal step fail to resolve the concern to the satisfaction of a grievant, the grievant should express his/her concern in writing within 15 days.

The information submitted by the faculty member should include the following:

1. Whether, in the faculty member's opinion, the request is a grievance;
2. If a grievance, which aspect of the faculty member's contractual status, terms of employment, or specific section(s) of the Faculty Handbook have been violated or what alleged inappropriate action was taken against the faculty member by the administration,
3. The date on which the issue arose;
4. The name of the respondent(s);
5. The factual basis for the grievance (i.e., what happened);

6. A detailed explanation of the steps involved in the attempt to informally resolve the situation and the outcome of those efforts; and
7. What outcome the grievant is seeking.

Supporting documentation must be included in the information supplied. The formal grievance should be filed with the Chair of the Faculty Affairs Committee to begin proceedings.

### **3.7.2.2 Classification**

In the case of an alleged grievance, the Grievance Committee shall have 25 days from the time the Grievance Form was filed with the Chair of the Faculty Affairs Committee to do the following:

1. Determine if the process outlined in this Section was followed in a timely manner;
2. Determine if the issue is a grievance; and
3. Act on the grievance as described in this Section.

During this time, the Grievance Committee will meet with both parties to review evidence, investigate further (if needed), and resolve the grievance.

Time limits above and below may be extended by mutual agreement of the parties involved and the Grievance Committee and should be given in writing to all.

All proceedings above and below will be closed and confidential to protect the parties and the university.

### **3.7.2.3 Committee Disposition of a Grievance**

Should a majority of the members of the Grievance Committee find that an alleged grievance is not a grievance, it will issue a finding to the parties involved. The parties have five days to accept the findings or work out a solution. Should either party not be satisfied with the findings or the final action taken by the Committee, an appeal can be made to the President, whose decision will be final.

In the case of an alleged grievance, the Grievance Committee shall (1) determine whether or not either party or the Grievance Committee desires a formal hearing, and (2) make a recommendation to the parties for a solution. The parties directly involved have 10 days within which to accept or reject the findings of the Grievance Committee.

### **3.7.3 Procedure: Step 3—Grievance Hearing**

Should the Grievance Committee recommend a formal hearing or should either party request one, the Grievance Committee will select one of its members to be the chairperson of the ad hoc hearing panel, nonvoting except in case of a tie. The grievant and respondent will select two persons each from the Faculty or administration who have no relevant information about the grievance and who cannot be called as witnesses or otherwise provide information in the investigation or at a hearing. Each party may exercise the right of one exclusionary challenge. In the event of an exclusionary challenge, a replacement panel member shall be appointed as above. This five-person panel will then hold a full hearing on the grievance at hand. The panel will be formed within 10 days of the request for such a hearing and will complete the hearing within 10 additional days unless reasonable circumstances require additional time.

The hearing will be conducted in private and the parties will make no public statements about the case during the course of the hearing.

During the proceedings, the grievant will be permitted to have an advisor of his/her own choice from within the university community. (Kansas Wesleyan University bars hired counsel from all formal proceedings, including grievance hearings, unless required under relevant law.) The advisor role will be limited to informal consultation.

All parties to the grievance will have the right to obtain independent witnesses and present evidence. The university will cooperate with the ad hoc hearing panel in securing witnesses and making available documentary and other evidence requested by the grievant to the extent permitted by law. All parties will have the right to cross-examine witnesses. Where a witness has made a statement and cannot or will not appear, and the ad hoc hearing panel determines that the interests of fairness require admission of his/her statement, then if possible, the ad hoc hearing panel will grant appropriate continuances to enable either party to investigate evidence or for any other appropriate reason.

In all cases, the burden of proof shall be on the grievant, except that in any case of dismissal for cause or suspension, the university shall bear the burden of proof that adequate cause exists for the action. This proof shall be by a preponderance of the evidence.

The ad hoc hearing panel will not be bound by strict rules of legal evidence. Every possible effort will be made to obtain the most reliable evidence. The hearing proceeding shall be recorded by the university and made available to the panel, and a transcript shall be provided at the expense of the parties requesting one.

The decision will take the form of findings of fact, conclusions, and recommended disposition of the grievance. The findings of fact, conclusions, and the recommended disposition must be based solely on the hearing's record, pertinent university procedures as set forth in the Faculty Handbook, and the relevant applicable law.

#### **3.7.4 Procedure: Step 4—Presidential Review**

The ad hoc hearing panel will present its advisory decision in writing within seven calendar days of the hearing to all parties and the President of the university. This decision, insofar as it consists of a recommended disposition of the grievance, may be either accepted by all parties or rejected by any party. Rejection or acceptance by each party will be communicated in writing to all persons involved within five calendar days after receipt of the decision. No response by a party will be considered as acceptance. The President will review the findings and make a final decision on the grievance within 10 working days of his/her receipt of the ad hoc hearing panel report.

#### **3.7.5 Review of Record by the Executive Committee of the Board of Trustees**

Should the President be a direct party to a grievance, as in the case of any dismissal, the grievant may file a petition to the Executive Committee of the Board of Trustees for a review of the record. Such an appeal will be filed within 10 working days of notification of the President's decision. The Board of Trustees' Executive Committee will review the case at its next meeting and give a final decision on the grievance. Only when the President is directly involved will such a review take place. The Executive Committee shall be the sole judge of Presidential involvement in the case of a dispute on the President's involvement.

### 3.7.6 Special Provisions

Should a grievant initiate legal action on an issue, the internal grievance process will cease.

## 3.8 SEPARATION

### 3.8.1 Resignation

A faculty member may terminate his/her appointment effective at the end of an academic year, provided that written notice is given by the faculty member at the earliest possible opportunity, but not later than May 1 or 30 days after receiving notification of the terms of his/her appointment for the coming year.

When a faculty member resigns after submitting a signed employment contract, the damages to Kansas Wesleyan University are not easily ascertained. The elements of damage may include, but not be limited to the following: (a) the cost of recruiting time spent and expenses required to find the best possible replacement, (b) adjustments and changes in faculty member responsibilities to meet the needs of students until a replacement is employed, and (c) difficulties associated with attempting to satisfy the expectations and needs of students. The monetary value of the above damages is difficult, if not impossible, to determine. In the event that a faculty member resigns after submitting a signed employment contract or fails to honor the terms of his/her employment contract, the faculty member shall pay liquidated damages to Kansas Wesleyan University according to the following scale:

<b>If resignation occurs during:</b>	<b>Liquidated Damages</b>	<b>Contract</b>
May	\$500	0
June	\$1,000	0
July	\$1,500	0
August	\$2,000	0
September	\$2,000	1/9
October	\$2,000	2/9
November	\$2,000	3/9
December & January (Before classes resume)	\$2,000	4/9
January (After classes resume)	\$2,000	5/9
February	\$2,000	6/9
March	\$2,000	7/9
April	\$2,000	8/9
May (Before classes end)	\$2,000	All
After	\$0	All

NOTE: The amount of liquidated damages will be paid by the faculty member to Kansas Wesleyan University prior to the university accepting the resignation and releasing the faculty member from his/her signed employment contract. In the event that Kansas Wesleyan University owes the faculty member additional salary amounts after the faculty member has resigned or fails to honor his/her employment contract, the university may deduct the amount of the liquidated damages or any portion thereof from the amount owed to the faculty member by the university. If the circumstances warrant, Kansas Wesleyan University has the option of granting a waiver to such liquidated damages assessment.

After the contract has been signed, it will be assumed that it is binding on both the faculty member and Kansas Wesleyan University unless terminated by mutual consent. An unfulfilled contract may involve legal liability on the part of either party.

### **3.8.2 Retirement**

Normal retirement age is the last day of the academic year in which age 65 is reached. There is no mandatory retirement age.

### **3.8.3 Non-reappointment (Probationary) Contracts**

Since all initial, probationary appointments of ranked faculty members are made with the understanding that both the university and the appointee will engage in a period of mutual evaluation prior to establishing a continuous association, with respect to non-reappointment (probationary) contracts and other non-tenure-track contracts, the separation prerogative rests with both parties. This means that ranked faculty members who hold non-reappointment (probationary) contracts and other faculty members who hold non-tenure-track contracts may end their contracts at the end of their period of appointment (normally the end of an academic year) for any reason. Similarly, the university may end a contract at the end of its period of appointment (normally the end of an academic year) for any reason. The university retains the right in its discretion to take other action(s) during the term of the contract as well, such as reassignment or disciplinary action up to and including termination of the contract as described in Section 3.7.4 and its subsections and dismissal for cause as described in Section 3.7.5

The term “non-reappointment” means that the university has decided not to renew a probationary appointment at the conclusion of its term. A major responsibility of the university is to recruit and retain the best qualified faculty members within its means; therefore, wide latitude, consistent with academic freedom and fair process, is accorded the President, Provost, the Divisional Council, and Division Chairs in meeting this responsibility. Recommendations regarding reappointment or non-reappointment of non-tenured faculty members will normally emerge from the evaluation conducted by the Provost and the FEC as described in Sections 3.3.3, 3.3.4, 3.3.5, and 3.3.6.

