

# CALUMET COLLEGE OF ST. JOSEPH FACULTY HANDBOOK

## SECTION 1

The material in this handbook is of three kinds: a) General information; b) Summaries of procedures; c) Formal statements of policy and structure. This handbook was approved by the Board of Trustees. It is the official guide for the faculty members, officers and administrators. Each individual is expected to know the material pertinent to her/his position and to be guided by the relevant directives.



## 1.0 PURPOSE, ORGANIZATION AND GOVERNANCE

### 1.1 History

Calumet College of St. Joseph grew from humble origins. In 1951, St. Joseph's College of Rensselaer, Indiana, opened an extension in Lake County, Indiana, known as the Calumet Center. The center conducted most of its courses in borrowed classrooms provided by Bishop Noll Institute in Hammond and St. John the Baptist Church in Whiting. During the early 1960s, the college was located in various buildings in East Chicago.

In the summer of 1971, the college was renamed St. Joseph Calumet College. It was officially separated from St. Joseph's College on November 15, 1973. On December 31, 1973, the American Oil Company (Amoco, now BP) deeded its research and development facilities and 256 acres of land in Hammond to Calumet College. The college moved into its new facilities in January 1976 and is located in the largest building. In 1987, the college was renamed Calumet College of St. Joseph (CCSJ).

Years before it was fashionable, CCSJ began offering cutting edge-programs that were practical and diverse. Perhaps the most successful examples of innovation are the accelerated-degree programs, which started in the late 1980s and are still flourishing. Over the years, the curriculum has offered nearly two dozen fields of study ranging from liberal arts to general studies. The college has long led in law enforcement education. In 1969 an associate's degree in law enforcement was launched, and in 1976 a law enforcement certificate was added. In 1981 a degree in criminal justice was added; and since 1998, CCSJ has offered an accelerated Law Enforcement Management baccalaureate degree program. Then in January of 2002, the college offered its first master's degree program: Law Enforcement Administration. In 2005, the college established a Public Safety Institute. Also known for its first-rate undergraduate Education Program, CCSJ offered its second master's degree program in January of 2005 in Education.

CCSJ has stayed true to its mission of empowering students through education and has served as many as 1,900 students in a semester. The student population, which reflects the communities surrounding CCSJ, is the most racially diverse of colleges in the Midwest as recognized by *U.S. News and World Report*.

The college's commitment to social justice and outreach, evident over the decades, again manifested itself in 2003, 2004 and 2005 when college students and CCSJ personnel on humanitarian trips, traveled to a mission in Guatemala sponsored by the Missionaries.

In addition to providing a superior education in the Catholic tradition, the college, in the 2000-2001 school year, began its first intercollegiate athletic program and also became a member of the National Association of Intercollegiate Athletics.

The college was reaccredited in 2001 for 10 years by the Higher Learning Commission, a member of the North Central Association. It is sponsored by the Cincinnati Province of the Missionaries of the Precious Blood. Meeting the changing educational needs of the community with relevant career-focused programs in a friendly student-oriented environment is CCSJ's

formula for success.

## 1.2 C.P.P.S Mission Statement

*We, the Cincinnati Province of the Missionaries of the Precious Blood, are an apostolic community founded in 1815 by Saint Gaspar del Bufalo. We are united by a bond of charity and rooted in the Spirituality of the Blood of Jesus.*

*We are called to participate in the on-going renewal of the Church and the realization of the Presence of God among ourselves and the people we serve. In our willingness to be flexible and responsive to changing needs, we fulfill our mission through:*

- supporting and nurturing one another*
- embracing a life of prayer*
- calling forth the gifts of the laity and working in collaboration with them*
- preaching and witnessing to the Word of God*
- promoting conversion and reconciliation*
- pursuing justice ever mindful of the poor and marginalized*

## 1.3 Mission

*Calumet College of St. Joseph is a degree-granting, Catholic institution of higher education sponsored by the Missionaries of the Precious Blood (C.P.P.S.). The college prepares graduates for careers and graduate school with academic and professional programs based on a strong foundation in the liberal arts and sciences. These programs are designed to empower students to improve their lives and the lives of their families. In an academically challenging and flexible environment dedicated to students learning, the college acknowledges and respects the dignity and worth of each individual. Serving a richly diverse population, the college encourages differing views, fosters personal growth, and promotes the formation of spiritual, moral and ethical values in support of social justice and personal responsibility.*

### 1.3.1 Goals

The goals of Calumet College of St. Joseph are expressed in terms of students' skills, subject matter knowledge, and human and professional values.

#### Section I. The mastery of the arts of discovery, persuasion, demonstration and creation

1. Students will be able to analyze texts and write grammatically correct, persuasive and logically compelling prose.
2. Students will be able to listen with an open and critical mind to arguments made by others and make and defend their own compelling oral arguments.
3. Students will be well versed in the basic operations and language of mathematics necessary for their individual fields and future studies.

4. Students will be able to perform computer applications and understand contemporary forms of information processing necessary in their individual fields and future studies.
5. Students will have the opportunity to express and develop their creativity; to see and solve problems creatively; and to create expressions of and responses to the human experience.
6. Students will learn how to make decisions on the basis of their best perception of the truth, even if truth must be continually searched for and can only be provisionally apprehended.
7. Students will recognize the need for ongoing critical reflection and the importance of continuing intellectual maturation.
8. Students will acquire an understanding of the scope, basic concepts, methods of learning, and forms of expression of their chosen major field.

Section II. The comprehension and integration of the accumulated wisdom of humanity

1. Students will develop a knowledge of the literary, artistic and musical traditions of human civilizations as a historical expression of humanity's search for truth.
2. Students will develop a knowledge of human civilizations and history, as well as the problems of modernity and historical consciousness.
3. Students will develop a knowledge of mathematics which illustrates its creative possibilities and the insight it offers into the physical universe.
4. Students will develop a knowledge of the principles, methods, conclusions of ongoing debates in the physical, biological and social sciences. In particular, they will be able to evaluate claims made regarding the impact of technological developments and social structures on the integrity of the ecosystems and the development of human capacities.
5. Students will develop a knowledge of the principles, methods and principal conclusions of philosophy, including the debates on the nature of human knowledge, the existence of God, the transcendental principles of value (e.g., truth, beauty, goodness and unity), and the right, virtuous and just.
6. Students will develop a knowledge of the religious dimensions of human life, especially through an engagement with the sources, methods and principal conclusions of Christian theology, both classical and modern. Because of the College's Catholic commitments, students will develop this knowledge in an

ecumenical and critical atmosphere which also draws particularly upon the rich resources of the Catholic theological tradition.

7. Students will develop a knowledge of their major field, including an awareness of the historical development of that discipline, current questions and schools of thought, and the connections of that discipline with other areas of human knowledge.

### Section III. The ability to apply skills and knowledge gained in public and private areas

1. Students will gain an understanding of their personal identities, self-worth, positions in their community and the deep interdependence of all life.
2. Students will develop the ability to empathize with others and respect their dignity through the study of many philosophies and historical events and peoples.
3. Students will be able to make conscientious ethical decisions based on their best grasp of principles and prudential judgments regarding the application of those principles to particular situations.
4. Students will have the ability to build and exercise power, which is the capacity to pursue the common good and achieve the ends of human life.
5. Students will develop an understanding of the specific questions about ethical and professional standards which pertain to their major area of study.
6. Students will prepare to apply practically their studies in their major field to future study or professional work.

#### 1.3.2 Accreditation

Calumet College of St. Joseph is accredited by the North Central Association of Colleges and Secondary Schools; is approved by the State of Indiana Professional Standards Board and the Illinois Department of Public Instruction for the training of elementary and secondary teachers; and holds membership in a number of state, regional and national education and professional associations, independent Colleges and Universities of Indiana, Indiana Conference of Higher Education, National Catholic Education Association.

#### 1.4 Corporate Board/Board of Trustees

##### 1.4.1 Articles of Incorporation

See *Appendix A*, Restated Articles of Incorporation, November 10, 1973.

#### 1.4.2 By-laws

See *Appendix A*, By-laws of Calumet College of St. Joseph, July 13, 1995.

### 1.5 Administrative Structure

#### 1.5.1 President

The President shall be the chief executive officer of the Corporation and shall be responsible for the general direction of its affairs. He/she shall be President of the College and shall make all appointments to the academic and nonacademic staff of the College (except for those offices with respect to which the appointive or elected power is reserved to the Board).

He/she shall be an ex-officio member of all committees of the Board. He/she shall preside at all academic functions at which he is present and shall represent the College before the public. He/she shall have the power to sign the name of, and on behalf of, the Corporation all contracts, deeds, and other legal instruments made in the ordinary course of the business of the Corporation. The President shall make, or cause to be made, an annual report of the affairs and general condition of the Corporation, the funds and assets belonging to the Corporation, and all income and expenditures pertaining to its operations, and shall present the same to the Board at the annual meeting of the Board of Trustees. Such report shall reflect any and all investments, reinvestment, and other changes in the securities held by the Corporation. He/she shall submit an annual budget for the operations of the Corporation to the Board or to the Executive Committee of the Board.

#### 1.5.2 Vice President of Academic Affairs\*

The Vice President of Academic Affairs (Vice President of Academic Affairs) is charged with carrying out the educational policies and programs of the college and the supervision of those faculty and administrators appropriate to this charge. The Vice President of Academic Affairs is appointed by and reports to the President.

##### 1.5.2.1 Department Chairs\*

Department chairs are appointed by the Vice President of Academic Affairs after consultation with faculty in each department. Chairs will supervise academic departments that deliver various academic programs. Department chairs are appointed to a one-year term, and report to the Vice President of Academic Affairs. They are assisted by Program Directors.

\*Position descriptions are found in *Appendix B*.

##### 1.5.2.2 Program Directors

Program Directors exercise leadership in curriculum and instruction within degree areas. Responsibilities include curriculum planning and development, assessment of student learning outcomes and program effectiveness, and program management.

Program Directors are faculty members appointed for an indefinite period by the Vice President of Academic Affairs after consultation with the appropriate Department Chair to whom they report.

#### 1.5.2.3 Director of Assessment

The Director of Assessment is responsible for the coordination of assessment activities, the creation of the college assessment plan and its implementation. The Director of Assessment chairs the Curriculum and Assessment Committee.

The Director of Assessment is appointed by and reports to the Vice-President of Academic Affairs.

#### 1.5.2.4 Director of the Center for Academic Excellence

The Director of the Center for Academic Excellence is responsible for the development and supervision of the Center for Academic Excellence.

The Director of the Center for Academic Excellence is appointed by and reports to the Vice-President of Academic Affairs.

#### 1.5.2.5 Director of General Education

The Director of General Education is responsible for the development and oversight of the General Education Program. The Director is responsible for the coordination of General Education assessment.

The Director of General Education is appointed by and reports to the Vice President of Academic Affairs.

#### 1.5.2.6 Director of the Library

The Director of the Library is responsible for the development of the library and supervision of library personnel. The Director of the Library is appointed by and reports to the Vice-President of Academic Affairs.

### 1.5.3 Vice President of Student Affairs

The Vice President of Student Affairs is charged with the administration and direct oversight of various offices that affect student life and affairs. The Vice President of Student Affairs is appointed by and reports to the President (current reporting structure is found in Organizational Chart in *Appendix C*).

#### 1.5.4 Vice President of Business and Finance

The Vice President of Business and Finance shall have charge and custody and be responsible for all funds and securities of the Corporation. The Vice President of Business and Finance is appointed by and reports to the President (current reporting structure is found in Organizational Chart in *Appendix C*).

#### 1.5.5 Vice President of Development

The Vice President of Development is responsible for enhancing the philanthropic resources available to the College. The Vice President of Development is appointed by and reports to the President (current reporting structure is found in Organizational Chart in *Appendix C*).

### 1.6 Organization Charts (See *Appendix C*)

#### 1.7.0 Governance Structure

The College governance system consists of the Corporate Board, the Board of Trustees, the President/Administration, and the Academic Senate.

#### 1.7.1 Academic Senate

The Academic Senate shall have primary responsibility for initiating, developing, and implementing the instructional program of the college, under the supervision of the Vice President of Academic Affairs and President of the College, and subject to the approval of the Board of Trustees.

The Academic Senate formulates academic policy covering curriculum, admissions, graduation requirements, scholarships, teaching methods, examinations and other academic matters. It also has central responsibility for academic planning.

All Academic Senate decisions that are subject to approval by the President of the College are forwarded to the President for Approval. Academic Senate actions that are disapproved by the President of the college must be returned to the Academic Senate for reconsideration.

##### 1.7.1.1 Functions

The functions of the Academic Senate include (but are not limited to):

1. Promote the development and fulfillment of the college mission.
2. Develop, study, interpret and implement academic policies.
3. Determine and review programs and coordinate their functions.
4. Review department proposals regarding curricula and courses.
5. Review and initiate policies relevant to rights, duties, and general welfare of the faculty.
6. Approve academic clubs, student government constitution, and provide for an

- overview of student activities relevant to the academic area.
7. Provide direction for the general education program.
  8. Provide input and perspective on Enrollment Management issues.
  9. Discuss appropriate student issues and provide direction for solving these issues.
  10. Discuss and define educational as well as other issues considered important for the welfare of the college.
  11. Recommend to the Board of Trustees the candidates for earned degrees subject to certification by the Vice President of Academic Affairs

The Academic Senate exercises legislative authority on the above functions subject to positive recommendation by the President and approval by the Board of Trustees. Actions by the Senate shall be submitted to the Vice President of Academic Affairs.

Proposals that (per section 1.9) amend an item of summaries of procedure are submitted to the President by the Vice President of Academic Affairs with the Dean's recommendation. The President will notify the faculty of his/her decision

Proposals that must be sent to the Board of Trustees for final approval include, but are not limited to, program addition or deletion, general education program revision, new degrees, rank and tenure recommendations, and formal statements of policy and structure in the Faculty Handbook. If the President should veto a proposal approved by the Academic Senate, the Faculty Representative to the Board of Trustees may submit the said proposal to the appropriate committee of the Board as a potential Board agenda item.

#### 1.7.1.2 Organization

##### Membership

The voting faculty of the Academic Senate shall include all full-time faculty holding the rank of Instructor, Assistant and Associate Professor, and Professor. The Vice President of Academic Affairs, the Director of the Library and the Registrar are also voting members. Full time faculty with release time must maintain a 12 hour teaching load per academic year to retain voting rights in the Senate.

Non-voting participation in business meetings for the purpose of reports and other discussion shall be allowed to the administrative staff, emeriti members of the faculty, part-time faculty and students on recognition of the Chair of the Academic Senate.

##### Officers of the Academic Senate

The organization of the Academic Senate shall consist of the following officers: the presiding officer of the Academic Senate shall be the Chair of the Senate for one Academic year, and the Chair-elect of the Senate shall be the other officer elected by the Academic Senate.

### Chair

The duties of the Chair of the Academic Senate shall be as follows:

- To preside at all meetings of the Academic Senate or designate the Chair-elect or some other person to preside.
- To determine the business of the Academic Senate through an agenda to be prepared in consultation with the Executive Committee, and to provide for the circulation of such agenda prior to any business session of the Academic Senate.
- To chair the Executive Committee.
- To communicate with administration on behalf of the Academic Senate and to provide a written report of Academic Senate actions to the Vice President of Academic Affairs of the college after each Academic Senate business meeting.
- If requested, to represent the faculty on the President's Administrative Staff committee.