Recommendations regarding reappointment or non-reappointment will be communicated to the President for final decision. The President is charged with the final decision. If the decision is not to reappoint, the faculty member will be notified by the President on or before December 15 for fall reviews, and on or before April 1 for spring reviews during the contract year.

Since a notice of non-reappointment is not a dismissal for cause, it is not necessary for the university to set forth its reasons in the notice of non-reappointment. Probationary faculty members are entitled to know the reasons for non-reappointment, however, and may request in writing that these reasons be given to them in writing. The faculty member’s request should be made to and honored by the Provost.

### **3.8.4 Termination**

Termination is a separation action by which the university terminates the services of a ranked faculty member before the expiration of his/her contract for reasons set forth in this section that are different from the reasons for separation described in Section 3.7.3 or for dismissal for cause described in Section 3.7.5.

Reasons for termination are any or all of the following:

1. Prolonged mental or physical illness during which the faculty member has taken all eligible Family and Medical Leave Act leave and the mental or physical disability prevents the faculty member from performing the functions of his/her job with or without reasonable accommodation,
2. Major changes in an academic program or department in whole or in part, and/or
3. Financial exigency of the university

#### **3.8.4.1 Prolonged Mental or Physical Illness**

Termination of an appointment with continuous contract, or of a probationary contract or temporary contract before the end of the period of appointment, for medical reasons, will be based upon a preponderance of the medical evidence that the faculty member cannot continue to fulfill the terms and conditions of the appointment, with or without reasonable accommodation, and the faculty member has used all leave that he or she is eligible to receive under the Family and Medical Leave Act. The decision to terminate will be reached only after there has been appropriate consultation and after the faculty member has been afforded an opportunity to present his or her position and to respond to the evidence. If the faculty member so requests, the evidence will be reviewed by the Faculty Affairs Committee before a final decision is made by the Board of Trustees on the recommendation of the President or the Provost.

#### **3.8.4.2 Major Changes in Academic Program**

The formal decision to discontinue or change a department or program may be originated by a division, the Divisional Council, or the Provost. In any case, the recommendation must be accompanied by supporting evidence related to the review of academic programs, enrollment trends, and related information.

Such decisions will be based on educational considerations that reflect the long-range judgment that the educational mission of the university will be enhanced by the changes rather than on cyclical or temporary variations in enrollment.

#### **3.8.4.3 Financial Exigency**

Financial exigency is a rare and serious institutional crisis that threatens the university as a whole. Financial exigency is defined as the critical, pressing, or urgent need on the part of the university to reorder its monetary expenditures in such a way as to remedy and relieve the state of urgency within the university created by its inability to meet its annual monetary expenditures with sufficient revenue to prevent a sustained loss of funds.

Before any faculty members are terminated because of financial exigency, the Board of Trustees or the Executive Committee of the Board of Trustees must officially declare that financial exigency exists. In reaching this decision, the Board will engage in full consultation with the Faculty and university administration. Subsequently, the Faculty shall be represented through the Divisional Council in processes relating to program reorganization, or the curtailment or termination of instructional programs due to financial exigency. The Faculty shall not necessarily be represented in individual personnel decisions.

The Board of Trustees shall have final authority in all matters related to financial exigency and terminations.

In considering how to deal with a financial situation, the retention of a viable academic program must be the primary goal.

#### **3.8.4.4 General Procedures Regarding Termination of Continuous Contract Faculty Members Due to Financial Exigency or Major Changes in an Academic Program**

If it is necessary to terminate continuous contract faculty members due to financial exigency or major changes in an academic program in whole or in part, tenure rights will be protected insofar as possible and an institutional effort will be made to find a suitable position for the faculty member at Kansas Wesleyan University or elsewhere. A continuous contract faculty member will not be terminated in favor of a non-tenured person except in extraordinary circumstances where a serious distortion of the academic program would otherwise result. If it is necessary to terminate continuous contract faculty members, degrees, rank, and years of service will be taken into account. In all instances, there will be consideration of the essential needs of each department and the academic integrity of the university.

Due notice of termination of faculty members for major changes in an educational program in whole or in part or for financial exigency shall be given to continuous contract faculty members as early as possible, but no later than one year in advance of its effective date, except in the case of an extraordinary financial exigency that would make it impossible for the university to give such notice.

Upon recommendation of the President, the Board of Trustees will take into account the length and quality of service of faculty members to determine any payments made beyond the effective date of termination.

If a continuous contract faculty member is terminated for reasons of financial exigency or major changes in an academic program in whole or in part, no replacement for his/her position will be employed within a period of two years, unless the terminated faculty member has been offered reappointment under conditions comparable to those held at the time of termination, and has been given at least one month after written notice of the offer of reappointment within which to accept the reappointment. It shall be the duty of a terminated faculty member to keep the university informed of his/her current address for purposes of this section, and notice sent to such address by the university shall be presumed received if sent by certified mail, postage prepaid.

#### **3.8.5 Dismissal for Cause**

Dismissal for cause is a severance action by which Kansas Wesleyan University terminates its contract with a continuous contract faculty member for just cause or by which the university terminates its contract with a non-reappointment (probationary) contract faculty member before the end of the contract appointment for just cause.

Dismissal for cause shall be determined in each instance by the President in accordance with the procedures outlined below. Dismissal proceedings may be instituted on the basis of any or all of the following grounds:

1. Professional incompetence;
2. Continued neglect of academic duties in spite of oral and written warnings;
3. Serious personal misconduct that is directly related to the faculty member's fitness to practice his/her profession;

4. Deliberate and serious violation of the rights and freedoms of fellow faculty members, administrators, or students;
5. Serious unprofessional judgment in performing responsibilities of the faculty member's position with the university;
6. Serious violation of policy in the Faculty Handbook, policy in the Employee Handbook applicable to all employees of the university, policy in the university catalog, and other published policy applicable to all employees of the university;
7. Conviction of a felony or any crime directly related to the faculty member's fitness to practice his/her profession;
8. Serious failure to follow the canons and professional ethics of one's discipline or the teaching profession in general; and/or
9. Falsification of credentials or experience or of university records or reports.

In every instance, dismissal for cause procedures will include the following steps:

1. Dismissal action may originate with a Department Chair, Division Chair, or the Provost. In any case, the matter will be carefully reviewed by a peer review committee. This committee will be composed of the Division Chair, who will chair the committee, a second member of the division, and a member of another division. The Provost will also be a member of the committee (but without vote) and will receive all facts presented in the investigation. The committee will gather necessary information regarding the problem and interview the faculty member at issue. The findings and advisory recommendations of the Peer Review Committee will be submitted to the Divisional Council, which will review recommendations of the peer review committee and issue its own advisory recommendation.  
  
The Provost will review the advisory recommendations of the peer review committee and those of the Divisional Council, and submit them to the President along with his/her recommendation.
2. The Provost will provide written notice to the faculty member and the President that grounds for dismissal for cause may exist. This notice will contain a statement presenting a summary of the evidence upon which the dismissal action is based.
3. Reasonable opportunity will be given for the faculty member to meet with the President to present his/her defense to the dismissal recommendation before such recommendation is acted upon by the President.

In any case involving dismissal for cause, the burden of proof that just cause exists shall be on the university, which proof shall be by a preponderance of the evidence in the record considered as a whole.

The decision of the President may be the basis of a grievance before the Faculty Affairs Committee, which shall review the case and make a recommendation to the President in accordance with procedures established in Section 3.6 in this Handbook.

In all cases of dismissal for cause, the President determines what, if any, salary payments are to be made beyond the date of dismissal.

## SECTION 4 ACADEMIC POLICIES

### 4.1 GENERAL ACADEMIC REQUIREMENTS

The final responsibility for meeting academic requirements rests with students. The General Bulletin (catalog) is readily available, along with other current information regarding academic programs, and faculty members should encourage students to use these data for planning.

### 4.2 ACADEMIC ADVISING

Each student is assigned to a faculty advisor (or to an appropriately trained staff member) who helps in planning his/her academic program and assists in registering for courses. Advisee-advisor assignments are made on the following basis:

1. Where a student indicates a major or vocational aim, he or she is assigned to an advisor in the appropriate field;
2. Where a student is undecided as to a major field or has no specific vocational aim, an advisor is assigned with whom it is believed he/she can share mutual interests; and
3. While the student has ultimate responsibility for program planning and meeting requirements, the faculty advisor is charged with the duty to guide and assist the student as much as is possible.

Any student or advisor may, when it seems advisable, request a change in assignment. All such requests must be made at the office of the Registrar, and the student's file papers must be transferred through this office so that record can be kept of their location.

### 4.3 STATEMENT ON ATTENDANCE

Class attendance is required in all classes and students are expected to plan accordingly, giving classes priority. Faculty members will provide in each class the attendance standards necessary for passing the course. These will be distributed to each class as part of the syllabus, which will be on file in the Provost's office. This policy recognizes the validity of university-approved activities, but does not excuse students from completing all work for their courses. Requests for absences for non-athletic university-sponsored events must be submitted to the Provost for approval by a coach or sponsor before an event is scheduled. These absences are expected by faculty members not to be excessive. In turn, faculty members will make reasonable accommodation to allow students to participate in these activities.

### 4.4 ACADEMIC REGALIA

Faculty members and administrative officers are expected to appear in academic regalia at commencement and at other formal affairs that may be announced, such as university convocations. Regalia can be purchased or rented through the office of the Registrar. One-time, the university will pay one-half of the purchase price of a robe.

## **4.5 THE FACULTY MARCHING ORDER**

The marching order for commencements, baccalaureates, special convocations, and other events involving processions of the Faculty will be full-time faculty members, part-time faculty members, emeriti faculty members, and then administration/staff. Each group of faculty members will be ordered by (1) current academic rank at Kansas Wesleyan University, and (2) length of employment at Kansas Wesleyan University. Administration/staff will be ordered as appropriate for the stage.

The two longest-serving faculty members serve as marshals at official university Faculty processions. The Exemplary Teacher of the Year serves as macebearer for the following academic year.

## **4.6 PUBLIC RELATIONS**

Faculty members are distinct representatives of the university on campus, in the community, and at professional meetings. In public life, speaking engagements, community organizations, and various avenues of daily contact, faculty members should have concern for developing good public relations. The university maintains a publicity office to assist in getting newsworthy information to the public. Speaking engagements, attendance at professional meetings, interesting features on campus, developments of a professional nature, and other newsworthy materials should be reported to that office.

All statements and information to be released in the name of or on behalf of Kansas Wesleyan University must be approved by the Office of Advancement. This policy will help ensure well-prepared materials, broader dissemination, and proper coordination with the total interests of the university.

## **4.7 TEXTBOOKS**

The Higher Education Opportunity Act mandates that schools disclose the International Standard Book Number (ISBN) and retail price information of required and recommended college textbooks and supplemental materials for each course listed in the institution's course schedule. Faculty members shall submit such information to the campus bookstore no later than April 1st for fall texts and materials and October 15th for spring and summer texts and materials. If the faculty member feels that disclosure of the information before this deadline is not practicable, she/he must discuss the specifics of the situation with the bookstore manager no later than the respective deadline. All required information for these exceptions must be submitted to the campus bookstore manager no later than six weeks before the start of the semester. Faculty members are not allowed to add or change textbooks for the upcoming semester after the six-week deadline.

## **4.8 CARE OF FACILITIES**

Classroom assignments are posted with each semester's class schedule. The following general rules apply to faculty members:

1. No change in classroom location shall be made until there is approval by the Provost and / or Registrar;
2. All work surfaces should be cleared and white boards should be left clean;
3. If there is no class using the room immediately after a scheduled course, the computer/projector should be shut down, the lights turned off, and the doors locked; and

4. Any problems with equipment in a classroom should be reported to the responsible party as soon as possible – do not assume someone else has done it.

**SECTION 5**  
**ADMINISTRATIVE & FINANCIAL POLICIES OF INTEREST TO FACULTY MEMBERS**

## **5.1 SALARY**

The salary policy at the university is to pay the highest possible salaries with the available means, based upon a realistic appraisal of individual merit and upon equitable consideration of all faculty members and staff. From time to time, the university will endeavor to reward good teaching and outstanding work within financial and policy limits by appropriate salary advancements.

### **5.1.1 Starting Salary**

Starting salary of newly hired faculty members will be negotiated between the candidate and the Provost based on rank, degree, experience, and market value, and will meet at least the minimum salary by rank.

### **5.1.2 Minimum Salaries**

Minimum salaries by rank will be set as follows. Each year it will be the responsibility of Faculty Affairs, in conjunction with the president and provost, to add one additional year of minimum salaries by rank, so that the values for the next 5 years are continually available. These recommendations will then be approved by the Board of Trustees each February.

	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26
Assistant Professor	44,350	44,700	45,050	45,400	45,750	46,116
Associate Professor	50,650	51,300	51,950	52,600	53,250	53,782
Professor	57,000	57,850	58,725	59,600	60,500	61,407

### **5.1.3 Salary Increases**

Faculty members will receive salary increases according to the following. Increases due to minimum salary by rank and increases due to promotion and tenure will not be drawn from any raise pool in a given year. The following are the only factors that guarantee an increase in faculty salary.

#### **5.1.3.1 Increase of Rank and Tenure**

When a faculty member receives tenure, they will receive a pay increase of \$1500. For promotion in rank, the faculty member will receive a raise of \$1000.

#### **5.1.3.2 Collective Raises**

Increases in salary will be apportioned to the faculty as an equal percentage. For instance, if the raise pool is 2%, then each faculty member will receive a 2% raise to their salary.

### **5.1.3.3 Minimum Salary by Rank**

If a faculty member has a salary that is below the minimum salary for their rank after raises for the next year are applied, then the faculty member's salary will increase to the minimum level for that year.

## **5.2 FRINGE BENEFITS**

The listed benefits relate to faculty members whose employment is at least three-fourths of full time. These benefits are subject to change at any time due to changes in law, availability of programs, and financial changes in the marketplace. Detailed information regarding the university's benefit program is available through the university's Business Office and the Employee Handbook. The faculty member should read the applicable university benefit plan documents for requirements and exclusions.

- a. Life insurance
- b. Disability benefits
- c. Group medical and dental insurance
- d. Flexible spending accounts
- e. Retirement program
- f. Supplemental retirement program
- g. Tuition discount

Kansas Wesleyan University reserves the right to add, amend, or terminate any of the fringe benefit programs or to require or increase employee premium contributions toward any benefits at its discretion. This reserved right may be exercised in the absence of financial necessity.

### **5.2.1 Sick Leave/Disability**

Faculty members who are too ill to report for any of their scheduled duties will immediately notify the Provost's office.

Illness requiring sick leave of one week or more must be certified by a physician. When it is expected that absence for sickness will extend beyond 14 calendar days, the employee will immediately file, with the Provost, a certificate from a physician stating that the illness is of such a nature as to preclude active performance of all duties on either a full-time or part-time basis.

Each faculty member who is contracted for at least three-fourths time during the academic year will be allowed 20 days of sick leave during the year. If a faculty member exceeds 20 days of sick leave in the year, the pay for that faculty member will be reduced by 1/160 of his/her contracted salary for each additional day missed. One-semester faculty member contracts will be allowed 10 days of sick leave and any days missed over 10 will cause the faculty member's contracted amount to be reduced by 1/80.

The faculty member should read the applicable university benefit plan documents for the long-term disability benefit to obtain information concerning requirements to qualify for the benefit and as to exclusions concerning the benefit.

Family and Medical Leave Act Leave and Service Member Family Leave: Kansas Wesleyan University provides unpaid leave in accordance with the Family and Medical Leave Act (FMLA; see the *Kansas*

*Wesleyan University Academic Catalog*). The provisions of the university's FMLA policy may be found in the Kansas Wesleyan University Employee Handbook.

### **5.2.2 Vacations**

The university recognizes that adequate vacation, free from official duties, is necessary for all employees if they are to perform their duties efficiently. Faculty members are normally employed on a nine-month basis with three months' vacation each year. Persons employed on this basis are free to seek other employment in the summer. Provision for vacation is not made for this group other than at the time of the regular scheduled vacations and legal holidays listed in the official calendar.

## **5.3 PERFORMANCE PERSONNEL FILE**

An individual faculty member's performance personnel file will include, but not be limited to, the following:

1. Information relating to the faculty member's academic and professional accomplishments submitted by the faculty member or placed in the performance personnel file at his/her request,
2. Copies of ratings and evaluations of the faculty member's professional performance made by students or supervisors and the formal advisory recommendations of the Faculty Evaluation Committee, Divisional Council, Provost, and other administrators, and
3. Non-medical, non-I-9, and non-tax related personnel information.