### Chair Elect

The duties of the chair-elect of the Academic senate shall be as follows:

- To preside at business meetings of the Academic Senate in the absence of the Chair of the Academic Senate.
- To deliver the report of the Executive Committee at business meetings of the Academic Senate.
- To succeed the Chair of the Academic Senate at the end of the Chair's term.
- To assume the duties of the Chair should the need arise.

### Secretary

The Academic Senate will receive clerical support through the Office of the Vice President of Academic Affairs. This secretary will provide agenda and support materials before meetings, attend meetings and take notes at the meeting, and prepare and distribute the minutes.

### Parliamentarian

Annually, The Chair of the Academic Senate shall appoint a member of the faculty to advise the Senate on procedure and assist the chair in ruling on parliamentary questions. The parliamentarian shall hold office for the academic year.

### Executive Committee

The duties of the Executive Committee shall be as follows:

- The Executive Committee prepares the agenda. Items should be submitted to the Executive Committee five days prior to the meeting at which they will be discussed. Items may be submitted by committees, administrative officers or by any member of the Academic Senate.
- To appoint faculty to standing committees, unless otherwise stated in the Faculty Handbook.
- To make or forward nominations to the Academic Senate for faculty representation on college committees.

- To make nominations to the Academic Senate for Chair-elect of the faculty.
- To appoint a “pro-tem” Chair-elect as necessary.
- To serve as an appeals body for negative Academic Senate committee decisions.
- To serve as the committee on committees, reviewing and directing Academic Senate business to appropriate Academic Senate committees.
- To attend to the morale and other interests of the faculty.
- To act as liaison to the College administration concerning faculty affairs.
- To receive and process proposed amendments to this Handbook.

#### Executive Committee Membership

The Executive Committee membership shall consist of the following:

- The Chair of the Academic Senate
- The Chair-elect
- The Vice President of Academic Affairs
- The Department Chairs
- Others by decision of the committee.

#### Elections

Elections for the Chair-elect shall take place at the last Academic Senate meeting of the school term. The Executive Committee shall provide a slate of nominees for all standing committees of the Senate at least one week before the date of the first fall meeting. Additional nominations may be made from the floor by faculty members present at the meeting during which the election is held.

#### 1.7.1.3 Meetings

- There shall be at least one meeting of the Academic Senate each month during the academic year.
- ***Robert's Rules of Order Revised*** shall govern the conduct of the business in all cases to which they are applicable and in which they are not inconsistent with the rules or order of the Senate. A vote of two thirds of the faculty is needed to suspend the rules.
- One-half of the voting faculty membership, exclusive of members on leave or sabbatical, shall constitute a quorum.
- The meeting agenda and minutes of the previous meeting shall be distributed to all members one week prior to the date of the meeting.
- Regular meetings of the Academic Senate are held in accordance with a schedule established at the beginning of the academic year.
- The Executive Committee may call special meetings when deemed necessary or when five faculty members submit a written request. The President or Vice President of Academic Affairs may call a meeting of the Academic Senate as needed after consultation with the Chair as to the agenda to be covered.
- All proposals must be submitted in writing to the Executive Committee.

- A majority of those voting members present and voting is required for approval of a motion.

#### Revised Order of Business

Call to order and opening prayer  
Approval of minutes  
Administrative Reports  
Committee Reports  
Old business  
New business  
Adjournment

#### 1.7.2 Student Government

The Student Government recommends policy on nonacademic student life to the Student Life Committee. It serves as a channel of communication and consultation among the student body, the faculty, and the administrative officers of the College.

### 1.8 Committee Structure

#### 1.8.1 Board of Trustees

See *Appendix A*, By-Laws of Calumet College of St. Joseph, July 13, 1995

#### 1.8.2 Administrative

##### 1.8.2.1 Administrative Staff

#### Membership

The administrative staff is composed of the President, Vice President of Academic Affairs, the Vice President of Student Affairs, the Vice President of Business and Finance, the Vice President of Development, and the Religious Superior of the C.P.P.S.

#### Responsibility

The administrative staff meetings are designed to provide advice and counsel to the president on any and all matters affecting the institution with every area of the institution represented.

#### Procedure

The administrative staff meetings are chaired by the President and occur weekly.

#### 1.8.3 Institutional

### 1.8.3.1 Academic Council

#### Membership

The Academic Council is composed of the Vice President of Academic Affairs (chair), the Department Chairs, the Director of the Library, the Director of Assessment, and the Director of General Education.

#### Responsibility

This committee advises the Vice President of Academic Affairs.

#### Procedure

This committee meets at the discretion of the Vice President of Academic Affairs.

### 1.8.3.2 Admission/Readmission Committee

#### Membership

The Admission/Readmission Committee is composed of the Vice President of Student Affairs (chair), the Registrar, the Director of Enrollment Services, the Director of Academic Advising, and two faculty members elected by the Academic Senate.

#### Responsibility

The committee interprets, initiates, and implements policy on Admission and Readmission to the College.

#### Procedure

This committee assists in decisions on borderline applications, or when extenuating circumstances warrant special attention. It can recommend to the Vice President of Academic Affairs that a student be admitted or readmitted, admitted or readmitted on probation, admitted or readmitted on condition, rejected, and/or it can recommend additional diagnostic testing. The committee also reviews petitions of students who have been found to have falsified their applications for admission through omission or misinformation. A majority of four (4) votes is required for a recommendation to admit/readmit.

A subgroup of this committee, involving the Vice President of Student Affairs (chair), the Registrar, the Director of Financial Aid and the Assistant Director of Financial Aid, is convened when students petition to remove a “dropped” status from their Financial Aid eligibility.

### 1.8.3.3 Computing/Technology Committee

### Membership

The Computing/Technology Committee is composed of the Vice-President of Business and Finance, the Director of the Library, the Director of Computer Services, the Computer Services Network Coordinator, the Computer Services Programmer/Analyst and Institutional Data Coordinator, the Program Director of Computer Information Services, the Registrar, the Vice-President of Development, two faculty members elected by the Academic Senate, and one staff personnel appointed by the Vice-President of Business and Finance. The chair is appointed by the President.

### Responsibility

This committee advises the President and Administrative Staff through communications from the Vice President of Development and/or the Chairperson of the committee relative to developing and maintaining an effective environment for computing and technology. More specifically, this committee develops and periodically revises a vision statement of the computing/technology environment at the College. This statement includes College conditions for effective computing/technology services; necessary resources, such as personnel, hardware software, computing laboratories, networking, etc.; campus standards for hardware, software, and services; existing and potential needs of users, such as training, equipment, staff, etc.; estimated costs for developing and maintaining such an environment; and evaluating and updating recommendations.

### Procedure

This committee meets at the discretion of the chairperson of the committee or the President.

## 1.8.3.4 Student Life Committee

### Membership

The Student Life Committee is composed of the Vice President of Student Affairs (chair), Student Activities Coordinator, the Chaplain, two faculty members elected by the Academic Senate, the Dean of Students, and two students appointed by the Vice President of Student Affairs including the editor of Shavings.

### Responsibility

This committee reviews, supervises, and implements college policies and procedures relating to the religious life, discipline, health, social activities and intramural programs affecting students. It also establishes policies and supervises all student publications.

### Procedure

This committee meets at least once at the beginning of each semester and additionally at the discretion of the chair. It will consult with the intramural director when athletic policies and procedures are discussed. The Student Life Committee reports directly to the Vice President of Student Affairs.

#### 1.8.3.5 Retention and Persistence

### Membership

The Academic Senate elects two faculty members at large to represent the Senate on this committee.

### Responsibility

These faculty members will assist the Handbook Committee in documenting Retention and Persistence Committee membership, responsibility and procedure.

#### 1.8.4 Faculty

##### 1.8.4.1 Rank and Tenure Committee

### Membership

The Rank and Tenure committee is composed of five tenured faculty members: two appointed by the Vice President of Academic Affairs and three elected by the faculty. The committee elects its own chair. The appointed members serve terms of two years' duration, so arranged that at the beginning of each academic year, one of the two begins a new term. Elected members serve terms of three years' duration, so arranged that each year, one of these is elected at the last faculty meeting of the academic year.

### Responsibility

This committee recommends promotions in academic rank, and awarding of tenure to the Vice President of Academic Affairs. It advises the Vice President of Academic Affairs, the President and the Board of Trustees concerning appropriate revisions of regulations governing promotion in academic rank and awarding of tenure.

### Procedure

The Vice President of Academic Affairs presents to the committee the names and appropriate support materials of those faculty members who have fulfilled the norms for academic degrees and experience as stated in the Faculty Handbook and are therefore eligible to apply for promotion or tenure.

Special cases may be submitted to the committee by the President, the Vice

President of Academic Affairs, any committee member, the Department Chair of a faculty member, any full-time faculty member, or any faculty member who asks consideration for promotion or tenure.

The recommendations of the committee are presented to the Vice President of Academic Affairs. When this recommendation is to reject a faculty member's application for promotion (not tenure), the committee will make suggestions for further improvement of performance and for professional development. This information is communicated to the faculty member through the Vice President of Academic Affairs and the particular Department Chair.

The Vice President of Academic Affairs submits his/her recommendations and those of the Rank and Tenure Committee to the President.

The President makes the final determination and submits positive recommendations to the Board of Trustees. When the promotion (not tenure) decision at this level is contrary to the recommendation of the Rank and Tenure Committee, the President shall communicate to the individual not promoted, to the Chair of the committee, and that individual's Department Chair, in writing, specific findings of inadequacy of the standards as outlined in section 2.1.6.4.1. Thereafter, the Department Chair shall meet with the faculty member and outline suggestions for professional development. The suggestions offered by the Department Chair shall then be communicated to the President.

#### 1.8.4.2 Tenure Judiciary Committee

##### Membership

The Tenure Judiciary committee shall consist of four tenured faculty members, two elected annually by the Academic Senate and two appointed annually by the Vice President of Academic Affairs. The choice of members of this committee should be on the basis of their objectivity and competence and of the regard in which they are held in the academic community. The committee should elect a chairperson.

##### Duties and Responsibilities:

The Tenure Judiciary committee shall be concerned with but not limited to:

- Conduct hearings to consider grounds for dismissal of a tenured faculty member following procedures in section 2.8.5.2.
- Conduct hearings to review faculty grievances pursuant to section 2.16.2.

#### 1.8.4.3 Curriculum and Assessment Committee

##### Membership

The Curriculum and Assessment Committee is composed of the Director of Assessment, the Vice President of Academic Affairs, the Registrar, the Director of the Library, and five faculty members elected by the Academic Senate (each department will nominate one candidate to represent the department on the Curriculum and Assessment Committee). The chair will be elected by the committee.

The Curriculum and Assessment Committee is composed of the Director of Assessment (chair), the Vice President of Academic Affairs, the Department Chairs, the Registrar, the Director of the Library and two faculty members elected by the Academic Senate.

#### Responsibility

This committee reviews, approves, and reports to the Academic Senate all routine curricular and academic proposals. These include: course titles, descriptions, numbers, additions and deletions. It reviews and recommends to the Academic Senate all major curricular and academic proposals. These include significant revisions in academic programs, policies and procedures, program additions and deletions, revisions in the general education program, and the introduction of new degrees. The committee supervises the assessment plan, periodically reports on its implementation to the Academic Senate, and reviews and recommends to the Academic Senate any major changes in it.

#### Procedure

This committee meets at the discretion of the Director of Assessment

#### Specific guidelines for submitting changes to the Curriculum and Assessment Committee.

1. The rationale for the new course/change
2. The rationale for deletions, if applicable.
3. The competencies expected.
4. The assessment of the competencies.
5. Course title and description catalog ready.
6. Proposed changes in program checklist.
7. Before the end of the first semester.

1.8.4.4 Alternative Credit Team  
(formally LEAP Portfolio Intake Review Committee)

#### Membership

The Alternative Credit Team is composed of one faculty member elected by the

Academic Senate, one faculty member and one staff member appointed by the Vice-President of Academic Affairs, the LEAP workshop facilitator, and the Registrar.

#### Responsibility

The Alternative Credit Team or a designee reviews each LEAP portfolio submitted by a student to determine if the portfolio meets standards for sending to appropriate faculty for formal credit evaluation. The team studies and recommends policies relative to all forms of awarding alternative credits. The team updates the LEAP Student Handbook in line with current practices.

#### Procedure

The committee meets every two weeks during the school year and additionally at the direction of the chair.

### 1.8.4.5 Faculty Affairs Committee

#### Membership

The Faculty Affairs Committee shall consist of five voting faculty members elected by the faculty of the Academic Senate.

#### Organization

The Faculty Affairs Committee will elect a Chair to serve for a term of one year. The Chair is responsible for conducting the business of the Faculty Affairs Committee. The committee reports to the Academic Senate.

#### Duties and Responsibilities

The Faculty Affairs Committee shall be concerned with but not limited to:

- Academic responsibility and accountability.
- Issues pertaining to the Faculty Handbook
- Standards of appointment and retention.
- Faculty tenure issues.
- Salary and benefit issues.
- Procedures for academic promotion.
- Orientation of new faculty members.
- Professional Development.
- Social justice and ethical issues.

The committee advises the President, Vice President of Academic Affairs, Board of Trustees and the Faculty on the items listed above.

#### Procedures

The President, the Vice President of Academic Affairs, or any Faculty member may submit questions to the committee for consideration.

The committee will conduct an organizing meeting at the beginning of the Academic year to elect a chair and plan its schedule. The committee will meet periodically as questions or concerns are submitted to the Chair.

Recommendations that (per section 1.9) amend an item of summaries of procedures, or amend formal statements of policies and structure, are submitted to the Academic Senate for approval.

#### 1.8.4.6 Faculty Handbook Committee

##### Membership

The Faculty Handbook Committee shall consist of five voting faculty members elected by the Academic Senate.

##### Organization

The committee reports to the Academic Senate.

The Faculty Handbook Committee will select a Chair at the committee's organizational meeting to serve for a term of one year. The Chair is responsible for conducting the business of the committee.

The Chair of the committee shall call meetings of the committee.

It shall be the duty of the Chair to submit a report to the Chair of the Academic Senate on the activities of the committee annually.

##### Duties and Responsibilities

The Faculty Handbook Committee will be concerned with the following:

1. An annual review of the faculty handbook.
2. Processing of proposed amendments to the faculty handbook.
3. Coordination of all changes deemed necessary.
4. Providing advice to faculty who request it regarding interpretation of the Faculty Handbook.

##### Procedure

Amendments that require Senate approval (changes in policy and procedure) shall be forwarded to the Academic Senate through the Executive Committee with recommendations.

Approved changes will be forwarded to the office of the Vice-President of Academic Affairs for processing and distribution.

The office of the Vice-President of Academic Affairs will provide clerical support for the committee.

#### 1.9 Faculty Handbook Revision Process

Amendments to the Faculty Handbook may be proposed in writing to the Vice President of Academic Affairs.

If the proposal is to amend an item of general information, the individual making the proposal will submit the proposal to the Vice President of Academic Affairs. If the Vice President of Academic Affairs approves the proposal, he/she will notify the faculty of the change.

If the proposal is to amend an item of summaries of procedure, the proposal must be submitted to the Academic Senate for deliberation. If approved there, the proposal is submitted to the Vice President of Academic Affairs who will make a recommendation to the President. The President will then notify the faculty of his/her decision.