When a student or colleague makes a complaint to the Provost about a faculty member, if a copy or summary of such complaint is included in the faculty member's file, the faculty member will be notified in writing of those complaints and provided a copy of the complaint summary. Written responses to those complaints by the faculty member can be added to the file.

Except as provided in this Handbook and as required by law, statute, and/or administrative regulations, a faculty member's performance personnel file is available only to the President, Provost, appropriate professional staff, the faculty member involved, and the respective Division Chair. In addition, the faculty member may, for the cost of the duplication, obtain copies of materials in his/her performance personnel file. Any such copies will be made by a member of the Provost's staff. Notice of two working days in ordinary situations should be given the Provost by a faculty member who wishes a copy of materials from his/her performance personnel file.

The peer evaluation committee/Faculty Evaluation Committee will be given access to the student evaluations of the faculty member's teaching and advising in the faculty member's performance personnel file.

Performance personnel files will be kept in strictest confidence in the office of the Provost and will be available for confidential use only in the office during regular business hours and only to the individuals indicated above. However, for a valid reason, the faculty member may authorize in writing access to his/her performance personnel file by a person not indicated above.

Further, the university may permit access to and copying from such performance personnel files pursuant to lawful requests of federal or state agencies and/or courts relevant to investigations, hearings, or other proceedings pending before such agencies and/or courts.

A faculty member may add materials to his/her performance personnel file.

## **5.4 LIABILITY INSURANCE**

The university's comprehensive general liability insurance policy specifically designates faculty members as additional insureds and has a policy limit of \$1,000,000. The liability coverage has been broadened through the purchase of another endorsement including additional coverage, including personal injury liability. These policies do have some exclusions and limitations. Specific details of the coverage extended to faculty members by the university are available in the Business Office.

## **Appendix A**

### **Format for Evidence Files**

The following guidelines provide a format for the creation of evidence files by each faculty member at Kansas Wesleyan University. A faculty member's evidence files should reflect teaching effectiveness, professional responsibility and development, and campus/community service. It is a document used in each faculty member's evaluation process for contract renewal and promotion.

Each evidence portfolio begins with a reflective statement that can range from one to ten pages, depending on the type of evidence year.

The evidence files should include activities, achievements, courses, etc. since the last peer evaluation, and each faculty member applying for promotion should include relevant information since his/her last promotion/evaluation. The only exception is the vitae, which should be complete and comprehensive. Remember, the Peer Review Committee and the Provost will focus on the faculty member rather than the evidence files; however, the committee and/or the Provost may offer suggestions for improving the preparation of the evidence files.

The faculty member's evidence files should project a strong, yet accurate, positive image. As tempting as it may be, the evidence files should not be too lengthy—the Peer Review Committee and the Provost may not have time to read it all, and if the evidence files are too lengthy, may overlook what the faculty member considers the most important items. Samples should be used instead of complete renditions. Summaries or lists to condense large amounts of information are encouraged. The faculty member's vitae should be complete and comprehensive; the faculty member should avoid the urge to duplicate.

**Letter of Intent:** As the Board of Trustees votes on budget issues related to tenure and promotion in February of any given academic year, faculty who request tenure and/or promotion should write a letter of intent requesting their review in the fall of their eligibility to ensure that the BOT receives such a recommendation in a timely manner. Such letters should be sent directly to the Provost on or before September 1 of their eligibility year.

The digital evidence files should contain four distinct folders. The following list provides required content, at a minimum:

#### **Teaching Folder**

- Sample syllabi
- Rubrics
- Course evaluations
- Assessment of institutional and student learning (e.g., Criteria for Performance Excellence [Form A]; Program Student Learning Objectives Assessment Plan [Form C]; Faculty Annual Report [Form D]; Liberal Studies Assessment [Form E1-E4]; Yearly Programmatic Assessment [Form G]; Five Year Program Review [Form H]; Post Five-Year Program Review [Form I]; Institutional Learning Outcomes, etc.)
- Teaching philosophy
- Sample of student work
- List of classes taught

- Comments from outside reviewers if desired
- Images
- Other supporting documents on teaching effectiveness

#### **Advising Folder**

- Advising survey
- Advising philosophy
- Supporting documents (such as advising logs or feedback from students about their advising)

#### **Professional Responsibility and Development Folder**

- List of professional development activities
- Grants
- Funding
- Sample research
- Sample discipline(s)
- Student intellectual curiosity and engagement
- Peer comments on professor's research (if desired)
- Workshops, etc.

#### **Service Folder**

- Campus and community list of committees or boards
- Volunteer services
- Jurying
- Proctoring
- Club oversight
- Letter from departments and offices in support of this person, etc.

#### **Faculty Annual Report and Vita Folder**

Faculty annual reports and curriculum vita

#### **Reflection statement**

Will consist of reflection statements on each area covered in the handbook. This shall not be more than 10 pages. This is an over-arching report in response to the evidence and should list the faculty member's goals. This is separate from individual comments in your evidence files.

## **Appendix B: Faculty Member to Faculty Member Conversations**

### **Faculty Conversations**

Held several times each academic year, faculty member conversations provide an opportunity for faculty members and administrators to discuss issues and initiatives related to the academic priorities of the university as they relate to teaching and learning. These conversation sessions are coordinated by the Faculty Affairs Committee and the Provost.

### **Mentor/Mentoring**

Mentoring is imparting knowledge onto another faculty member to guide him or her based on personal experiences and from a viewpoint outside of the division. A faculty mentor should have been employed at Kansas Wesleyan University for at least three years prior to being assigned as a mentor. Mentors are assigned by Division Council and the Provost to new faculty members agreeable to the process. Mentors/mentees are assumed to maintain at least weekly contact. Division Chairs in the new faculty member's division will check (separately) with both the mentor and faculty member the first month and every other month after to ensure that the relationship is viable and agreeable to both parties. Either party may request to end the relationship/role. All mentors should participate in training prior to being placed in a pool for assignment to new faculty members. Confidentiality is essential.

### **Coach/Coaching**

Coaching concentrates on helping a faculty member achieve his or her own goals in order to successfully exercise leadership and energize others to make progress on academic issues. Coaches typically are self-selected and often occur from within the department/division of the faculty member being coached. Coaching training shall be made available by the Faculty Affairs Committee to interested faculty members.

### **Wesley Covenant Groups**

The heart of Methodism during the life of John Wesley was the Methodist Class Meeting. This was a small covenant discipleship support group where members were accountable to each other. They confessed their faults one to another, prayed for each other, and stirred up one another to love and good works.

At Kansas Wesleyan University they are groups of five to eight faculty members who meet weekly for eight weeks at a time. Completely voluntary and open to faculty members of all faiths the foundations are to: Connect people to each other and to Christ (Matt. 28:19-20); Love and encourage each other (Jn. 13:34-35; I Thess. 5:11); Contribute their abilities, talents and gifts to the group and to the Church's shared mission (I Peter 4:10); and Help each other grow in faith (II Corin. 10:15).

A covenant group is a small group that meets to support faculty members, hold each other accountable and provide an opportunity for faculty members to build strong relationships with each other and the university of which the group is a part. Like mentoring and coaching – confidentiality is a core value. It is the foundation for everything else. Honor it. Protect it. Participation in a covenant group is voluntary.

## **Appendix C: Final Exams**

Faculty members are required to provide a summative assessment of student learning at the conclusion of each course. A final examination is usually an effective means of evaluation for this purpose; however alternate methods of assessment such as performance tests, term papers, and research projects are also acceptable.

Final examinations are to be given as scheduled in the term examination schedule. Ordinarily this will prevent students from having more than two final exams in a single day; however, if such a situation should arise, at the student's request a mutually acceptable alternative examination time may be arranged. The faculty member should ordinarily accommodate a student in such a situation. It is the responsibility of the student to inform the faculty member of the situation within the first two weeks of the semester in order to make appropriate arrangements.

## Appendix D: Faculty Meetings and Committees

### 1.1 Collegiality

Faculty members of Kansas Wesleyan University should be advocates for each other and the university as a whole, not adversaries. Communication should be direct and delivered with compassion. There can be consequences with compassion; it does not mean faculty members have to let anyone off the hook. Faculty members should expect that concerns of another faculty member or administrator would be delivered to them directly, avoiding triangulation – the involvement of third parties prior to being brought to the attention of the member in question.

When assigned to a committee the faculty member should remember that he/she is representing faculty members as a whole, or in some case their respective academic division, and avoid giving personal opinions. Faculty members on committees should seek input from as many and as diverse faculty as possible, and routinely report committee activity and accomplishments.

Faculty members should attend meetings of the Faculty and of committees as prepared as they expect students to be prepared for class. Faculty members should make every effort to be on time, give full attention to the matters at hand. The Faculty meeting is not the time to read materials for the first time or to grade assignments. They should review the agenda and any attachments as they are distributed and relate any questions to the relevant party in advance of the meeting – this allows all parties to be better versed on the issues. Common questions that come up prior to the Faculty meeting should be covered when addressing faculty members.

### 1.2 Faculty Meetings

Regular meetings of the Faculty shall be held periodically during the academic year at a time and place determined by the Faculty.

### 1.3 Rules of Procedure

The Faculty of Kansas Wesleyan University will conduct its meetings in accordance with *Robert's Rule of Order Revised*; however, certain of our procedures are not set forth in *Robert's*.

#### 1.3.1 Agenda

1. The Presiding Officer of the Faculty, in consultation with the Provost, is responsible for establishing and distributing the agenda. The agenda is sent out electronically one week prior to the meeting and, in the case of a specially called meeting, at least 24 hours.
2. The Faculty order of business will be set by the presiding Officer in consultation with the Provost. The usual order of business would consist of the following: Devotions; Approval of previous minutes; Unfinished business; New business; Reports; Questions for clarification or information; Announcements & correspondence; and Adjournment.
3. The Presiding Officer will follow the “Rule of Reason” in ordering or reordering the agenda. The Faculty may, following parliamentary procedure, change the order of the agenda, and may postpone or table proposals.
4. It is the duty of committee chairs, other faculty members or staff to inform the Presiding Officer well in advance if they have items to be placed on the agenda, and the estimated

length of time required. Without prior notification the agenda will reflect no report. Any faculty member wishing to make an announcement should notify the Presiding Officer prior to the start of the meeting.

5. The Presiding Officer may limit debate/discussion on an issue within a time specified. The Faculty may, following parliamentary procedure, remove this restriction.
6. The Faculty meeting may be extended five minutes by the Presiding Officer to finish any business at hand. Any extension beyond five minutes requires a motion made and passed.

### **1.3.2 Membership and Voting**

#### **1.3.2.1 Definitions**

“Faculty members” refers to those Kansas Wesleyan University employees with faculty standing.

“Ranked faculty” refers to faculty who hold the rank of professor, associate professor, assistant professor or instructor.

“Teaching Faculty” is defined as all voting members whose primary duty is teaching.

#### **1.3.2.2 Voting Members**

Voting members of the Faculty include:

- Ranked faculty who hold regular appointments of at least three-quarter time
- President and CEO (serves as Chair of the Faculty)
- Provost (Serves as Vice Chair of the Faculty)
- Academic Dean
- Directors of academic programs/departments responsible for the implementation and development of curriculum (and related assessment)
- Director of Enrollment & Financial Services (Registrar)
- Director of Library Services
- Director of Diversity and Student Success
- Director of Student Success Center

The Presiding Officer of the Faculty votes only to resolve a tie vote.

#### **1.3.2.3 Non-voting Members**

Non-voting members shall consist of:

- Part-time, or adjunct faculty members
- All other administrative personnel

Non-voting members are extended floor privileges but may not hold office.

### **1.3.3 Conducting Business**

#### **1.3.3.1 Quorum**

Quorum necessary for the transaction of business by the Faculty shall be fifty percent of the eligible voting members of the Faculty present at that meeting, excluding members with Faculty

Emeritus status. Prior to the first meeting of the Faculty of the academic year, the Provost and the Presiding Officer shall determine the number required to obtain a quorum.

#### **1.3.3.2 Actions of the Faculty**

Actions of the Faculty must receive a simple majority vote. The vote may be by voice, show of hands, or secret ballot. The vote shall be by secret ballot on the request of a member. Substantive matters must be presented to the Faculty in writing at least one week before action may be taken. Matters are declared substantive by the chair, whose decision may be overridden by majority vote.

### **1.3.4 Types and Scheduling of Meetings**

#### **1.3.4.1 Regular Meetings**

Regular meetings of the Faculty shall be held periodically during the academic year at a time and place determined by the Faculty. The times and place of the meetings for the year will be approved at the first meeting of the academic year.

#### **1.3.4.2 Special Meetings**

A special meeting of the Faculty will be called by the Chair of the Faculty, the Vice Chair, or presiding officer if:

1. Such a meeting is requested by a petition from five members of the Faculty to the Presiding Officer, Chair of the Faculty, or the Vice Chair;
2. There is a consensus of the Presiding Officer and Chair of the Faculty or the Vice Chair.

#### **1.3.4.3 Teaching Faculty Meetings**

At least once each semester a teaching faculty meeting will be called for the purpose of providing faculty members a forum for academic and other faculty related issues without the presence of administrators. "Teaching Faculty" is defined as all voting members whose primary duty is teaching. Teaching faculty meetings are called and scheduled by the Chair of Faculty Affairs, in consultation with the Presiding Officer. The Chair of Faculty Affairs shall preside over these meetings. Any issues passed requiring administrative action must be brought forward at the next regular meeting of the Faculty for full and open vote.

### **1.4 Faculty Committees**

Standing committees of the Faculty, except the Divisional Council and Faculty Affairs, will be appointed by the President upon recommendation of the Provost. The Provost will consult with the Divisional Council regarding appointments. Each committee will take office at the start of the semester and, with the

exceptions noted, will select its own chair. Ex officio members of the Faculty committees shall not have the right to vote unless otherwise stated. Ex officio members shall enjoy all other rights of committee members.

Advisory councils of Kansas Wesleyan are appointed by the President with consultation of the Provost and with consultation of relevant faculty members. Advisory councils include members from outside the community of Kansas Wesleyan and make recommendations to the appropriate governing body of Kansas Wesleyan. Advisory councils shall make reports to the Faculty on any action taken.

Institutional committees of Kansas Wesleyan University will be appointed by the President upon recommendation of the Provost. Institutional committees shall make regular reports to the Faculty as a whole. These committees shall report to the Faculty but are administratively responsible to the President as their functions are primarily advisory to the President and members of the President's Council. They do not report to Divisional Council.

Ad hoc committees may be instituted by the Faculty as the need arises. Such committees may be elected by a simple majority of the Faculty or appointed by the President of the university with the consent of the individual faculty member. Appointment to such committees will be made in consultation with the Provost. As soon as an ad hoc committee has been appointed, its name, membership, and duties will be communicated to all faculty members. The need for continuation of ad hoc committees will be reviewed each year by the Divisional Council and reported to the President and the Faculty annually.

Student members of committees shall be appointed by the President of the student governing organization with advice of the Faculty liaison and consent of the Provost.

#### **1.4.1 Faculty Membership on Committees and Councils**

Participation in the governance structure of the university is an important component of the responsibilities of faculty members at the university. Faculty members contribute to governance by serving on various Faculty Committees, Institutional Committees, Ad Hoc Committees, Advisory Councils, and Board of Trustees Committees.

##### **1.4.1.1 Membership**

Most faculty member appointments to committees or councils are made by the President upon recommendation of the Provost. Exceptions are those whose membership is by virtue of position or election. These include:

- Divisional Council (comprised of the Chairs of each Division);
- The Institutional Direction Committee, (faculty member representatives are the Division Chairs);
- Faculty Affairs committee (members elected by the Voting Faculty); and
- Teacher Education Committee Chair (Chair of the Teacher Education Division).

Appointments to the Faculty Committees and Department Chairs shall be made prior to appointments to Institutional Committees and Advisory Councils.

Divisions may recommend faculty members to represent them in those committees that have divisional membership (Academic Affairs Committee, Peer Review Oversight Committee and Curriculum Committee).

Whenever possible, faculty member appointments to committees are distributed equitably among the university faculty members with consideration given to the faculty member's areas of expertise, interest, and their overall combined committee and council responsibilities.

#### **1.4.1.2 Attendance**

Faculty members are responsible for attending all meetings of the committees to which they are assigned or elected. Standard meeting times should be arranged by mutual consent of the committee members, so that they do not conflict with academic obligations of any member. If a standard meeting time is set for the committee that will not allow a faculty member to attend, he/she should notify the Chair of the committee and the Provost for possible reassignment. If a conflict arises that prohibits attending a particular meeting, the faculty member should notify the Chair of the Committee in advance so that the absence may be excused. If three unexcused meetings are missed, the Committee Chair shall declare a vacancy and forward notification of such vacancy to the Provost.

#### **1.4.1.3 Representation and Reporting**

Faculty members serve as representatives of the Faculty in general, and the particular Division they are assigned, to committees or councils and should seek input and report actions taken to the constituency that they represent. When a faculty member serves as a Divisional representative he/she should report on the Committee's activities at the regular Division meetings. Concerns related to the faculty member representative through Division meetings or other conversation should be communicated to the Committee, with consideration of confidentiality when appropriate.