If the proposal is to amend formal statements of policy and structure, the proposal is submitted to the Board of Trustees for their consideration, following approval by the Academic Senate and the Vice President of Academic Affairs and President. The President will then notify the faculty of the Board's action. (See 1.7.1 for information regarding Presidential veto.)

Whenever general information, summaries of procedures, and/or formal statements of policy and structure are changed, new pages will be prepared by the Office of the Vice President for Academic Affairs and distributed to all holders of copies for replacement of outdated pages.

# CALUMET COLLEGE OF ST. JOSEPH FACULTY HANDBOOK

## SECTION 2



## 2.0 FACULTY PERSONNEL POLICIES

Because the success of the college and the achievement of its mission rest in large part upon the quality of the individual faculty member, the college has designed its personnel policies to obtain and retain the best possible faculty in light of that mission: the dedicated professor, the productive scholar, the responsible citizen. The following policies formalize the criteria and procedures for the selection and rewarding of such faculty.

The College seeks to appoint the most qualified and competent persons who are available, who are in harmony with the mission of the College, and who support and respect the mission of the College. Since the College is a Catholic institution of higher learning, faculty are expected to respect the traditions and beliefs of the Catholic Church. Faculty are recruited from a diversity of religious backgrounds.

The College is guided by the "Statement on recruitment and resignation of faculty members" adopted by the Association of American Colleges and Universities and the American Association of University Professors as its basic operating procedures. It expects that faculty members will do likewise. (See *Appendix D* for statement.)

### 2.1 Definition of Faculty Status

The college faculty consists of those appointees to the Faculty whose appointments require the approval of the President of the College and his or her designee and whose letters of appointment or contract designate them as having faculty status.

#### 2.1.1 Ranked Faculty; Full-time

Full-time faculty are appointed as Instructor, Assistant Professor, Associate Professor, or Professor. Full-time faculty have the right to vote in faculty meetings.

#### 2.1.2 Part-time Faculty

##### 2.1.2.1 Ranked Faculty, Part-time

Ranked Part-time faculty are ranked as defined in section 2.1.6 and are given an appointment equivalent to half-time or more, but less than that of a full-time faculty member. Ranked Part-time faculty are employed on an annual basis subject to reappointment. Such Ranked Part-time faculty have pro-rated contractual rights to promotion, sabbatical leave, and fringe benefits as available in the Faculty Handbook. They are full voting members of the Senate and have, on a pro-rated basis, responsibilities for

advising, service on committees, and all other responsibilities of full-time faculty members as detailed in the Faculty Handbook.

#### 2.1.2.2 Lecturer

Lecturer faculty appointments and salary agreements are on a temporary basis and are renewed for each term. Lecturer faculty have the right of voice (but not vote) in faculty meetings. Lecturer faculty are normally limited to teaching two courses per term.

A full-time staff member or administrator must have the written approval of his or her supervisor and the Vice President of Academic Affairs prior to being scheduled to teach any course.

Lecturers' responsibilities are generally limited to the courses they teach.

#### 2.1.2.3 Adjunct Instructor, Assistant, Associate or Full Professor

The title of "adjunct" may be assigned at the discretion of the Vice President of Academic Affairs to those part-time faculty members who by reason of their academic credentials and length of service at the College would seem to merit this title.

### 2.1.3 Special Appointment Faculty

#### 2.1.3.1 Emeritus

Faculty members who have at least ten years of service at Calumet College and who retire while holding faculty appointment may be granted Emeritus status by the Board of Trustees upon recommendation of the President. Emeritus appointments carry lifetime privileges listed in *Appendix E*.

#### 2.1.3.2 Visiting Instructor, Assistant, Associate or Professor

The title of "visiting" may be assigned at the discretion of the Vice President of Academic Affairs to those faculty members who by reason of their academic credentials and other circumstances of their appointment would merit this title. These are annual appointments.

### 2.1.4 Administrators with Faculty Rank

There is no tenure in an administrative position. An administrative officer may hold tenure as a member of the faculty in a program area (provided that he/she is so qualified) but may not hold tenure with regard to the administrative position. Years of service in an administrative position are not counted toward the

probationary period leading to tenure, but if the appointment includes faculty responsibilities, an individual may be credited on a fractional basis with years of experience leading to tenure. The President and Vice President of Academic Affairs are ordinarily tenured faculty members.

#### 2.1.5 Special Academic Support Services Staff

##### 2.1.5.1 Librarians

(See Handbook Section 3)

#### 2.1.6 Qualifications for Appointment to Rank

##### Specific Regulations

The following standards are used as a basis for appointment to each rank. These same standards are used by the Rank and Tenure Committee in their deliberations for tenure and promotion.

##### 2.1.6.1 Instructor

- a. Sound educational background, including as a minimum the Masters Degree.
- b. Definite plans for continued professional development.
- c. Aptitude for teaching or appropriate experience at the elementary, secondary, or college level or comparable experience in business, industry or government service.

##### 2.1.6.2 Assistant Professor

Qualifications of the previous rank plus terminal degree in teaching field (See *Appendix F*)

##### 2.1.6.3 Associate Professor

- a. Qualifications of previous rank and evidence of excellence in teaching.
- b. Minimum of six years experience as assistant professor at Calumet College of St. Joseph or another college or university. Application is typically made in the sixth year. In truly exceptional cases, a faculty member may

apply for promotion in the fifth year. When tenure is granted to a faculty member holding the rank of Assistant Professor, promotion to Associate Professor is granted with tenure (see Handbook Section 2.6.2).

- c. Evidence of scholarly achievement.
- d. Evidence of service to the College and the community.

#### 2.1.6.4 Professor

- a. Continued evidence of qualifications of the previous rank.
- b. Minimum of six years experience as Associate Professor.

Application is typically made in the sixth year.

There may be rare instances when faculty members will be worthy of consideration for appointment/promotion because of reputation, stature, maturity and service, but who do not have the appropriate terminal degree and are not fully covered by the above provisions. Such an individual may be recommended by the Vice President of Academic Affairs for appointment/promotion, but such recommendations must be accompanied by exceptionally strong evidence of the individual's unique professional contributions to his/her field and/or to the College.

##### 2.1.6.4.1 Explanation of Standards

The Explanation of Standards are examples of patterns of evidence. The lists are neither inclusive (evidence in all areas is not required) nor exhaustive (evidence in areas not listed may be submitted).

##### 1. Effectiveness of a college teacher

Application of the following shall be based upon the current curriculum vitae, classroom observation, summaries of student evaluations and the faculty member's reputation developed over time along with other materials mutually deemed appropriate by the applicant, the Rank and Tenure Committee and the Vice President of Academic Affairs.

- a. Demonstrates currency in knowledge of field and methodologies in his/her field.
- b. Presents subject matter of field skillfully.
- c. Communicates enthusiasm for field and teaching that influences students in their desire to learn.

- d. Exhibits continuous growth as a teacher.
- e. Provides for individual learning to meet varied needs and interests of students.
- f. Manages courses and classroom effectively.
- g. Develops new courses and/or innovative approaches to existing courses.
- h. Demonstrates knowledge of other fields, especially those related to his/her field
- i. Establishes and maintains a positive student-faculty relationship
- j. Develops, prepares, and utilizes appropriate resources, materials, and technologies.

## 2. Scholarly Achievement

Application of the following shall be based upon a current curriculum vitae and other materials deemed mutually appropriate by applicant and the Vice President of Academic Affairs.

- a. Evidence of scholarly or creative achievement
- b. Research products, other than publication e.g. surveys, literature reviews, non-juried publications.
- c. Publications in academic or professional journals or newsletters.
- d. Presentations to academic or professional groups.
- e. Grants and Grant Proposals
- f. Artistic Achievements, e.g. poetry readings, exhibits
- g. Professional Community Service
- h. Software/Technology Development
- i. Applied Research:
  - 1. Scholarship in Teaching and/or Instructional Technology
  - 2. Academic Discipline (curricular development, instructional innovation)
  - 3. Community Research (i.e. community projects such as surveys and research reports)
- j. Maintains active membership and participates regularly and meaningfully in professional associations

## 3. Service

Contributions to the College and the community:

Application of the following shall be based upon a current curriculum vitae and other materials deemed mutually appropriate by applicant, the Rank and Tenure Committee and the Vice President of Academic Affairs.

- a. Service to the College:  
Evidence of at least two areas of service to the College must be demonstrated. These include but are not limited to:
  - a. Advisory Boards
  - b. Committee Chair Assignments
  - c. Committee Memberships
  - d. Contributions to Curricular Reform and Development
  - e. Consultation Services
  - f. Development Activities
  - g. Enrollment Enhancement Activities
  - h. Faculty Senate Officer
  - i. Faculty Representative to the Board of Trustees
  - j. Grant Writing
  - k. In-Service Presentations
  - l. Literary and Artistic Contributions
  - m. Program Director
  - n. Other
  
- b. Evidence of Service to the Community
  - a. Board Membership(s)
  - b. Task Force Membership
  - c. Contributions to Increased Social Welfare
  - d. Contributions to non-academic media or presentations to civic or community groups.

## 2.2 Types of Contracts

### 2.2.1 Term

#### Standard Contract

A standard contract will be offered new appointees after agreement has been reached. The normal initial appointment is for one academic year; however, special conditions may increase or decrease this period. All such special arrangements must be inserted and become a part of the standard contract.

#### 2.2.1.1 Full-time

##### Contractual Length

The standard contract is for the duration of the academic year, i.e., a week before classes begin to commencement. When classes are not in session during the academic year, faculty are expected to be accessible for dealing

with students' incomplete work and grades, and for consultations, etc. with their coworkers and/or the public. (Special contracts are issued for Term III.) The College may offer longer contracts to faculty members. In these cases, the contracting parties will agree to the additional duties that such a contract may entail.

Faculty members appointed at the rank of Instructor because they have not completed the appropriate terminal degree and who subsequently earn their terminal degree, will so notify the Vice President of Academic Affairs. When official documentation for the terminal degree is received by the Vice President of Academic Affairs, he/she will consult with the Rank and Tenure Committee and, with its consent, assign the faculty members the appropriate professional rank and make the appropriate salary adjustment (to be implemented the following academic year).

#### 2.2.1.2 Part-time

Part-time faculty appointments and salary agreements are on a temporary basis.

#### 2.2.2 Probationary/Tenure Track

All appointments of non-tenured faculty are on an annual probationary basis at the discretion of the College and require recommendation by the Department Chair in consultation with the particular Program Director, and with approvals by the Vice President of Academic Affairs and the President

#### 2.2.3 Tenured

Faculty on tenure shall receive notification of changes in salary and benefits.

#### 2.2.4 Multi Year Contracts

The Vice President of Academic Affairs may offer multi-year contracts to faculty members. The contract may not exceed five years. In addition faculty must meet the following criteria:

- Length of service beyond 3 years
- Mutually stated desire to commit to the college for more than one year.
- Successful student evaluations
- Demonstrated commitment to teaching, scholarship and service.

An annual review of the contract with the Vice President of Academic Affairs will determine the pattern for further multi-year contracts.

### 2.2.5 Annual

Certain faculty are appointed on an annual basis subject to reappointment.

### 2.2.6 Locus of Appointment

Faculty members' appointments are in program areas.

## 2.3 Search/Appointment/Orientation

### 2.3.1 Search Procedures

#### Recruitment

Ultimate responsibility for recruitment and replacement rests upon the President and Vice President of Academic Affairs. However, it is the function of Department Chairs, in consultation with the Program Directors and relevant search committees to recommend candidates to the Vice President of Academic Affairs.

The Vice President of Academic Affairs may appoint search committees to accept recommendations and screen candidates and applicants. All formal negotiations, however, will be his/her responsibility.

Each candidate, if at all possible, will be invited to the campus for interviews with the search committee and other members of the college community. Interviewers are encouraged to discuss all aspects of the College, as well as the qualifications of the candidate.

### 2.3.2 Appointment Procedures

#### Appointment

The Vice President of Academic Affairs, in consultation with the search committee, selects the successful candidate and recommends the appointment to the President. Under the authority of the President, the Vice President of Academic Affairs offers the candidate a written, standard contract. Special terms or conditions should be made part of the contract. No other assurances of a contractual nature, written or verbal, by any other officer of the College shall bind the College legally unless such assurances are made part of the contract. The new faculty member will receive an appointment letter indicating rank, tenure, credit for prior service for tenure, and an explanation if any, special terms or conditions.

### 2.3.3 Orientation

The new faculty member shall report to the appropriate Department Chair upon arrival. Normally the Department Chair or the particular Program Director will introduce her/him to the campus, facilities, procedures, etc. New faculty are required to attend an orientation session sponsored by the Vice President of Academic Affairs.

Department Chairs and/or Program Directors arrange orientation activities for part-time faculty. New part-time faculty are presented a copy of the Faculty Handbook, the Student Handbook, and the CCSJ Catalog and pertinent divisional documents. Department Chairs and/or Program Directors clarify the College's mission and goals and their expectations of part-time faculty, invite and encourage them to participate and become involved in planning and reviewing programs in their areas of expertise, and inform them of college resources and procedures.

#### 2.3.4 Equal Opportunity/Affirmative Action

The College maintains a favorable work environment in which all employees, regardless of race, color, national origin, gender, age, disabilities, sexual orientation or religious affiliation, can enjoy equal opportunities in their employment relationship with the College. In an effort to maintain equal employment opportunities, the administration has recognized the need to adopt, implement, and periodically evaluate its Affirmative Action Program consisting of goal statements and specific procedures. Program policy concerning equal employment opportunity requires that:

1. In establishing qualifications for employment, no provision or requirement will be adopted that would be discriminatory on the basis of such protected characteristics as race, color, national origin, age, gender, disabilities, sexual orientation or religious affiliation, except where a bona fide occupational qualification exists.
2. No questions in any examination, application form, or other personnel proceedings will be so framed as to attempt to elicit information concerning protected characteristics from an applicant, eligible candidate, or employee.
3. No appointment to or removal from a position will be affected in any manner solely by the person's protected characteristics.

Any employee or job applicant who feels that he/she has been subjected to discrimination by employees, officers, or agents of the College is requested to report the incident or complaint to his/her immediate supervisor. In the event such reporting is not possible, the employee may report the incident to the Vice President of Business and Finance, who will investigate the incident and attempt

to resolve the matter. All complaints will be handled in strict confidence.

#### 2.3.5 Employment Conflict of Interest

Potential faculty members must notify the Vice President of Academic Affairs of any outside/other employment (See Handbook section 2.9.5)

#### 2.3.6 Special Appointment Categories

The Vice President of Academic Affairs may recommend to the President appointments for special assignments, i.e., consultants with special expertise.

### 2.4 Personnel Records

#### 2.4.1 Pre-employment

The chair of the *ad hoc* faculty search committee will develop and maintain files of all applicants. The files of recommended candidates which are given to the Vice President of Academic Affairs must include all application forms, criminal background check, correspondence, references, the candidate's official academic transcripts, and/or other appropriate documentation.

#### 2.4.2 Personnel File

The personnel file of each faculty member is located and maintained in the Office of the Vice President of Academic Affairs. This file contains the application form and/or letters originally submitted, together with supporting documents as appropriate, a service record, copies of summaries of student evaluations, Department Chair evaluations, copies of letters and memos to and from the faculty member which relate to the performance of responsibilities, and any other relevant documents including the summaries of contract reviews, and merit reviews are also included.