### **1.4.2 Academic Affairs Committee**

The Academic Affairs Committee shall consist of a faculty member from each academic division, elected by their respective division to serve a three-year term, the Provost (or his or her designee) ex officio, the Registrar (or his/her designee from that office) ex officio, and two students. The functions and responsibilities of this committee are to:

1. Make recommendations concerning academic policies and procedures to the Provost, the Registrar and the Faculty;
2. Serve as a board of appeal for decisions by the Provost and the Registrar concerning requests by students for exceptions to normal academic procedure;
3. Supervise academic honor societies and submit a report to the Faculty annually;
4. Ensure and maintain academic integrity.

### **1.4.3 Curriculum Committee**

The Curriculum Committee shall consist of a faculty member from each academic division, elected by their respective division to serve a three-year term. Ex-officio (non-voting) membership shall consist of the Director of Library Services, the Registrar, and the Provost (or their designees). All committee meetings are open for faculty members to attend; faculty members are encouraged to attend to vet their respective submissions. Roberts Rules of Order will be followed in all matters concerning the Curriculum Committee. Either the Course Form or the Program Form will need to be completed appropriately and submitted with the requested supporting documents to the committee meeting. By virtue of the open meeting format, decisions made by the Curriculum Committee are final and will be reported to the Provost and Registrar.

Substitutions of active Curriculum Committee members are not recommended due to the stability necessary for the committee to fulfill its various functions detailed below. However, in the event of a legitimate conflict (to be determined by the applicable academic division or administrative office), a substitute representative may be appointed for a period of no less than one semester and no more than one year. The reasons and terms of this substitution must be documented and reported to the Curriculum Committee Chairperson and the Provost in advance of the substitution. No member of the Curriculum Committee shall send a temporary substitute to cover for them for a single meeting that they are unable to attend.

The functions and responsibilities of this committee are to:

1. Maintain alignment of curriculum offerings with the university's goals.
2. Act on curricular items submitted by departments and divisions and report approved items to the faculty every semester.
3. Evaluate curriculum processes and procedure for effectiveness.
4. Evaluate curriculum requests made by the various departments and divisions for consistency with the university mission, department goals, and curriculum outcomes.
5. Conduct curriculum analyses that are assigned to the Committee or that become evident during the regular business of the Committee; and
6. Participate in the evaluation of the self-studies for all Program Reviews upon request of indi

#### **1.4.4 Divisional Council**

The Divisional Council shall consist of the Provost (or his or her designee) as Chair, the Academic Dean, and Chairs of all divisions. The Divisional Council and Head of the Graduate Program will function as the Graduate Council. The functions and responsibilities of this council are to consult with the Faculty and Provost concerning matters of the university, and to:

1. Serve as academic leaders of respective Divisions, responsible for budget, strategy, academic direction, oversight of faculty member hires and accountability/assessment, and chair peer review committees,
2. Represent the Faculty in their various divisions to the Provost,
3. Act as an advisory board to the Provost in matters relating to the undergraduate and graduate academic programs,
4. Conduct an annual review with report to the Faculty, of divisional operations and in consultation with the Director of Library Services, review library policies,
5. Serve as a conduit to division members of campus information,
6. Make recommendations to the President with regard to academic personnel needs, faculty member recruitment, matters on appointment, tenure, promotion, sabbaticals, and faculty member retention,
7. Serve as members of the Institutional Direction Committee for academic programs,
8. Review annually the need for ad hoc committees,
9. Consult with the Provost in course scheduling and catalog publication,

10. Participate in Divisional Council training and facilitate on-going training and education within the DC member's division,
11. Divisional Council members shall be selected to serve three-year terms by members of their division. Due to the requirements of this position, members of Divisional Council (with the exception of the division chair for Nursing Education & Health Sciences) will receive one course release per year or the cash equivalent, and
12. Work intentionally and collaboratively with the Faculty Affairs Committee and the Faculty Presiding Officer.

#### **1.4.5 Faculty Affairs Committee**

This committee shall consist of four faculty members, with at least two having tenure. Its members shall be elected by the Teaching Faculty at the April meeting of the Faculty. Members of this committee will serve two-year terms on a staggered basis. This committee shall have no ex officio members. The Teaching Faculty shall elect a tenured chair after electing the committee members.

The chair shall also preside over Faculty meetings in the absence of the presiding officer (2.1.1 #4 p. 7); chair teaching faculty meetings; and makes a report to the Board of Trustees in writing and in person at each regularly scheduled meeting of the Board (2.2.5 p. 9).

The function of this committee is to work with the administration and the Faculty in the formulation of policies and procedures that will strengthen the professional status and teaching effectiveness of faculty members.

The committee also will operate in the following specific capacities:

1. To serve as an advisory board to the administration on all matters of policy relating to tenure, promotion and employment termination;
2. To be responsible for the periodic review and recommendations regarding the Faculty Handbook and to bring forward to the Faculty all faculty member motions to amend the Faculty Handbook. This includes review and recommendations of any proposed changes to the Faculty Handbook by administration;
3. To represent the Faculty in an annual (5.1.2 p. 48) review with the administration of existing and contemplated salary schedules (not individual salary arrangements);
4. To make directly to the Board of Trustees periodic reports relating to faculty member affairs and state of the Institution with emphasis on the academic program;
5. To provide for faculty member input into the periodic evaluation of senior top administrators of the university;
6. To serve as Grievance Committee as provided in Section 3.6, and its subsections, in the Faculty Handbook;
7. To recommend and help administer faculty member development programs including the Fall Faculty Retreat;
8. To schedule a Teaching Faculty meeting each semester with the Chair of Faculty Affairs, or an alternate member as agreed upon by the chair, acting as chair of the meeting;

9. To nominate two candidates for the Presiding Officer of the Faculty at the April meeting of the Faculty; and
10. To act as an archive for the procedural rules adopted by any committee of the Faculty.
11. To meet regularly with the presiding officer to review issues of policy and procedure that strengthen the professional status of the Faculty (2.2.3 #6).
12. Work intentionally and collaboratively with Divisional Council and the presiding officer on matters of institutional interest (2.2.3 # 7 p. 8 & 1.4.4 # 12 p. 62)

#### **1.4.6 Honors Program Committee**

The Honors Program Committee shall be appointed by the Provost, in consultation with the Honors Program Director. It shall consist of the Honors Program Director who will also serve as Chair, at least four other faculty members from at least three different Divisions, and one student representative from the Honors Program (as appointed). The Provost (or his or her designee), as well as the Registrar, and the Director of Admissions, serve as ex officio members without vote.

The functions and responsibilities of this committee are to:

1. Develop, assess, and administer the policies and curriculum of the Honors Program;
2. Approve or disapprove all applications for admission to the Honors Program;
3. Review any disciplinary or expulsion issues, and confirm that student members of the Honors Program maintain good standing;
4. Recruit and/or provide faculty member leadership for Honors courses;
5. Provide budget recommendations for the Honors Program to the Provost;
6. Serve as an advisory board to the Provost on issues pertaining to the Honors Program; and
7. Supervise academic honor societies and submit an annual report to the administration and Faculty.

##### **1.4.6.1 The Honors Program Director is responsible for:**

1. Assisting the Office of Student Financial Planning and the Office of Admissions in recruiting internal and external applicants to the Honors Program,
2. Working with the Honors Program Committee in recruiting and/or providing faculty member leadership for Honors courses, and

#### **1.4.7 Teacher Education Committee/Teacher Ed Unit**

The Teacher Education Committee shall consist of the Chair of Teacher Education Division, the Education faculty members, KWU faculty members from other academic areas, and two students (one elementary education major and one secondary education minor) who have been fully accepted into the Teacher Education Program. The functions and responsibilities of this committee are to:

1. Develop and administer the policies and process of application to the Teacher Education Program,

2. Approve or disapprove all applications for admission to the Teacher Education Program,
3. Approve or disapprove all applications for teacher certification, and
4. Conduct studies and make recommendations designed to improve the Teacher Education Program.

Appeals of this committee's actions may be made to the Academic Affairs Committee of the Faculty.

#### **1.4.8 Institutional Assessment and Research Council (IARC)**

The Institutional Assessment and Research Council (IARC) is appointed by the President. This council shall be composed of the Provost; the Academic Dean; the Vice President for Student Development; the Director of Assessment; ; Director of Student Success Center; at least three other faculty members (this number may vary pending anticipated assessment activities); and a member of the community. The primary function of the IARC is to coordinate and oversee the work of various sub-groups involving assessment across the institution and oversee the following functions:

1. Develop, administer, and monitor the assessment process for the institution, and assist all institutional departments in their assessment activities.
2. Distribute appropriate assessment information to administration, faculty, and staff.
3. Coordinate and revise institution-wide assessment activities including, but not limited to,
  - a. Criteria for Performance Excellence,
  - b. Program Review,
  - c. Institutional Surveys (NSSE, FSSE, student exit, course, advising, etc.), and
  - d. Faculty Assessment Reports (Forms A-H)
4. Analysis, dissemination, and reporting of assessment information back to institutional members.
5. Monitor implementation of continuous improvement initiatives as a result of data analysis in all institutional Divisions, Departments, and/or Programs.
6. Maintain and continually update storage of all assessment instruments, assessment data, assessment outcomes, and assessment proposals in both electronic and hardcopy versions.
7. Lead and assist with professional development events of all assessment activities.

The intent is to improve coordination, training, and dissemination of the aforementioned assessment responsibilities. The IARC is required to provide regular reports at each Faculty meeting when data reports are finalized and submit an annual report to the President for each academic year by the end of May.

#### **1.4.9 Liberal Studies Committee**

Members: 4 faculty members (one from each category of LS, chosen by the Provost), an IARC representative or a Director/Chair of an accredited program who has significant curricular assessment experience/knowledge, member of the Registrar's office (ex officio), and the Provost or Academic Dean (ex officio). The chair of this committee can be chosen from one of the members who is not ex officio.

This committee is an oversight committee to assure the success of the liberal studies program and monitor its effectiveness. This committee is not intended to usurp the authority or responsibility of the Curriculum Committee. All committee meetings are open for faculty members to attend; faculty members are encouraged to attend. Roberts Rules of Order will be followed in all matters concerning the Liberal Studies

Committee. For curriculum proposals that are in Liberal studies or seeking to be in liberal studies must be vetted through Liberal Studies Committee to ensure alignment with the liberal studies outcomes before going to the Curriculum Committee.

#### Functions of the Liberal Studies Committee

1. Oversee the implementation of the Liberal Studies program. Including policy, assessment deadlines, course submissions, and forms associated with liberal studies reporting directly to the Curriculum Committee.
2. Maintain an accurate list of liberal studies classes and assess if changes are needed
3. Review the offerings of liberal studies and foundational courses to determine if changes need to be made to align with university goals and outcomes. Work with departments if liberal studies or foundational courses need changes.
4. Assess the effectiveness of courses meeting liberal studies objectives.
5. Vet curriculum proposals that are in liberal studies or seeking to be in liberal studies prior to submission to Curriculum Committee.
6. Make recommendations concerning liberal studies.
7. Perform a program review focusing on metrics the committee deems important to demonstrate effectiveness of the liberal studies and report on it no less than every 5 years.
8. Review the catalog each year for changes and inconsistencies related to liberal studies courses and report same to the Curriculum Committee.
9. Review transferability yearly, as it relates to liberal studies courses.
10. Make such reports of findings/recommendations of work completed to faculty and administration as requested by the Curriculum Committee.

### **1.5 Institutional Committees**

#### **1.5.1 Athletics Committee**

The Athletics Committee shall consist of the following members: the Vice President and Director of Athletics as Chair, the Faculty Athletics Representative (FAR), the Head Athletic Trainer, the Sports Information Director, two Head Coaches, two (2) students (one male and one female) and 2-3 faculty members. The functions and responsibilities of this committee are to:

1. Act as a board to review and make recommendations relative to intercollegiate athletic philosophy and policy,
2. Act as an advisory committee to the FAR and the Vice President and Director of Athletics, and
3. Serve as a communication link between the Faculty and intercollegiate athletics.

The Committee is to provide regular reports at the Faculty meetings as well as to the President and Provost at least once each semester.

#### **1.5.2 Enrollment Committee**

The Enrollment Committee shall consist of the Provost, as Chair (or his or her designee), Vice President for Enrollment Management (ex officio), Vice President and Director of Athletics (ex officio), Vice President

for Student Development (ex officio), Director of Admissions (ex officio), Registrar, and one faculty member from each academic division. The functions and responsibilities of this committee are to:

1. Establish and review (in consultation with the Faculty) the standards of admission to the university,
2. Act as an appeals committee for provisional admission requests,
3. Examine and make recommendations regarding recruitment and retention strategies.
4. Serve as an advisory board to the Vice President for Enrollment Management, and the Director of Student Financial Planning.

The Committee is to provide regular reports at the Faculty meetings as well as to the President and Provost least once each semester.

### **1.5.3 Institutional Direction Committee**

The Institutional Direction Committee shall be chaired by the President in coordination with the Provost. It shall consist of the President's Council, the Divisional Council, a representative from the Middle Managers, one head coach, the Executive Assistant to the President, the Plant Operations Director, Director of Diversity and Student Success, and the faculty member appointed to serve as the representative to the Committee on Finance and Operations of the Board of Trustees. The functions and responsibilities of this committee are to:

1. In collaboration with the President, review internal and external strategic issues, using data analysis, for the university to assist in enrollment growth, revenue growth, and accountability/assessment;
2. Review the current year's operational budget and recommend such budget to the President;
3. Develop the following year's operational budget and recommend such budget to the President. These recommendations will include policy decisions affecting pricing (tuition, room, board fees) and expenditures (salary and program adjustments).
4. Develop a budget-planning program for the following 3-5 year period in order to provide a framework for annual operational budget development; and
5. Review requests for technological resources and make recommendations for the purchase and distribution of the same.

The Committee is to provide a report at a meeting of the Faculty as well as to the President and Provost at least once each semester.

### **1.5.4 Retirement Plan Committee**

The Retirement Plan Committee was established by charter by the Board of Trustees in June 2014 as a university committee and the following corporate officials were appointed by title, to serve as the "permanent" members of the committee: President and CEO, Chief Financial Officer, and Vice President for Enrollment Management. In addition, three (3) employees are allowed to serve as "volunteer" members of the Committee. Each volunteer member will serve a one-time two-year commitment on the Committee. The Committee shall consist of no less than three (3) members. The permanent members shall from time to time appoint additional members or fill any vacancies of the volunteer members. The purpose of this committee is

to serve as the Plan Fiduciary as outlined in the committee charter of 2014 and the primary responsibilities are:

1. Develop the investment structures and policies for the Plan;
2. Select and monitor the investments offered to the Plan's participants;
3. Determine the Plan's providers and advisors as they relate to investment issues and services;
4. Determine the investment needs of the participants and the services to respond to those needs; and
5. Make such other decisions as are necessary and appropriate to prudently manage the Plan's selection of investments and investment-related services.

### **1.5.5 Student Conduct / Student Life Committee**

The Student Conduct/Student Life Committee shall consist of the Vice President for Student Development as Chair, the Director of Residence Life, the Vice President and Director of Athletics, the Campus Minister, a member of Campus Security, at least two faculty members, at least two students (one male, one female).. The functions and responsibilities of this committee are to:

1. Act as a board for the initial hearing and adjudication of charges against KWU individual students and student organizations; and
2. Serve as the final campus appeal board, subject only to the legal authority of the president.
3. Serve as an advisory board in matters related to student welfare, the quality of campus life, intramural athletics, recreational activities, and student programs,
4. Approve requests for proposed student organizations and changes in the constitutions of existing student organizations,
5. Act as a policy review board for current and proposed policies of the Student Handbook, and
6. Monitor institutional adherence to the Drug-Free Schools and Communities Act, Student Right-to-Know and Campus Security Act, and any additional public laws within the purview of the office of Student Life.

The Committee is to provide regular reports at the Faculty meetings as well as to the President and Provost at least once each semester.

### **1.5.6 Student Success Committee**

This committee is responsible for reviewing best-practice approaches for student success and working to implement such approaches, as appropriate, at the institution. The members of the committee will be: Provost (Chair), Academic Dean, Vice President and Director of Athletics, Vice President for Student Development, Director of the Student Success Center, two head coaches, two faculty members, and the Fine Arts Division Chair.

The functions and responsibilities are to:

1. Review, analyze, and recommend student success initiatives
2. Enhance communication between curricular and co-curricular initiatives.

### **1.5.7 Data Integrity and Reporting Committee**

The Data Integrity and Reporting Committee (DIRC) shall consist of the following members: The Chief Financial Officer (Chair), the Vice President for Enrollment Management, the Director of Information Systems, the Assistant Director of Information Systems, the Registrar, the Assistant Director of Student

Development, the Associate Director of Student Financial Planning, the Coordinator of Advancement Services, the Head Athletic Trainer, and the Institutional Research and Core System Coordinator.