Faculty members may review their files. If any of the contents is challenged, and no agreement is reached between the Vice President of Academic Affairs and the faculty member, the faculty member may appeal to the President. If no agreement is reached the faculty member may prepare a response (See grievance procedure).

### 2.5 Evaluation

#### 2.5.1 Policy/Criteria

A regular review of the performance of all faculty members will be conducted in order that they may receive full credit and reward for their contributions to the

College and their fields. The three criteria on which this evaluation is based are teaching, scholarly achievement, and service to the College and community as defined and explained in 2.1.6.4.1.

The initial responsibility for evaluation of faculty rests with the appropriate Department Chair, on the basis of evidence provided by the faculty member or collected elsewhere. The faculty member will be given a copy of the Chair's evaluation and may submit comments. Both the Chair's evaluation and the faculty member's comments are submitted to the Vice President of Academic Affairs, who has final responsibility for evaluation of faculty.

### 2.5.2 Procedure

To insure that all relevant information is included in the evaluation, all faculty members are to annually submit to the appropriate Program Director and Department Chair a performance summary in which they detail the evidence in support of their performance in teaching, professional development, and contributions to the College and the community, together with whatever other information they wish to be taken into consideration by the Department Chair and the Vice President of Academic Affairs in the evaluation.

The Program Director and Department Chair, using the information submitted by the faculty member, student evaluations, and whatever other information is obtainable, evaluates the performance of the faculty during the previous year and writes the evaluation into a formal statement of the contributions of the faculty member to the department and the College. In the case of Chairs, these evaluations are written by the Vice President of Academic Affairs and follows the above procedures. Since evaluation of performance is one of the essential factors in determinations concerning tenure, promotion, reappointment, and merit raises, the Chair and Vice President of Academic Affairs should make every effort to insure that the evaluations are clear, honest, and genuinely evaluative.

The Department Chair gives the faculty member a copy of the evaluation and discusses it with the faculty member. In this discussion, if appropriate, the Chair should make suggestions for improvements and give the faculty member a clear idea of ways in which the performance might be improved. The Department Chair should take particular care in the advising of non-tenured faculty members working toward tenure and promotion. Any faculty member dissatisfied with the personal evaluation prepared by the Department Chair or the Vice President of Academic Affairs may present in writing additional comments or evidence to the Chair and to the Vice President of Academic Affairs.

The Vice President of Academic Affairs evaluates in writing the performance of the faculty member by either: a) endorsing the evaluation of the Chair, or b) indicating areas in which the Vice President of Academic Affairs' evaluation differs from that of the Chair. A copy of the Vice President of Academic Affairs' evaluation shall be sent to the Chair and to the faculty member. The Vice President of Academic Affairs shall present to, and discuss with the President the evaluations of those faculty on probationary or annual contracts. The President then will notify these faculty of their reappointment or non-reappointment.

Copies of information submitted by the faculty member, the Department Chair's evaluation, the faculty member's comments, and the Vice President of Academic Affairs' evaluation are retained for the record in the faculty member's personnel

file in the Vice President of Academic Affairs Office.

All faculty members will submit Annual Self-Evaluations and Merit Review Form to their Department Chair by September 1<sup>st</sup>. The Department Chair, in consultation with the Program Director, will forward the self-evaluation and supporting documents to the Vice President of Academic Affairs by October 1<sup>st</sup>.

### 2.5.3 Professional Development Plans

Every faculty member will develop an Annual Plan for Professional Development. This plan will serve as the foundation of the Annual Self-Evaluation process for all faculty and will reflect the standards discussed in Section 2.1.6.4.1 of this Handbook.

## 2.6 Promotion and Tenure

Tenure and promotion in rank are awarded by the Board of Trustees upon recommendation by the President. In awarding promotion in rank and tenure the College recognizes excellence in teaching as the most significant contribution the applicant makes to this institution (See Section 2.6.1).

The decisions to award tenure and promotion is determined through a review process involving faculty, Department Chairs, Program Directors, the Rank and Tenure Committee, the Vice President of Academic Affairs and the President. It is the responsibility of the faculty member who is a candidate for promotion and/or tenure, and not the responsibility of the College, to document his/her case for consideration for promotion and/or tenure. The awarding of promotion and/or tenure is discretionary on the part of the College.

### 2.6.1 Promotion Policy

Promotion in rank depends on several factors including teaching effectiveness, scholarship, and service to the College and the broader community. A preponderance of evidence of strength in teaching and strong performance in each of the two other performance areas: scholarship and service. Preponderance of evidence is defined as follows.

- Sixty percent (60%) of the evidence submitted must speak to excellence in teaching.
- Forty percent (40%) must support strength in the other two performance areas: scholarship and service with evidence of scholarly achievement advanced during each annual review. (See Standards and Explanations, 2.1.6) Promotion into rank is never automatic, but subject always to full review in accordance with College procedure. Recommendation for advancement in rank is regularly made by the Rank and Tenure Committee. (See 1.8.4.1)

The Portfolio submitted for promotion and tenure consideration should include

the *Tenure and Promotion Application* (See *Appendix G*) and all of the supporting documentation identified in Section 2.1.6.

Promotion in rank will provide the faculty member a corresponding increase in salary. As circumstances permit, these amounts shall be:

Instructor to Assistant Professor	\$1,000
Assistant to Associate Professor	\$2,000
Associate to Professor	\$3,000

The increase in salary will be added to the base salary. The increase in salary is concurrent with the promotion. Both take effect with the issuance of the next contract.

### 2.6.2 Procedures for Promotion and Tenure

The procedures for evaluation of faculty leading to promotion or tenure are designed to assemble responsible professional judgment in the evaluation process and to avoid arbitrary or subjective evaluation. It is also intended to provide the faculty member with suggestions for further improvement in his/her performance and further development of his/her competence. The main steps in the application process are:

1. A faculty member who meets the qualifications as stated in the Faculty Handbook makes application through the Department Chair. The faculty member prepares a portfolio of materials supporting the application, including a current vita, Annual Self Evaluation and Merit Review Form, and a summary statement of the faculty member's contributions, over the previous three to five years, in teaching, scholarship and service to the College and broader community, with supporting materials if appropriate (See *Appendix G: Promotion and Tenure form* and *Annual Plan for Professional Development form*, and *Appendix H* for Department Chair Evaluation form).
2. The Department Chair prepares a recommendation and forwards copies to the Rank and Tenure Committee.
3. The Rank and Tenure Committee prepares a recommendation and forwards it to the Vice President of Academic Affairs.
4. The Vice President of Academic Affairs prepares a recommendation and forwards it to the President.
5. A copy of the recommendation is presented to the candidate at the conclusion of each step.
6. Timeline for all promotion and tenure applications

<i>Date</i>	<i>Procedure</i>
September 1	Candidate submits five copies of portfolio including Self-Evaluation Form, application for promotion, and supporting documents to Department Chair.
October 1	Department Chair submits candidate's application and supporting documentation to the Rank and Tenure Committee with a written evaluation and recommendation.
November 15	Candidate's application and portfolio are submitted from the Rank and Tenure Committee to the Vice-President of Academic Affairs with a written recommendation (positive or negative) and rationale.
December 15	Candidate's application and portfolio are submitted from the Vice President of Academic Affairs to the President with a recommendation (positive or negative).
January 15	The President notifies the faculty member of the decision for tenure and/or promotion. When positive decision is made, the President submits a written recommendation to the Academic Affairs Committee of the Board of Trustees.
February	The Academic Affairs Committee makes appropriate decision.
March Board Meeting	If approved, the Academic Affairs Committee of the Board of Trustees submits a recommendation to the Board of Trustees. The Board of Trustees makes final determination.
April 1	The Faculty member is officially notified of the decision of the Board regarding his/her tenure and/or promotion application. If approved, the promotion and tenure is effective at the start of the next contract period.
	<i>NOTE: The candidate receives a copy of each recommendation.</i>

## 2.7 Tenure

### 2.7.1 Policy

In determining the specific conditions of tenure appointments, the College is guided by the "1940 Statement of Principles on Academic Freedom and Tenure" of the American Association of University Professors as subsequently endorsed by the Association of American Colleges with 1970 Interpretive Comments (see *Appendix I*). If conflict exists between the AAUP 1940 Statement of Principles on Academic Freedom and Tenure and the CCSJ Faculty Handbook, the CCSJ Faculty Handbook shall be the final determination.

Following the required probationary period in the rank of assistant, associate, or full professor, faculty members are eligible for tenure consideration.

Faculty members with the rank of assistant or associate professor shall serve a

probationary period of at least four years (two year credit may be granted from another institution) before being eligible for tenure consideration. Normally, the faculty member would apply in September of his/her sixth-year probationary period (penultimate year) and either tenure will be granted or the appointment terminated as the circumstances require. In truly exceptional cases, a faculty member may apply for tenure in the fifth year. A faculty member appointed initially as professor is eligible for tenure consideration after a three-year probationary period (See special terms provision 2.3.2).

#### 2.7.2 Procedures For Tenure

See Handbook Section 2.6.2

### 2.8 Separation

#### 2.8.1 Resignation

##### Notice of Resignation

Although entering into contract with the expectation of remaining, faculty members may resign due to changes in circumstances. In such cases, they should give notice not later than nine calendar months before the opening of the next academic year.

#### 2.8.2 Retirement

There is no mandatory retirement age.

#### 2.8.3 Non-reappointment

In the case of non-reappointment, faculty who are in their first two years of probationary and/or annual contracts will be notified in writing by March 15. Thereafter, such notification will be given in writing by January 15.

A faculty member with a negative tenure decision will complete his/her penultimate year and be issued a terminal contract for the following year.

##### 2.8.3.1 Non-reappointment for Medical Disability

Non-reappointment of a faculty member for medical reasons will be based upon clear and convincing medical evidence that the faculty member cannot continue to fulfill the terms and conditions of the appointment. The decision to terminate will be reached only after there has been

appropriate consultation and after the faculty member concerned, or someone representing the faculty member, has been informed of the basis of the proposed action and has been afforded an opportunity to present the faculty member's position and to respond to the evidence. If the faculty member so requests, the evidence will be reviewed by the Tenure Judiciary Committee before a final decision is made by the Board of Trustees on the recommendation of the Vice President of Academic Affairs and President. Disability does not terminate the tenure contract outright, but merely suspends it pending certification by medical authorities that the faculty member is able again to perform satisfactorily.

#### 2.8.4 Layoff/Reduction in Force

##### 2.8.4.1 Criteria

Curtailment or elimination of educational programs may be necessary for reasons of financial exigency, e.g., an imminent financial crisis which threatens the survival of the College as a whole and which cannot be alleviated by less drastic means.

The President, Vice President of Academic Affairs, and other relevant staff shall participate in the determination that a state of financial exigency exists and that all feasible alternatives to termination of appointments have been pursued. The final decision to declare a state of financial exigency rests with the Board of Trustees upon recommendation by the President. Programs may also be discontinued because of declining enrollment, changes in licensing and certification requirements, and/or market forces.

The tenured faculty have the right of first refusal in teaching areas for which they are qualified by degree and experience. The college is required to negotiate in good faith with tenured faculty whose programs may be subject to elimination but is not required to sustain employment of persons who for whatever reason can no longer contribute to the educational mission of the college as determined by program and personnel review.

##### 2.8.4.2 Procedure - Decision to Lay-off/Reduce Tenured Faculty as Part of Programmatic Elimination

Termination of tenured appointments may be made, provided that a) all non-tenured faculty within the program area have been previously released, and b) dismissal be in strict accord with the inverse order of rank and seniority within rank within program areas.

##### 2.8.4.3 Procedure - Implementation of Decision

If the College, because of financial exigency or elimination of programs, terminates appointments, it will not at the same time create new faculty appointments except in extraordinary circumstances where a serious distortion in the academic program would otherwise result. Before terminating an appointment because of financial exigency, the College will make every effort to place the faculty member affected in another suitable position within the College.

#### 2.8.4.4 Notice

In all cases of termination of appointment because of financial exigency or elimination of programs, the College shall give the faculty member notice of termination according to the following schedule or terminate the faculty member immediately, but with severance salary for the same period of time: 3 months salary for tenure-track faculty and 6 months salary for tenured faculty.

#### 2.8.4.5 Recall

In all cases of termination of appointment because of financial exigency or elimination of programs the position of the faculty member affected will not be filled by a full-time replacement for a period of 2 years unless the released faculty member has been offered reinstatement and a reasonable time in which to accept or decline. Nor shall a part of the terminated faculty member's position be staffed during the same period unless the part-time position(s) has (have) first been offered to the terminated faculty member and a reasonable time is granted in which to accept or decline.

### 2.8.5 Discharge for Cause

#### 2.8.5.1 Criteria

##### For Cause:

1. Moral turpitude or grave scandal and felony conviction.

Gross or repeated violations of norms of good conduct may provide grounds for dismissal. A faculty member convicted of a felony may be discharged immediately.

2. Incompetence

Inasmuch as there is a clear presumption that appointment to tenure is recognition of competence, dismissal on a charge of incompetence must be based on obvious grounds and substantiated

by evidence and testimony of the teachers and scholars from the College or from other institutions. Evidence of incompetence should have been identified in the annual review process and strategies for improving performance included in the Annual Plan for Professional Development. The burden rests with the college to establish and document a substandard level of performance.

3. Frequent and serious insubordination and irresponsibility

Failure and unwillingness to perform academic duties as set out in the contract and Handbook, or speech or performance that seriously denigrates the good name of the College, are sufficient grounds. Evidence of insubordination should be substantiated in the faculty member's personnel file and the annual review process. Additionally, the Annual Plan for Professional Development should include mutually agreed upon strategies for improving performance before an action for dismissal is initiated. That action should be based on the faculty member's unwillingness or inability to improve his/her performance as evaluated in the annual performance review process.

2.8.5.2 Procedure

Procedural Guide for Termination of Tenured Appointments

Holding firmly to the necessity of safeguarding the tenure position, the College sets forth a procedural guide for dismissal, recognizing the rights of due process inuring to the faculty member in case of proposed dismissal. The exact procedural standards here set forth, however, are not intended to establish a norm in the same manner as the 1940 "Statement of Principles on Academic Freedom and Tenure," but are presented rather as a guide.

1. Preliminary Proceedings Concerning the Fitness of a Faculty Member

When reason arises to question the fitness of a college faculty member who has tenure or whose term appointment has not expired, the appropriate administrative officers ordinarily discuss the matter with her/him in personal conference. The matter may be terminated by mutual consent at this point.

If the President decides to seek dismissal of the faculty member, a statement with reasonable particularity of the grounds proposed for dismissal should be formulated by the President or his representative. This

statement should also include the date of dismissal and any proposed salary settlement if the charges against the faculty member are substantiated.

Except in cases of moral turpitude or grave scandal or felony conviction, a faculty member with a term appointment is entitled to an equitable salary settlement for the current year and faculty members with tenure should receive their salaries for at least a year from the date of notification of dismissal.

2. Commencement of Formal Proceedings

The formal proceedings should be commenced by a communication addressed to the faculty member by the President, informing the faculty member of the statement formulated, and informing her/him that if so requested, a hearing to determine whether the faculty member should be removed from faculty position on the grounds stated will be conducted by a faculty committee at a specified time and place. In setting the date of the hearing, sufficient time should be allowed the faculty member to seek legal counsel if desired to prepare her/his defense. The faculty member should be informed, in detail or by reference to published regulations, of the procedural rights that will be accorded. In reply, the faculty member should state whether a hearing is desired and, if it is, should answer in writing, not less than one week before the date set for the hearing, to the statements in the President's letter.

3. Suspension of the Faculty Member

Suspension of the faculty member during the proceedings involving her/him is justified only if immediate harm to self or others is threatened by her/his continuance. Unless legal considerations forbid, any such suspension should be with pay.

4. Tenure Judiciary Committee

The Tenure Judiciary Committee shall conduct the hearing and reach a decision. (See Section 1.8.4.2 for Committee membership)

5. Committee Proceeding

The committee should proceed by considering the statement of grounds for dismissal already formulated by the President, and the faculty member's response written before the time of the hearing. If the faculty member has not requested a hearing, the committee should consider the case on the basis of the attainable information and decide whether she/he should be removed; otherwise the hearing should go forward. The committee, in consultation with the President and the faculty member, should exercise its judgment as to whether the hearing should be public or private. If any facts are in dispute, the testimony of witnesses and other evidence concerning the matter set forth in the President's letter to the faculty

member should be received.

The President should have the option of attendance during the hearing. He/she may designate an appropriate representative to assist in developing the case, but the committee should determine the order of proof, should secure the presentation of evidence important to the case. The faculty member should have the option of assistance by counsel, whose functions should be similar to those of the representative chosen by the President. The faculty member should have the additional procedural rights set forth in the 1940 "Statement of Principles on Academic Freedom and Tenure," and should have the aid of the committee, when needed, in securing the attendance of witnesses. The faculty member or her/his counsel and the representative designated by the President should have the right, within reasonable limits, to question all witnesses who testify orally. The faculty member should have the opportunity to be confronted by all witnesses adverse to her/him.

6. Consideration by Tenure Judiciary Committee

The committee should reach its decision in conference, on the basis of the hearing. Before doing so, it should give opportunity to the faculty member or her/his counsel and the representative designated by the President to argue orally before it. If written briefs would be helpful, the committee may request them. The committee may proceed to decision promptly, without having the record of the hearing transcribed, where it feels that a just decision can be reached by this means; or it may await the availability of the transcript of the hearing if its decision would be aided thereby. It should make explicit findings with respect to each of the grounds of removal presented, and reasoned opinion may be desirable. Publicity concerning the committee's decision may properly be withheld until consideration has been given to the case by the governing body of the institution. The President and the faculty member should be notified of the decision in writing and should be given a copy of the record of the hearing. Any release to the public should be made through the President's Office.

7. Consideration by Governing Body

The President should transmit to the governing body (Board of Trustees) the full report of the Tenure Judiciary Committee stating its action. On the assumption that the governing board has accepted the reasoning of the faculty committee, acceptance of the committee's decision would normally be expected. If the governing body chooses to review the case, its review should be based on the record of the previous hearing, accompanied by opportunity for argument, oral or written or both, by the principals at the hearing or their representatives. The decision of the Tenure Judiciary

Committee should either be sustained or the proceeding be returned to the committee with objections specified. In the latter case, the committee should reconsider, taking account of the stated objections and receiving new evidence if necessary. It should frame its decision and communicate it in the same manner as before. Only after study of the committee's reconsideration should the governing body make a final decision overruling the committee.

#### 8. Publicity

Except for such simple announcements as may be required, covering the time of the hearing and similar matter, public statements about the case by either the faculty member or administrative officers should be avoided so far as possible until the proceedings have been completed. Announcement of the final decision should include a statement of the committee's original action, if this has not previously been made known.

### 2.8.6 Progressive Discipline

#### 2.8.6.1 Minor Sanctions

If the appropriate Department Chair and the Vice President of Academic Affairs believe that the professional conduct of a faculty member justifies imposition of a minor sanction, such as a reprimand, they shall notify the faculty member of the basis of the proposed sanction and provide him/her with an opportunity to persuade them that the proposed sanction should not be imposed. (Examples of such conduct include, but are not limited to, dereliction of duties, violation of professional ethics, and misuse of College resources.) A faculty member who believes that a minor sanction has been unjustly imposed, may petition the Tenure Judiciary Committee for a hearing following procedures stated in 2.8.5.2. A non-tenured faculty member may petition the Tenure Judiciary Committee to appoint a hearing panel composed of both tenured and non-tenured faculty. Procedures will be the same as for the Tenure Judiciary Committee.

#### 2.8.6.2 Major Sanctions

If the appropriate Department Chair and the Vice President of Academic Affairs believe that the professional conduct of a faculty member, although not constituting adequate cause for dismissal, is sufficiently grave to justify imposition of a severe sanction, such as suspension from service for a stated period, they may institute a hearing by the Tenure Judiciary Committee to impose such a severe sanction following procedures stated in 2.8.5.2. A non-tenured faculty member may petition the Tenure Judiciary Committee to appoint a hearing panel composed of both tenured

and non-tenured faculty. Procedures will be the same as for the Tenure Judiciary Committee. (Examples of such conduct include but are not limited to, repeated violation of professional ethics, repeated misuse of College resources, harassment, and dishonesty in scholarship.)

## 2.9 Faculty Rights and Responsibilities

### 2.9.1 General Statement: Contractual Obligations: Interpretation of Standard Contract College Commitment

The College commits itself to provide the intellectual, cultural, and physical environment necessary for the faculty member's performance of duties.

#### Individual Commitment

The contract is evidence of the appointment of a professional scholar to a specific community of scholars. The primary intent of the individual should be the furtherance of this community's aims and purpose. The obligations are, therefore, threefold: professional fidelity to the art or science to which she/he bears witness, academic exchange with the group of scholars to which she/he belongs; specific duties of teaching, advising, etc., owed to the College in the practical attainment of its ends. These obligations are hers/his to the time of contract expiration; they in no way cease by reason of notice received or given that her/his contract will not be renewed after expiration.

#### Professional Obligations

Faculty members bind themselves to continued study and experimentation in order to improve their teaching, their grasp of the material in their field, their professional stature, and their academic standards.

#### Academic Obligations

Faculty members agree to take part in curriculum development, setting of admission standards, and such other work as is involved in active membership in their programs and in the College faculty.

#### Specific Duties

Faculty members agree to:

1. Meet their assigned classes at the time and place for the duration specified in the academic calendar. If a situation arises where a class must be cancelled, the faculty member will notify the Vice President of Academic Affairs office of any such cancellations.
2. Submit electronic syllabi for their courses to the Office of the Vice President of Academic Affairs through the Academic Support Services.
3. Cover the subject matter of their courses as outlined in the CCSJ Catalog in concert with college mission and goals, as well as program objectives.
4. Maintain an environment conducive to academic exploration and learning.
5. Keep reasonable office hours for advising and consulting with students. Post office hours and file them with the Vice President of Academic Affairs. Each member of the faculty will be expected to schedule office hours for student conference equaling at least the number of semester hours taught.
6. Attend the College functions such as Senate meetings, department meetings, convocations, commencement, professional development activities, committee meetings, etc.

#### 2.9.2 Appearance/Dress Code

Since all employees represent the College in their work and especially in their contact with various publics, their conduct and appearance are expected to be professional and consistent with the mission of the College. Therefore all employees are expected to maintain a professionally acceptable appearance. Examples of unacceptable dress include T-shirts, shorts, jeans, gym shoes, and sneakers. Supervisors can provide further elaboration of the college's expectations.

#### 2.9.3 Academic Freedom

The College is guided by the *1940 Statement of Principles on Academic Freedom and Tenure with 1970 Interpretive Comments* of the American Association of University Professors as its operating procedure, and it expects that faculty members will do likewise (see *Appendix I*).

#### 2.9.4 Professional Ethics

Academic freedom carries with it certain responsibilities. The *AAUP Statement on Professional Ethics* (1987 revision) serves as one reminder of the variety of obligations that are part of the integrity of the academic profession. The College

is guided by this statement and expects its faculty members to be guided by it.  
(See *Appendix J*)

### 2.9.5 Sexual Harassment

The College will not tolerate sexual harassment in the workplace. It is the policy of the College that all employees have the right to work in an environment free from all forms of discrimination and conduct that can be considered harassing, coercive or disruptive, including sexual harassment. No employee, either male or female, should be subjected to unsolicited and unwelcome sexual overtures or conduct whether verbal or physical. Any employee engaging in such behavior is subject to disciplinary action up to and including termination of employment.

#### Definitions and Guidelines

A. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

B. Sexual harassment does not refer to occasional compliments of a socially acceptable nature. It does refer to behavior that is not welcome and that debilitates morale, and that, therefore, interferes with work effectiveness. Offensive and objectionable sexually oriented conduct may include but is not limited to:

- epithets;
- derogatory or suggestive comments, slurs or gestures;
- offensive posters, cartoons, pictures, or drawings; and
- a single incident of unwanted touching.

#### Administrative Responsibility

Sexual harassment, whether committed by administrative, academic, or support personnel or others, is specifically prohibited as unlawful and against College policy. The administration is responsible for taking action against any acts of sexual harassment regardless of whether the specific acts complained of were

sanctioned or specifically forbidden and regardless of the manner in which the College becomes aware of the conduct.

### Procedures

#### A. Employee

An employee who believes that he or she has been the subject of sexual harassment may file a complaint with:

- his or her immediate supervisor; or
- the appropriate vice president; or
- the president

If the alleged harasser is the employee's supervisor, the employee should feel free to by-pass the supervisor and take the complaint to one of the other persons listed.

#### B. Supervisor

After notification by an employee of a complaint, a supervisor should immediately contact the Human Resources Office to initiate the investigation procedure.

#### C. Investigation

1. After notification of an employee's complaint, a confidential investigation will immediately be initiated to gather all facts about the complaint. The investigation will include interviews with the complainant, the accused, and co-workers. All interviews will be conducted in strict confidence.

2. After the investigation has been completed, a determination will be made by the appropriate vice president regarding the resolution of the case. If warranted, disciplinary action will be taken up to and including involuntary termination of employment.

3. The administration will make very effort to complete the investigation within a week to ten (10) days in order that a speedy resolution to the problem is reached and any appropriate disciplinary or work related action can be taken promptly.

### Non-Retaliation

This policy prohibits retaliation against any employee who brings a sexual harassment charge or assists in the investigation of any charges. The employee bringing a sexual harassment complaint or assisting in the investigation of such a complaint will not be adversely affected in terms and the conditions of employment, nor discriminated against or discharged because of the complaint.

### 2.9.6 Conflicts of Interest

A conflict of interest occurs when a full time faculty member's outside remunerative employment conflicts and/or interferes with contractual duties and responsibilities.

Faculty members should be alert to the possible effects of outside remunerative employment on their obligations to the College. However, when faculty members have doubts about whether or not such employment may involve a conflict of interest, they are expected to consult with their Program Director and Department Chair. Likewise, when the employment may appear, during the reporting process, to conflict with the College's financial interest, the Chair is expected to inform the faculty member of that possibility.

Subsequently, if the faculty member's activity does appear to conflict with the College's fiscal interest, then the following steps should be taken:

- The Department Chair should provide the faculty member with evidence that a violation has (or apparently has) occurred. If the parties cannot agree on a resolution, then the evidence will be provided to the Vice President of Academic Affairs for review.
- The Vice President of Academic Affairs will seek an informal resolution that is acceptable to both parties, and failing resolution may seek to resolve the problem through the progressive disciplinary procedures. (See Handbook Section 2.8.6)
- The faculty member will not be prohibited from participating in the outside remunerative activity until a final decision has been rendered.

### 2.10 Faculty Professional Development

Faculty submits an *Annual Plan for Professional Development* to the Department Chair who then submits it to the Office of the Vice President of Academic Affairs.

#### 2.10.1 Sabbatical Leave

Sabbatical Leave is basically recognition of accrued merit. It is available to a full-time faculty member only upon her/his completion of six successive years of full-time teaching at the College. Granted primarily for education, research, and professionally related travel, it will normally be given for a period of only one year at a time. The Sabbatical Leave affords opportunity for concentrated study, stimulus to a widening of educational experience, and leisure for contribution, through writing, to the total of recorded learning. Properly used, it should benefit both the faculty member and the College.

In this context a year of teaching consists of two full semesters. Sabbatical Leave carries with it a compensation amounting to 50 percent of the faculty member's salary in the most recent two-semesters.

Faculty members may choose one of two ways of taking Sabbatical Leaves.

- If they elect the full-year Sabbatical Leave, they will receive compensation as described above, and will return to duty at the beginning of the next academic year.
- If they elect the partial Sabbatical Leave (i.e., one semester), they will receive full compensation.

In either case, the College retains their names on the roster during their absence. On completion of the Sabbatical Leave, they are obligated to resume teaching at the College for at least one year thereafter. They will be eligible for a second Sabbatical Leave only after the completion of six more years of teaching following the sabbatical year.

Approval of a Sabbatical Leave is contingent on such factors as finances, the current possibilities for adequate substitution, etc. The College espouses the policy of Sabbatical Leave as an enlightened one and implements it whenever possible. In no case is sabbatical leave an entitlement. Each case is considered on its own merits and in the light of current circumstance.

#### Application for Sabbatical Leave

Application for the sabbatical leave is to be made to the Vice President of Academic Affairs and appropriate Program Director and Department Chair at least one academic year before the time in which it is to begin. The applicant will present detailed plans concerning her/his project, its purpose, duration, procedure, value, etc. With this in mind, the Vice President of Academic Affairs will discuss this information with the applicant. The Vice President of Academic Affairs forwards his/her recommendation to the President. The President will then make a final decision. If the decision is positive, the recommendation goes to the Board of Trustees at its March meeting for final approval. If the decision is negative, the President informs the faculty member.

A faculty member granted Sabbatical or Requested Leave must render a report on leave activities to the Vice President of Academic Affairs upon return to active duty. A faculty member enjoying an extended leave will submit a report to the Vice President of Academic Affairs once a year.

## 2.10.2 Educational Leave

### Requested Leave of Absence

Faculty members may at any time request a leave in order to continue their professional training and/or personal renewal. Although the College seeks generally to engage only such persons as already have sufficient pertinent training, it encourages the individual's desire for academic self-improvement. There is no automatic emolument attached to an educational leave. The procedures for requesting an educational leave are the same as those for sabbatical leave.

## 2.10.3 Directed Assignment

The College may initiate a leave by offering to an individual a special assignment which is peculiarly advantageous to itself and for which the faculty member seems particularly fitted. The College will in most cases accompany the offer with a proposal concerning a stipend. The terms of the leave will be negotiated between the College and the faculty member.

## 2.10.4 Professional Development

Financial support for professional development is allocated to each program. Faculty members may request such funds with approval from the Program Director, Department Chair, Vice President of Academic Affairs and the President.

## 2.11 Workload

### 2.11.1 Academic

#### 2.11.1.1 Teaching, Preparations

##### Normal Load/Overload

The normal teaching load is 24 semester hours per academic year. Overloads shall be determined on an academic year basis and shall be paid pursuant to 2.15.2. In general, no faculty may teach more than three credit hours per semester as an overload. All overload assignments must be approved by the Vice President for Academic Affairs. In computing credit hours, two laboratory hours will be the equivalent of one semester hour.

##### Pro-Rata Faculty

Pro-Rata faculty are those faculty who have less than a full time appointment. The normal teaching load for a faculty member classified as Pro-Rata is 12 semester hours per academic year.