The campus acknowledges the critical, ongoing need to provide a comprehensive oversight process designed to protect its information assets and electronic systems. The DIRC is charged to:

1. Coordinate and direct the development of the Information Security Policy, to ensure that it meets regulatory requirements and current standards.
2. Advise the senior management on issues of information security and risk reduction.
3. Evaluate new threats and reduce risk of intrusion, loss of data integrity and compliance violations.
4. Suggest and evaluate resources for approaching security concerns.
5. Review and approve exceptions to the Information Security Policy.
6. Ensure compliance with the Information Security Policy in the organizational hierarchy.
7. Sponsor and champion changes or updates to the Information Security Policy through the university's approval processes.

The DIRC is to provide regular reports at the Faculty meetings as well as to the President and Provost at least once each semester, and submit a committee annual report to the President by the end of May each year.

### **1.5.8 Diversity, Equity, and Inclusion Committee**

The Diversity, Equity, and Inclusion (DEI) Committee is focused on enriching the lives of all constituents of Kansas Wesleyan University and to ensure that opportunities (through its practices, policies, or procedures) are available to everyone regardless of color, sex, sexual orientation, gender identity, race, age, national origin, religion, veteran status, genetic information, or disability. Membership on DEI Committee is voluntary. Broad participation will be sought and encouraged. The Committee is co-chaired by the President and Director of Diversity and Student Success.

The functions and responsibilities of this committee are to:

1. Review university policies and procedures to ensure equal opportunity to all students, faculty, and staff, and make recommendations to improve policies and procedures when necessary.
2. Encourage the incorporation of diversity instruction in KWU curriculum.
3. Encourage a climate of inclusion within the university, and recommend strategies for improvement.
4. Research and recommend strategies to best provide for student training, faculty training, and staff training on diversity and equity issues, and cultivate understanding and respect for inclusion as it effects the daily interactions of individuals in the classroom and workplace.
5. Propose a checks and balance system for annual review to assess if we are meeting out diversity, equity, and inclusiveness goals and are living out our mission.
6. Research and recommend strategies to foster a safe and open environment where issues can be raised and addressed on campus.
7. Identify and develop resources (including the KWU website), and leverage those resources for the betterment of our campus community members.

The DEI Committee is to provide regular reports to the Faculty meetings at least once each semester.

## **1.6 Advisory Councils**

### **1.6.1 Animal Use & Care Advisory Council**

The Animal Use & Care Advisory Council is appointed by the President. The composition and duties of the Animal Use and Care Advisory Council shall be in agreement with those described in United States Department of Agriculture, Animal and Plant Health Inspection Service regulation 2.31. This council shall be composed of two faculty members, one staff member, and one veterinarian from the greater Salina area community who is not directly affiliated with Kansas Wesleyan University (except as a member of this committee) nor is a member of the family of any employee of Kansas Wesleyan University. The duties and responsibilities of the council shall include the supervision of the acquisition and use of all animals being used by employees of Kansas Wesleyan University for instruction, research, or other professional activities, the inspection of the housing conditions of all animals that are acquired, and the keeping of appropriate records to document these activities.

The council is to provide regular reports at the Faculty meetings at least once each semester.

### **1.6.2 Emergency Management Program Advisory Council**

The Emergency Management Program Advisory Council is appointed by the President. This council shall be composed of the KWU Director of the Emergency Management Program as the Chair, the Senior Development Director, and members of the greater Salina community that represent the city, fire service, law enforcement, hospital, non-profit agencies, and the private sector.

The duties and responsibilities of the EMPAC shall include advising, assisting, reviewing, and providing feedback on emergency management issues, planning, and policies.

The council is to provide regular reports at the Faculty meetings at least once each semester.

### **1.6.3 Institutional Review Board for the Ethical Treatment of Human Subjects (IRB)**

The IRB is appointed by the President. The IRB is an administrative body established to protect the rights and welfare of human research subjects recruited to participate in research activities conducted under the auspices of KWU, in accordance with the Federal Policy for the Protection of Human Subjects (45 C.F.R. 46). This committee shall consist of one faculty member from each of the divisions, one student, and one member who is not otherwise affiliated with the university. All members will receive training in ascertaining the acceptability of proposed research in terms of institutional commitments and regulations, applicable law, and standards of professional conduct and practice. Oversight for IRB activities is the responsibility of the Provost or another authorized institutional individual as appointed by the President. The responsibilities of the IRB shall include the review and approval of research proposals involving the use of human subjects and the keeping of appropriate records to document these activities.

The council is to provide regular reports at the Faculty meetings at least once each semester.

### **1.6.4 Nursing Advisory Council**

The Nursing Advisory Council is an advisory body appointed by the President with advice from the Provost and Chair of the Nursing Education & Health Sciences Division. The purpose of the Nursing Advisory Committee is to advise the nursing education program at Kansas Wesleyan University of the resources

available and experiences available in the community to prepare the KWU student to become a baccalaureate prepared professional nurse. Also, it provides a venue for the nursing education program to communicate the educational needs of the students in the nursing education program. It is through this purpose that this community of interest influences the mission, services, and graduates of the KWU program. A complete membership roster is on file in the Nursing Education & Health Sciences Division.

The council is to provide regular reports at the Faculty meetings at least once each semester.

#### **1.6.5 Online Committee**

The Online Advisory Council is an advisory body appointed by the President. It is comprised of the Academic Dean as Chair, the Chair of the Nursing Education & Health Sciences Division, the Director of Admissions, the Director of Information Systems, the Registrar, and one faculty from each division that teaches online education. This committee is charged to develop policies and promote practices that contribute to the quality and growth of online education at Kansas Wesleyan University. The functions and responsibilities of this council are to:

Act as a recommending body for the development and support of a learner-centered program designed to further student success by making recommendations to the Provost and regarding:

1. Curriculum and instruction, evaluation and assessment, technology, accessibility, infrastructure, and academic support services that affect all modes of distance education course delivery,
2. Policy issues including but not limited to intellectual property rights, enrollment, office hours, online course development and management, and technical support,
3. Ongoing faculty member development and consistent support in the areas of pedagogy and technology in order to ensure that faculty members who teach online courses are able to provide high quality learning environments for the students of Kansas Wesleyan University, and
4. Oversee the implementation of online education initiatives that grow out of the university's planning.

The council is to provide regular reports at the Faculty meetings at least once each semester.

#### **1.6.6 Service Learning Committee**

The Service Learning Advisory Council is an advisory body appointed by the President. It is comprised of the Director of Experiential Learning as Chair, the Provost (or his or her designee), the Vice President for Student Development (or his/her designee), the Registrar, and three to five KWU faculty members involved with service learning courses. This body will advise the Provost on creating and implementing standardized policies and processes, and advancing the concept of service learning to campus organizations and faculty membership.

The council is to provide regular reports at the Faculty meetings at least once each semester.

#### **1.6.9 Teacher Education Council**

The Teacher Education Council is an advisory body appointed by the President with advice from the Chair of the Teacher Education Division. It is comprised of the Chair of the Teacher Education Division as chairperson, Teacher Education faculty members, two KWU faculty members from other academic areas,

two KWU students (one elementary major and one secondary education minor), who have been fully accepted into the Teacher Education Program, three area teachers (one elementary, one middle school, and one high school), and two area school administrators and one community member. This body will advise the Chair of the Teacher Education Division on education issues in the KWU Teacher Education Program. In addition, the Teacher Education Council will give input to issues relating to the Teacher Education Unit. The recommendations of the Teacher Education Council are shared with the Teacher Education Department, Division, and Unit for improvement of the overall Teacher Education Program.

The council is to provide regular reports at the Faculty meetings at least once each semester.

## **1.7 Institutional Ad Hoc Committees**

### **1.7.1 Compliance Task Force**

The Compliance Task Force is appointed by the President and shall consist of the following members: President, Academic Dean (as Chair), Provost, Chief Financial Officer, Registrar, Vice President for Enrollment Management, Vice President for Student Development, Vice President and Director of Athletics, Director of Student Financial Planning, Director of Admissions, Jenzabar Campus Coordinator, and Executive Assistant to President.

**Purpose:** The purpose of the Kansas Wesleyan University Compliance Task Force is to develop a university compliance plan that systematically reviews adherence to governmental and university compliance policies, and identifies and addresses compliance risks.

The functions and responsibilities of this committee are to:

1. Implement the KWU Compliance Plan and monitor risks by effective mitigation.
2. Report Compliance Plan activities and processes quarterly to the President of the university.
3. Report to the President without delay, any suspected compliance violation involving imminent risk of injury or harm to persons, property or the surrounding community, or significant reputational harm.

The Task Force is to provide regular reports at the Faculty meetings as well as to the President at least once each semester.