#### Directed Study/Arranged Courses

Directed study (catalogued courses taught by arrangement) and arranged courses will be compensated separately. Faculty are generally limited to a maximum of two (2) directed study/arranged courses per academic term during the academic year unless requested by the Vice President of Academic Affairs.

#### 2.11.1.2 Release Time

Some faculty members are “released” from some part(s) of their normal teaching load for assigned responsibilities for which they are held accountable to their appropriate supervisor. Release time for academic-related assignments is frequently related to special projects and grants funded by external agencies. Any faculty member with a release time assignment must receive written approval from the Vice President of Academic Affairs before he/she is to assume any overload assignment (See Handbook Section 2.11.1.1).

#### 2.11.1.3 Committees

Every faculty member is expected to serve on appropriate college committees.

#### 2.11.1.4 Scholarly Activity

Faculty are expected to continue scholarly activity in their area(s) of expertise. (See Handbook Section 2.1.6.4.1.)

#### 2.11.1.5.1 Outside Employment/Consulting

When a faculty member accepts full-time employment at the College, the College assumes the primary claim on the person’s employment time. If outside employment, appointments, teaching, engaging in research or service projects for or at other colleges or universities, conflicts and/or interferes with the duties and responsibilities of a faculty member, the faculty member must limit or terminate such activities at the College’s request.

Faculty must annually complete the External Activity Form (See *Appendix K*) and submit it to the Vice President of Academic Affairs at the beginning of each academic year. If the Vice President of Academic Affairs determines that a conflict of interest exists pursuant to sections 2.9.1 and 2.9.6, the Vice President of Academic Affairs will notify the faculty member of the need to terminate the activity following the procedure established in section 2.9.6.

#### 2.11.1.6 Student Advising/Office Hours

Each faculty member is expected to schedule office hours equaling the number of semester hours taught. See Handbook Section 2.9.1 "Specific Duties."

### 2.12 Working Conditions

#### 2.12.1 Academic Regalia

Faculty are expected to be in academic regalia for commencement and special convocations.

#### 2.12.2 Patent

The College encourages creative scholarly activity. A faculty member, who in the course of his/her regularly assigned duties and responsibilities and compensation and/or in using college facilities and equipment achieves a patent or other commercial gain from the activity, will negotiate with the Vice President of Academic Affairs and Vice President of Business and Finance the assignment of the discovery and/or rewards. Consistent with customs in higher education, however, ownership of textbooks and manuscripts and their royalties belong to the author except in the case when the material is prepared as an assigned College responsibility and College resources are used, in which case it is College property.

#### 2.12.3 Research

The College attempts to provide reasonable resources and support for scholarly activity. Proposals for projects requiring special resources and /or equipment must be approved by the Vice President of Academic Affairs. Support for scholarly achievement in research and publication includes released time, professional development funds, and paid and unpaid sabbaticals.

#### 2.12.4 Copyright - Photo Copy

Faculty members using the College's reproduction and copying facilities to produce previously published material are fully responsible for certifying that such reproduction does not violate provisions of the Federal Copyright Act and/or the "fair-use doctrine."

#### 2.12.5 Human Subjects Policy

The College requires that all administrative projects (e.g., questionnaires, surveys, etc.) and research involving human subjects being conducted by the administrator or staff member, and using College facilities be reviewed by the President or his/her designee.

The Institutional Review Board (IRB) ensures that faculty, administration, staff, and students who conduct research at Calumet College of St. Joseph do so in a manner that is ethical and consistent with federal guidelines. The mission of the IRB is to protect both the rights and well being of research participants and the integrity of research projects conducted at the college. In short, the maxim of "do no harm" applies to all research projects.

The initial obligation of all researchers is to be familiar with and adhere to Titles 45 and 46 of the Code of Federal Regulations. The specific procedures and requirements related to research involving human subjects are set out in detail in these codes. As such, this policy does not nor cannot replace the legal and ethical duties articulated in the code. Instead, this policy is designed to highlight certain guidelines for the benefit of any administrator, researcher, faculty member, advisor or instructor at the college.

The composition of the IRB will consist of five representatives, one each from the faculty, Board of Trustees, library/ technology, administration/religious order, and an individual from the community who is not otherwise affiliated with the college. Each member is appointed by the Vice President of Academic Affairs.

Much, if not all, undergraduate research entails little risk of harm to research participants. Classroom research assignments conducted by undergraduate students are generally deemed beyond the scope of the IRB guidelines. In the event that a faculty member or instructor has concerns of any potential harm to any human subject, then it is the policy of the college that a summarization of the particular research assignment shall be submitted to the IRB liaison.

The liaison will then make a determination as to whether the research can be used within the class, or whether it requires a formal review. If a formal review is required the faculty member must follow the procedures set out below.

##### 2.12.5.1 Research Conducted By or Involving Students

1. When students conduct research or when students work with faculty on research projects, the researcher (hereinafter referred to as “principal investigator”) is required to complete and sign the *Documentation of Review and Approval* form and complete a *Checklist for Investigators*. (See Appendix L)

2. The forms are submitted and reviewed by the faculty advisor for approval. If the faculty advisor deems the research and the methodology as posing little or no risk to human subjects, the faculty advisor will sign the *Documentation of Review and Approval* form. If the faculty advisor deems the research and methodology poses an unreasonable risk to human subjects, specifically including the confidentiality of data or the identity of any respondent, then the faculty advisor shall suggest appropriate safeguards or other such techniques designed to cure or minimize any risk related to the research. It is incumbent upon both the principal investigator and the faculty advisor to successfully remedy or resolve any such risks. If, in the professional opinion of the faculty advisor this cannot be achieved, then the research project should be abandoned or otherwise delayed or amended until such time that any unreasonable risk has been resolved.

3. If approved, the research submittal is forwarded to the IRB liaison. The liaison shall review the research forms and accompanying submittals and prepare them for presentation. A copy will be made for each board member. It is the responsibility of the liaison that each board member receives a copy of the file in a timely manner. The liaison shall act as a resource for the board for both legal and technical questions.

4. If the research and methodology is deemed as posing little or no risk to human subjects, an IRB member will sign the *Documentation of Review and Approval* form, which demonstrates the approval of the Institutional Review Board. The liaison is responsible to ensure that all forms are properly completed and that the principal investigator receives the approval in a timely manner. The liaison shall also ensure that copies of the forms and submittals are properly coded and filed. The principal investigator may then proceed with the research.

5. If the IRB rules that the research or methodology poses an unreasonable risk to human subjects, specifically including the confidentiality of data or the identity of any respondent, then IRB will not approve the research. In such cases, the reason for non-approval will be documented on the *Documentation of Review and Approval* form. The liaison will ensure that the decision along with the submittals will be

returned to the faculty advisor in a timely manner. If, in the professional opinion of the faculty advisor, the defects within the research project cannot be cured, then the research project should be abandoned, delayed or amended until such time that any unreasonable risk has been resolved.

#### 2.12.5.2 Research Conducted by Faculty or College Initiated

1. When a faculty member conducts research, or when an employee, agent, administrator, staff, or faculty member is involved in a research project based from a college funded or sponsored institution, the researcher (hereinafter referred to as “principal investigator”) is required to complete and sign the *Documentation of Review and Approval* form and the *Checklist for Investigators*. (See *Appendix L*)
2. The forms are then submitted to the Department Chair for review and approval. If the Department Chair deems the research and methodology as posing little or no risk to human subjects, the Department Chair will sign the *Documentation of Review and Approval* form. In the case of college initiated research, the designated vice-president signs the appropriate form.
3. If the research or the methodology is deemed to pose an unreasonable risk to human subjects, specifically including the confidentiality of data or the identity of any respondent, then the Department Chair shall suggest appropriate safeguards or other such techniques to cure or minimize any risk related to the research. If this cannot be achieved, the project should be abandoned or otherwise delayed or amended until such time that any unreasonable risk has been resolved.
4. Upon approval by the Department Chair, the project documentation shall be forwarded to the IRB liaison. The liaison shall review the submittal and prepare the documentation for presentation to the IRB. It is the responsibility of the liaison that each board member receives a copy of the file in a timely manner. The liaison shall also act as a resource for the board for both legal and technical questions.
5. If the research and methodology is deemed as posing little or no risk to human subjects, an IRB member will sign the *Documentation of Review and Approval* form signifying IRB approval. The liaison will ensure that the principal investigator receives the approval in a timely manner and that documentation is properly recorded and filed. The principal investigator may then proceed with the research.

6. If the IRB deems that the research or the methodology poses an unreasonable risk to human subjects, specifically including the confidentiality of data or the identity of any respondent, then the IRB will not approve the research. The non-approval will be documented on the *Documentation of Review and Approval* form. The liaison will then ensure that the decision with submittals will be returned to the Department Chair or Vice President of Academic Affairs in a timely manner. If, in the professional opinion of the Department Chair or the Vice President of Academic Affairs, the defects within the research project cannot be cured, then the research project should be abandoned, delayed or amended until such time that any unreasonable risk has been resolved.

#### 2.12.5.3 Animal Research

All faculty projects involving animals must be reviewed and approved by the Vice President of Academic Affairs.

#### 2.12.6 Hazardous Waste

The College requires that all projects involving biohazard and/or radioactive materials be approved for usage and safety procedures by the Vice President of Academic Affairs.

#### 2.12.7 Offices and Equipment

All full-time faculty are assigned private office space for use while on campus. Part-time faculty share offices. A list of assigned rooms is issued each semester by the Office of the Vice President of Academic Affairs.

#### 2.12.8 Faculty Lounge

The faculty lounge is located on the fifth floor, room 526 and is open to full and part-time faculty. There is a sofa, a computer and printer, various office supplies and a phone (ext. 241).

#### 2.12.9 Unattended Children

Unattended children are not permitted inside the College building. Those adult students who wish to have their children use the resources of the College library and who are well behaved while in the building are permitted to do so. Under no circumstances will children be permitted to roam the halls and/or occupy the student lounge or student

center. Faculty should make this policy known to their students.

## 2.13 Leaves

### 2.13.1 Leaves of Absence With Pay

#### 2.13.1.1 Holidays

The following holidays are observed at the College:

New Year's Day	Good Friday
Memorial Day	4th of July
Labor Day	Thanksgiving Day
Friday after Thanksgiving	Christmas Eve
Christmas Day	New Year's Eve

#### 2.13.1.2 Sick/Disability

Sickness. Absences are permitted from class due to sickness or accident. The College reserves the right to require a physician's certificate.

Extended Illness. The College provides standard benefits - contact your Vice President of Business and Finance.

#### 2.13.1.3 Bereavement

Demands (for short periods) because of illness or funeral in one's immediate family.

- a. A faculty member shall be allowed up to a maximum of three days paid leave for a death of a member of the immediate family. The immediate family of a College employee shall be defined as: spouse, parent, child, grandparent, grandchild, sibling or corresponding in-laws or step relative.
- b. A faculty member shall be allowed one working day of paid leave for the death of an uncle, aunt, niece, nephew or first cousin.

#### 2.13.1.4 Maternity/Family

Pursuant to the Family and Medical Leave Act: see the Vice President of Business and Finance.

#### 2.13.1.5 Personal

Absence (properly approved and certified) is permitted, furthermore, for some other contingencies:

1. Attendance at professional meetings with approval of Vice President of Academic Affairs.
2. Unforeseen individual emergencies for which the Vice President of Academic Affairs may grant excuses. Justification for absence permits lies in their intrinsic propriety. Emergency cases are to be reported just as quickly as possible. There is here no fixed maximum, it being understood that the number will naturally be kept to a minimum.

#### 2.13.1.6 Vacation for Faculty on 12-Month Contract

Faculty on 12-month contracts accrue twenty-two (22) vacation days a year from the date of employment up to a maximum of thirty (30) working days (see the following table). This maximum can be maintained until vacation days are used.

Request for vacation must be approved by the Department Chair and the Vice President of Academic Affairs. Vacation records are maintained in the personnel file.

### Vacation Accrual for 12-Month Faculty

<b>Month</b>	<b>Days</b>
January	2
February	2
March	1
April	2
May	2
June	2
July	2
August	2
September	1
October	2
November	2
December	2

#### 2.14 Fringe Benefits

With respect to faculty welfare and financial benefits accruing to faculty members, two considerations dominate the policy of the College

On the one hand, the College is interested, so far as its resources permit, in providing for its faculty conditions of employment that will allow them to work at optimum efficiency, unburdened by excessive financial worries. For this reason, their salaries are set on as high a level as conditions allow and, in addition, they include certain fringe benefits

On the other hand, the College is concerned that a faculty member does not become a financial liability (moral or legal) of the College because of personal adversity or inability to perform contractual services. The terms of employment presuppose that remuneration is for services actually rendered. Hence, it is apropos here to reiterate the policy that when services cease or are impaired, salary ceases or is reduced. Retirement implies cessation of salary payment unless there are provisions to the contrary, and disability owing to sickness or accident may imply eventual release or non-reappointment.

Hence, to protect both the faculty and the College itself against undue risk and liability, the College deems it an obligation of faculty members to avail themselves of the benefits for which they are eligible.

##### 2.14.1 Mandatory

###### 2.14.1.1 Worker's Compensation

(See Vice President of Business and Finance)

#### 2.14.1.2 Social Security

The College makes the normal social security contribution required by law.

#### 2.14.2 Carrier

##### 2.14.2.1 Health Plans

###### Hospitalization and Major Medical Insurance

Comprehensive Medical and Dental Benefits are available to employees and their eligible dependents at the employee's option through the College's current medical health care provider. Discount vision coverage is provided by the College through Co-Health.

##### 2.14.2.2 Retirement

###### Retirement Benefits

###### Eligibility

All full-time faculty, administrative officers, and support staff may participate in the Teachers Insurance Annuity Association Retirement Plan upon appointment.

The current contribution percentage for employees is a minimum of 1% of their annual salary deducted in semi-monthly installments.

###### Retirement Plan

Contributions are made by the college to both the TIAA and the College Retirement Equities Fund (CREF) which offer a variety of mutual funds, bond funds, money market funds, and annuities that can be combined and selected to fit an individual investment profile. This benefit allows individuals to choose pre-tax contributions and receive a generous 8% matching contribution paid directly by the College to their account according to their employment status and fund selection.

##### 2.14.2.3 Short/Long Term Disability

Full-time employees will receive salary continuation during

absences from work due to non-work related injury or illness. This payment is determined by the employee's length of service immediately preceding the date of injury or illness. Details may be obtained from the Vice President of Business and Finance.

Full-time employees unable to work due to more serious injury or illness are covered under the College's current life insurance provider. Salary continuation under this program begins after the employee is off three (3) months and one (1) day. The benefit pays 60% of salary until the employee's return.

#### 2.14.2.4 Life Insurance

Each faculty member is provided with a life insurance policy, the beneficiary of which the faculty member designates. Additional term life insurance is available at nominal premiums. Accidental Death and Dismemberment insurance is also provided and equals the same dollar value as the life insurance. During enrollment, faculty may also elect to purchase additional Accidental Death and Dismemberment benefits.

### 2.14.3 Institutional

#### 2.14.3.1 Tuition Remission/Grants

Full-time employees of the College may take up to thirteen (13) credit hours per semester tuition free at the College. Employees who enroll for more than thirteen credit hours will be responsible for the additional tuition incurred. Employees are also responsible for payment of all fees and books. Employees who enroll in Directed and/or arranged courses are responsible for all charges including tuition and fees. Employees may attend, only at CCSJ, up to three (3) credit hours during their normal work schedule providing that a flexible work arrangement has been approved by the employee's supervisor and vice president. If approved, the vice president will notify the Human Resource Department in writing.

Spouses and dependent children of full-time employees may take unlimited credit hours per year tuition-free at the College. Employees and their dependents applying for tuition remission are to enroll for class during late registration and are subject to class availability except for Directed and arranged courses. Federal and State grants and other awards will be applied to the employee's tuition, fees, and books before the tuition benefit is applied.

### Disability Provision

If the full-time faculty or administrative member dies or becomes permanently and fully disabled while in the service of the College, dependent children shall maintain eligibility for the tuition grant. Students are responsible for payment of all fees.

### Policy Review

This policy is subject to review by the College at any time. Further, the tuition grant is not a negotiable item and should not be considered in the determination of, or justification for, the salary payment of any eligible employee.

#### 2.14.3.1.1 CIC Tuition Exchange Program

The College's participation in the Council of Independent Colleges Tuition Exchange Program (CIC-TEP) allows dependents of full-time employees to attend private CIC member institutions tuition free. Students are responsible for all non-tuition charges at the institution in which they enroll. Complete program guidelines and listings of CIC institutions are available from the Office of the Vice President of Business and Finance. Since space is sometimes limited, applications should be completed and returned in a very timely manner to the Office of the Vice President of Business and Finance. A deposit of \$ 300.00 must accompany the application.

#### 2.14.3.2 Computer Loan Program

The College has approved a plan to make available a computer loan program. This program will allow each full-time employee the opportunity to borrow interest-free from the College up to a maximum of \$2400 to purchase a PC for either home or College use. The program is limited to one computer per employee. (See Vice President of Business and Finance.) Repayment is through payroll deduction of at least \$50.00 a paycheck. Upgrades and software loans may be subsequently added as long as the loan does not exceed \$2400.00.

#### 2.14.3.3 Parking and Identification

The parking lot is located at the north end of the campus.

## 2.15 Compensation Policies

### 2.15.1 Salary Criteria

The following criteria are taken into consideration in setting an individual salary within the scale.

1. Base Salary: Determined upon entry dependent upon degrees, experience, and potential contribution to the college.
2. Cost of Living (COLA): Normally the entire scale is adjusted to compensate for inflation and rising costs. In the event the scale is not formally changed, increments to reflect increased costs may be offered.
3. Merit: Pursuant to the criteria articulated in the annual Self-Evaluation form and the Tenure & Promotion form, there are three areas which govern merit: Teaching, Scholarship & Service. A combination of these criteria will be considered for determining merit compensation.

### Current Scale

A copy of the current scale for part-time faculty is available in the office of the Vice President of Academic Affairs.

### Salary Review

Consistent with the C.P.P.S. Mission Statement (2.1) “pursuing justice. . .” the College periodically reviews all salaries for any inequity.

### 2.15.2 Payroll Period

Paychecks are issued monthly on the 15th and 30th. Paychecks are transmitted via direct deposit to the designated bank account of the employee. The employee may obtain information related to each pay period showing deductions, pay amount, and other information from the college and/or vendor’s websites. Overload payments for Term I and Term II will be made on November 30 and March 30 respectively.

Paychecks of part-time faculty are issued twice during the semester on the dates stipulated on the contracts. Paychecks are transmitted via direct deposit to the designated bank account of the part-time faculty.

#### 2.15.2.1 Garnishment of Wages

When following a court order of garnishment of wages, the College will assess the employee the court-suggested fee to help cover the administrative and bookkeeping costs.

#### 2.15.3 Payroll Deductions

Deductions are calculated for taxes, retirement, insurance, credit union, and Computer Loan Program.

#### 2.15.4 Credit Union

CCSJ employees are eligible to join the Regional Federal Credit Union. Those opting to do so may enroll into many financial services through direct payroll deductions. Credit Union information is available from the Manager of Human Resources and Payroll.

### 2.16 Grievance

#### 2.16.1 Definition

A grievance is an allegation by a faculty member that he/she has suffered direct injury as a result of: a) an action by an administrative officer of the College which deviated materially from the existing policies or procedures of the College; or b) an action by an administrative officer of the College which was arbitrary, capricious, unreasonable, or contrary to the facts.

"Action," as used in this policy, includes the failure or refusal of an administrative officer of the College to take action. "Administrative officer", as used in this policy, refers to any individual exercising administrative authority.

#### 2.16.2 Procedure

The College encourages the use of informal discussions between faculty members and administrators as the first means to resolve grievances. Formal procedures are not to be used until it is apparent that they will not resolve a grievance.

A faculty member shall initiate formal procedures by filing a written statement of grievance with the chair of the Tenure Judiciary Committee. This written statement shall contain a) a description of the action about which the faculty

member is grieving; b) the grounds upon which the faculty member is grieving the action including an identification of the applicable policy or procedures, if any; c) a description of the events leading to the action about which the faculty member is grieving; d) a statement of the injury suffered by the faculty member and the date thereof; and e) a statement of the remedy sought by the faculty member. The faculty member should attach copies of relevant documentation.

The chair of the Tenure Judiciary Committee will initiate procedures described in 2.8.5.2

### 2.16.3 Appeals

The faculty member may appeal the decision in writing to the President.

# CALUMET COLLEGE OF ST. JOSEPH FACULTY HANDBOOK

## SECTION 3



## 3.0 ACADEMIC POLICIES AND SERVICES

### 3.1 Library Mission

Specker Library of Calumet College of St. Joseph provides information resources and services that support the college's mission and educational programs. Librarians collect materials and furnish access to information across various formats to promote a liberal education, training for careers and the development of lifelong learning skills for a culturally diverse population.

#### 3.1.1 Library Vision

The staff at Specker Memorial Library is committed to transforming our present facility into a library for the 21<sup>st</sup> century. We will create access to library information and services without regard to time and space limitations. We will create an environment within the physical library that is user-friendly, student-centered, and provides the tools necessary for research in a digitized world. We will create a virtual library with electronic access to library information and services to our students, faculty and staff.

#### 3.1.2 Specker Library

In support of its mission to provide information resources for students and faculty at Calumet College of St. Joseph, Specker Memorial Library is open over 70 hours a week including weekday evenings until 10:00 p.m. and Saturday until 1:00 p.m. Specker Library's collection includes over 93,800 volumes of reference or general books; 3964 electronic books; 251 current paper, microfilm, or online periodical titles; and more than 6580 multimedia items including videos and software in the collection. Electronic resources are available through the library and the College's computer labs, as well as, from outside the library through the Library's web page: <http://www.ccsj.edu/library>. Electronic resources include *Pegasus*, the library's online catalog; *netLibrary*, a collection of electronic books; national and international online periodical indexes such as *PsycFIRST*, *SocAbs*, *ERIC*, *GPO*, and *Westlaw*; hundreds of full-text periodical articles; legal resources; Internet resources; as well as access to other area libraries and their collections. Free delivery of periodical articles and books from other libraries is available through a free online interlibrary loan service called *Illiad*. Personal library assistance is available for all CCSJ students and faculty at the Circulation Desk, (219) 473-4373, or through email at [library@ccsj.edu](mailto:library@ccsj.edu). Customized instructional presentations are available for specific courses and/or topics. Specker Library also circulates multimedia equipment and provides faculty instruction in new technologies to enhance teaching and learning at CCSJ.

### 3.1.3 Faculty Identification Card

The College provides all faculty, staff, and students with a photo identification card. This card is also your Specker Memorial Library Card. The CCSJ identification card can be obtained at the Circulation Desk of the Library.

### 3.1.4 Computer Services Mission

The Computer Services Department designs and maintains a computer network using up-to-date technology that will enable faculty and staff to implement the college's mission. The Department provides computer technology support that will enable CCSJ faculty and staff to pursue their educational mission and that will support students' technology needs and enhance their learning.

### 3.1.5 Computer Services

Computing resources for faculty include access to the CCSJ computing network, Microsoft software, Internet access, email service, *Blackboard*, an instructional course management software, and UNIVERS, the institutional database. Many CCSJ classrooms have internet connections, televisions, and overheads. Many classrooms have a mounted computer projection. For those rooms that do not have mounted projections systems or for off-site classes, mobile computer projections carts and bags are available. Various other kinds of multimedia equipment are available through the Library. An Instructional Technologist is available for consultation on incorporating technology in the classroom (x377).

Computer Instructional labs are available by the semester (notify the Dean's office) or by the class (notify the Lab Coordinator, x367). Also available are two 20-laptop mobile wireless carts for in classroom use. To reserve a laptop cart, call x367.

CCSJ computer assistance is available by calling x366 or emailing Computer Services Department [computerservices@ccsj.edu](mailto:computerservices@ccsj.edu). Computer Services work orders are available on the College's web page (<http://www.ccsj.edu>) or through the College's intranet (<http://intranet.ccsj.edu>).

Faculty are responsible for backing up their own electronic files and the security of their personal accounts. The *Computer User's Policy*, revised January 2004, (*See Appendix M*) currently is in effect and governs appropriate computing at CCSJ.

## 3.2 Classroom Control

Faculty members are expected to develop and maintain an environment conducive to academic exploration and learning.

### 3.2.1 Course Content

The current description of each course in the catalogue, in general, determines the content. However, faculty members are given maximum freedom to organize and emphasize within this general framework. Consultation with the applicable program director and/or department head is required regarding any change that could impact accreditation, continuity in established program requirements, or the development of identified competencies.

### 3.2.2 Syllabi

Each instructor is required to furnish a copy of the syllabus to Academic Support Services for listing in the internet, and provide a hardcopy to each member of the class.

Syllabi should contain the following information: (a) professor's name, office number, office hours, and phone number; (b) course number, title, and description; (c) course objectives; (d) textbooks; (e) outline of course/assignments; (f) papers assigned; (g) quizzes: frequency and type; (h) examinations: frequency and type; (I) basis for grade assignment; (j) grading scale; (k) attendance policy. The school term for which the syllabus is being used should also be indicated.

### 3.2.3 Class Prayer

Class may begin with an appropriate prayer.

### 3.2.4 Assignments

The basic unit of academic credit, the semester hour, is defined as "the work of a semester course which meets once weekly for a sixty-minute period requiring approximately two periods of preparation." The instructor should aim at having the assignments for a semester's course occupy about twice as much of the average student's time as the number of class meetings in the semester.

### 3.2.5 Class Schedule

Class sessions scheduled longer than two hours should include a reasonable break. Instructors should see to it that this break is not extended beyond a reasonable time. All classes should meet as scheduled.

### 3.2.6 Smoking and Eating

Smoking is restricted. CCSJ is a smoke-free environment. Eating is not allowed in any classroom. The STUDY BUDDY CAFE (located on the second floor) is staffed to provide hot and cold sandwiches, small pizzas, etc., along with a number of assorted items for a more nutritious and well-balanced menu selection.

### 3.2.7 Class Attendance

While there is no specific College requirement or “cut” system for the attendance of students, each instructor is advised to keep a record of class attendance and make his/her own requirements known to students. However, new government regulations relating to financial aid make it MANDATORY colleges document the last date of attendance in class. As a result, instructors will be REQUIRED to take class attendance. For each student receiving a grade of F, faculty must record the last date of attendance on the final grade roster. Attendance records will have to be turned in to the Registrar with final grades.

### 3.2.8 Final Examination Absence

Missing an announced test or a final examination usually incurs a grade of "F." At the discretion of the instructor, this may be removed by the passing of a make-up test. A make-up examination fee of \$10.00 will be charged:

1. If the instructor requires it when administering the make-up examination personally;
2. When the make-up examination is to be administered through the Department Office.

When the fee is charged, the student must present a receipt from the Business Office prior to taking the make-up examination. If arrangements cannot be made prior to the date final grades are due, an incomplete grade can be given.

### 3.2.9 Instructor's Absence or Tardiness

If for some valid reason faculty members cannot meet a scheduled class, it is their obligation to find a substitute teacher for the class. If they cannot do so and the class is canceled, it is their obligation to inform the Department Office of the cancellation. The Department Office will post appropriate notices, but it will not call students to inform them of the cancellation. It will be up to each faculty member to develop and announce to their classes appropriate policies and procedures regarding canceled classes. Upon request, the Registrar's Office will provide faculty members with student phone numbers in order to inform students of class cancellations.

### 3.2.10 Evaluation of Students

The faculty may use any type of examinations which they deem appropriate for the course objectives. Frequency of examinations is left to the individual member; however, frequent tests are encouraged as an aid to both instructor and student. For further information on grading and related procedures, see current catalogue.

#### 3.2.10.1 Final Examinations

A two-hour block will be scheduled for each class during the final

examination week. The final examination for the semester must be given during the examination period scheduled by the Vice President of Academic Affairs. If no final examination is given, the class must meet at the scheduled examination period for additional classroom presentation, discussion, or critiques. A copy of final examinations must be submitted to the office of the Vice President of Academic Affairs. Note: Faculty absences during final examination week must be cleared through the department chair.

#### 3.2.10.2 Examination Supplies

Examination booklets (blue books) may be obtained from the department office.

#### 3.2.10.3 Recording of Grades

Grades for all students are to be turned in to the Registrar by the deadline announced each term. Forms for the recording of grades are provided to the instructor near the end of the term.

#### 3.2.10.4 Reporting of Grades to Students

The Registrar's Office mails grades to all students.

#### 3.2.10.5 Incomplete Grades

A grade of I (Incomplete) is granted only upon request of the student when he/she is unable to complete class requirements due to unavoidable circumstances near the end of the semester. This request must be submitted to the instructor, who may require that the request be submitted in writing.

If the instructor grants the incomplete, the instructor determines the amount of time to be allowed, not to exceed the last day of the following academic term for completion of all required work. An *Incomplete Grade Form* (See Appendix N) specifying the work required to completion of the course and the due date must be submitted by the instructor to the Registrar's office, which will forward a copy to the student. If the instructor does not submit a change of grade within one week after the due date, the Registrar will automatically assign a grade of F.

A course in which the grade of I is received will not be considered in computing the index until the incomplete grade is removed.

### 3.2.11 Grade Review

#### 3.2.11.1 Policy

The following shall be the policy at Calumet College regarding review of grades assigned to students enrolled at the College:

1. Each instructor shall have his/her grade policy stated on the syllabus.
2. All tests and papers submitted for credit in a course should be evaluated, graded, and recorded.
3. A student who wishes to discuss a grade given in the course shall bring her/his own papers for review.
4. This discussion must take place before the "Last day to remove incomplete grade" as prescribed in the College calendar for that term.

#### 3.2.11.2 Grade Changes

The Registrar distributes grade printouts for each class approximately one month after the close of the semester. Grades should be checked for accuracy. Any necessary grade changes should be made in writing and accompanied by a signature. Exceptional problems subsequent to the close of the grade change period should be brought to the attention to the Vice President of Academic Affairs.

### 3.3 Registration

#### 3.3.1 Class Schedules

The Registrar maintains overall responsibility for the class schedule. However, all academic units, e.g., Vice President of Academic Affairs, department chairpersons, program directors, and faculty collaborate in developing the final schedule. All of these units are responsible for providing timely and accurate information to the Vice President of Academic Affairs concerning specific course schedules, faculty assignments, etc. The schedule then helps meet the expectations of students, faculty, and staff, and facilitates the academic planning of all members of the College community.

#### 3.3.2 First Class List

Students who complete the registration process during the early and regular registration periods are listed on printouts for each course. The Registrar supplies these lists to instructors prior to the first class meeting. These early lists do not contain the names of students who have gone through the drop/add process or who have registered late. These students must bring a class admission form to class and present it to the instructor.

#### 3.3.3 Final Class List

The final class lists contain the names of all students registered for class. If a

student who is attending class is not listed, the Registrar must be contacted. Such a student is not registered and will not be eligible to receive a grade for the course.

#### 3.3.4 Course Changes (Drop/Add)

Students who drop/add courses during the allotted period on the College Calendar in the catalogue (also printed on current schedule) are deleted from the class lists of the courses they drop. However, if they drop a class after the drop/add period, they will appear on the final class list and a "W" for withdrawal must be shown on the final grade form. "W" should be given only to those students for whom official notification has been received. If there is any doubt about a student's status, the Registrar should be contacted.

#### 3.3.5 Withdrawal

After the limit for permission to discontinue a class is passed (See College Calendar in the CCSJ Catalogue), students may not withdraw from a course for which they are registered without permission from the instructor conducting the course. A written request detailing the reason(s) for the withdrawal must be filed with the College Registrar. The written request must be received by the last day of classes prior to the final examination week. The request will be forwarded to the instructor who makes final determination to accept or deny the request. If the request is honored, the student will receive notification of official withdrawal; if denied the notification will so state the denial and reason(s) why withdrawal is disallowed. Official withdrawals are recorded as a "W" grade on the student's transcript. If a student ceases to attend a class without formally withdrawing, the student automatically incurs an "F" grade for that course.

#### 3.3.6 Academic Alert Form (Deficiency Notice)

Instructors are strongly encouraged to provide direct feedback to students, as soon as they observe and assess that a student's performance is below standard. The *Academic Alert Form (See Appendix O)* is sent to student advising him/her of his/her below-standard academic performance in a particular class. The Academic Alert Form may be obtained from the Office of Academic Advising. A supply of forms is also kept on a table located in the fifth floor corridor and in the mailroom on the first floor. A letter will follow-up this alert form to the student from the Office of Academic Advising, with a copy to the Skills Assessment and Development Office.

#### 3.3.7 Faculty Evaluations

Approximately 12 weeks into the semester (and in the last session for degree completion courses) faculty will be provided an evaluation form for each student in all classes. Students will fill out anonymously answers to questions regarding instructor knowledge of course, preparation, ability to communicate, etc. Upon

completion, they are returned to Academic Support Services where they are tallied and copied. A summary of the evaluation will be on file in the Office of the Vice President of Academic Affairs, the particular program office, and personnel file of the faculty member. Faculty will be provided with a copy for personal records.

### 3.4 Program Evaluation

#### 3.4.1 Evaluation Guidelines

Current academic programs listed in the catalogue are evaluated on a cycle established by the Vice President of Academic Affairs. The guidelines for this evaluation are:

1. Conceptualization of program
2. Qualified faculty
3. Adequate resources, e.g., library labs, technology, etc.
4. Clear and measurable learning objectives
  - a. compatible with, and flowing from Mission and Goals of CCSJ
  - b. scope of program objectives appropriate to specific major
  - c. program objectives written as outcome statements
5. Adequate assessment methods and appropriate follow-up
6. Uniqueness of program
7. Need for program in service area
8. Current number of majors
9. Credit hour production by discipline/graduates by program
10. Program has a maximum of 15 courses, with 4 additional courses for each additional concentration (495 and 497 are excluded from this limit).

Evaluation of current programs and of new programs will be based on these guidelines and will be the responsibility of the Curriculum and Assessment Committee which will make its recommendations to the Academic Senate.

#### 3.5 Directed Study

See current catalogue or consult Academic Advising Office.

#### 3.6 Alternative Credit

See current catalogue or consult Academic Advising Office.

#### 3.7 Duplicating Services

The College maintains duplicating services that are available to the faculty and staff. College envelopes, letterhead paper, colored paper, typewriter ribbons, etc. are also available in Academic Support Services which is located on the 5th floor. Additional copiers for faculty use are located in the Rooms 500 and 527, and in the Library on the first floor. All copiers **require** a PIN #. Please check with your Department Chair for your P.I.N. number. (See policy statement in Appendix P.)

#### 3.8 Computer Access

Faculty have the use of college owned computers.

### 3.8.1 Computer User's Policy

*See Attachment M*

### 3.9 Bookstore

The College Bookstore is located on the second floor. It carries textbooks, supplies, clothing, and gifts. The bookstore maintains regular hours during the academic year. During registration, prior to the beginning of each semester, the bookstore is open additional evening hours.

# CALUMET COLLEGE OF ST. JOSEPH FACULTY HANDBOOK

## SECTION 4



## 4.0 ADMINISTRATIVE AND FINANCIAL POLICIES

### 4.1 Emergency Closing/Official Cancellation of Classes

Announcement of cancellation of classes is made by radio at the earliest possible hour and at intervals thereafter. Cancellation information is broadcast on WJOB, (1230) Hammond; WLTH (1370), WWCA (1270), Gary; WBBM-FM (780), Chicago. The Computerized Storm Information Center and the News Bureau of Chicago will distribute the announcement to all other radio and television stations.

### 4.2 Keys

Office and classroom keys are issued by the Vice President of Academic Affairs office. Keys **MUST BE RETURNED IMMEDIATELY** when service is terminated.

### 4.3 Mail

Mail service is provided in the Information Center (located just off the lobby) for internal and external mail. Outgoing business mail should indicate sender's name or department; it is metered in the Information Center. Outgoing mail is picked up at 10:00 a.m. and 3:00 p.m. daily. Personal mail should be stamped. Use of the postage meter for personal mail is prohibited, even if reimbursed. Stamps for personal use can be purchased in the bookstore. Internal communications can be distributed to the assigned mail bins. Faculty, administrative staff, and part-time faculty are grouped alphabetically and separately according to the classification of the employee. Hours for the Information Center are posted.

### 4.4 Bulletin Boards

Some of the College bulletin boards are restricted for special use or for special units. For example, the bulletin board located in the main lobby is restricted for academic announcements. Use of restricted bulletin boards requires the special approval of the appropriate administrator. Use of general bulletin boards is for announcements of interest or importance to the college community.

### 4.5 Telephones

A faculty/staff directory is provided annually. Inter-office calls are made by dialing the extension number directly.

### 4.6 Purchase Orders/Requisitions

#### 4.6.1 Supplies

Grade books and examination booklets can be obtained from the Academic Support Services. Other office supplies are available in the Bookstore and

Academic Support Services. Department chairs are expected to monitor expenses of their respective areas.

#### 4.6.2 Equipment and Other Supplies

Requisitions for equipment should originate with the individual faculty member.

#### 4.6.3 Repairs

Work requisition forms for repairs or other maintenance services should be obtained from Academic Support Services.

### 4.7 Travel

#### Meetings

Moderate expenses incurred in attendance at meetings or through active program participation are refundable from the department budget if:

1. The faculty member has the department chair's previous approval.
2. Requisition for the refund bears the department chair's signature as indication that adequate receipts and vouchers have been submitted.

#### Expenses

The department chair and faculty member are to be guided by the following interpretation of "moderate expenses":

1. Travel
  - a. Travel by privately owned cars will be financed at current college mileage rates provided department chair has previously approved the mode of travel after consideration of such factors as distance, number of members attending the meetings, accessibility of the place, and possible other purposes and goals of the member besides her/his attendance at the meeting.
  - b. Travel by public transportation should be held to a reasonable level of cost.
  - c. Travel by plane must be approved in advance by the department chair and the Vice President of Academic Affairs.

2. Meals

The College reimburses faculty and staff for actual reasonable costs incurred for out of town meals up to a specified maximum daily amount (\$34.00) while

traveling on college business. The College does not assume the expense of extra food, refreshments, entertainment, etc., incidental to actual attendance at the meeting, nor does it provide vacation perquisites.

3. Room. Allowance is for a single, reasonably priced room of moderate comfort. The College will reimburse lodging (single occupancy) up to \$90.00 per night unless approved in advance.

Travel Expense Vouchers are available on the CCSJ Internet (Faculty and Staff).

#### 4.8 Pay Checks

Paychecks are transmitted via direct deposit to the designated bank account of the employee. The employee may obtain information related to each pay period showing deductions, pay amount, and other information from the college and/or vendor's websites.

#### 4.9 Direct Deposit of Paychecks

See Section 4.8 above.

#### 4.10 Policy for Accepting Honoraria

An honorarium received by faculty and staff for speaking or consulting off campus should be handled as follows:

A. If the College has incurred travel costs to the speaking engagement, which costs have not, or will not, be covered by other revenues designed to offset such costs:

1. And the honorarium received is less than the school costs incurred, then the honorarium should be directed to the College and credited to the account to which any costs have been charged;
2. But if the honorarium is more than the actual costs incurred, then only as much of the honorarium as is required to cover the actual costs shall be directed to the College and the remainder may be retained by the speaker/consultant.

B. If the College has incurred no costs in the speaker's travel, then the faculty/staff member may keep the entire amount of the honorarium.

#### 4.11 Use of College Facilities

Faculty who wish to use classrooms (for meetings and similar events) outside of the scheduled classroom times are to clear their requests for dates and times with the Office of the Vice President of Academic Affairs.

#### 4.12 Use of College Equipment-Off Campus

Use of College equipment or vehicles outside the main campus and satellite locations

requires the written approval of the immediate and/or appropriate supervisor. If the equipment or vehicle is damaged, lost, or stolen, the faculty member may be held responsible for replacement.

#### 4.13 Immigration Reform Control Act

Under this act, the College is responsible to verify the identity and employment eligibility of all new employees. In order to comply with the provisions of the Immigration Reform and Control Act, all new employees must complete the I-9 Form which verifies identity and employment eligibility.

#### 4.14 Nepotism

The College does not prohibit the hiring of relatives of employees provided such persons meet regular college employment standards.

College staff members who are related, however, cannot have administrative supervision over another staff member if they are related as: father, mother, brother, sister, uncle, aunt, husband, wife, son, daughter, niece, nephew, grandparents, or persons related by marriage. If, however, an employee has been employed in the same job at least twelve consecutive months at the time another family member is hired into a job that has administrative supervision over the employee, the employee may continue in his/her job if it is determined to be in the college's best interest.

Exceptions to the policy may be made only by the President. The conditions, if any, accompanying such exceptions must be made in writing.

#### 4.15 Smoking Policy

College owned facilities are smoke-free.

#### 4.16 Lost and Found

The Library desk serves as the College 's "Lost and Found" unit.

#### 4.17 Fire and Police Emergencies

The emergency number 911 is operative on campus. In case of fire or police emergency, dial 9-911.

#### 4.18 Elevator Safety

If an elevator breaks down, activate the emergency alarm switch located on the control panel. Stay calm, listen to the instructions of the persons trying to help you. DO NOT use elevators if a fire alarm is sounded or if you are the only person in the building. DO NOT attempt to remove the person from the elevator. Wait for College personnel to arrive.

#### 4.19 Fire Alarm

When the fire alarm is sounded, the building should be evacuated immediately. During cold weather, outer wear should be worn if possible. The elevators should not be used. The public stairs or exit stairwells should provide the evacuation route. Emergency lights in the exit stairwells are operative for fifteen minutes after power failure. Fire extinguishers are available on all floors.

#### 4.20 Medical Emergencies

In the event of a medical emergency on campus, the library circulation desk (Ext. 373) is to be contacted. A first aid kit is maintained at this location as well as up-to-date first aid manuals.

Emergency red telephones can be found on the 2nd, 3rd, and 4th floors that are connected directly to the Information Center. These phones ring automatically at the Information Center when they are lifted and are to be used only in emergency situations.

All injuries and emergencies requiring medical attention from a nurse or physician which occur on college property or at college-sponsored events are to be reported to the offices of the Vice President of Academic Affairs and the Vice President of Business and Finance within 24 hours by the person or persons involved.

Note: Indiana has the "Good Samaritan" law, leaving those who assist in a medical emergency free of liability.

#### 4.21 Policy of Weapons on College Property

No weapons of any kind shall be permitted on College property nor at College functions which may be held on property not owned by the College. The exceptions to this policy are those weapons which may be carried by duly authorized law enforcement officers prescribed by law or at the invitation of official College personnel.

# **CALUMET COLLEGE OF ST. JOSEPH FACULTY HANDBOOK**

## **SECTION 5**



## **5.0 STUDENT SERVICES AND POLICIES**

### **5.1 Admissions**

The admission policy is a responsibility of the faculty. These policies are implemented through the Office of Admissions. The Admission/Readmission Committee recommends decisions on borderline applicants and readmissions. The chair of this committee is the Vice President of Student Affairs.

### **5.2 Orientation Program**

Prior to the opening of the fall and spring semesters, the College conducts an orientation program for all new students.

### **5.3 Financial Aid**

Students in need of financial assistance to meet college costs should be directed to the Director of Financial Aid.

Most financial aid programs are need-based, with funds drawn from federal, state, and local sources. Calumet College also provides assistance to needy students through institutional programs. In addition, several College scholarships are available to freshmen who demonstrate need and/or superior academic records. In most cases, the student is awarded an aid package which includes a combination of grant, scholarship, loan, and/or employment.

A description of the various financial aid programs is available in the current CCSJ Catalog.

### **5.4 Student Life**

#### **5.4.1 Student Life Policy**

See Student Handbook "Student Organizations and Extracurricular Activities"

#### **5.4.2 Student Union**

All currently enrolled students of the College are members of the Student Union and are governed by its constitution. Its Student Government serves as a channel of communication and consultation among the student body, the faculty, and the administrative officers of the College. The Student Government recommends policy on nonacademic student life to the Student Life Committee.

#### 5.4.3 Student Organizations

Calumet College encourages membership in both co-curricular and extra-curricular organizations. Each recognized student organization has the freedom of choosing its own faculty advisor with the approval of the Student Activities Coordinator. Financial expenditures of student organizations must receive prior approval from their respective faculty advisors. Expenditures by the Student Government, however, require approval from the Student Activities Coordinator. Audits of the financial records of the Student Government and other student organizations are made regularly. The scheduling of meetings and activities must be cleared at the Office of the Student Activities Coordinator. A copy of minutes of the meetings of recognized college organizations is to be presented to the Student Activities Coordinator.

#### 5.4.4 Honor Societies and Academic Clubs

College membership in honor societies and the institution of new academic clubs may be suggested or initiated by students or faculty members. Final approval for each is reserved to the Academic Senate. The Vice President of Academic Affairs, in consultation with the Department Chairs, appoints faculty members as advisors to Honor Societies. Advisors of academic clubs are subject to the approval of the Student Activities Coordinator.

#### 5.4.5 Social Activities

All social activities using the College's name sponsored by and for the students must be approved by the Student Government and the Student Activities Coordinator.

#### 5.4.6 Health

Being a commuter college, the College defers the general health of the student to the student's family health care provider.

#### 5.4.7 Spiritual Welfare

Under the guidance of the Chaplain, Mass is held on most school days. The Chaplain and Director of Campus Ministry are available to all students for spiritual guidance, advice, and consultation.

#### 5.4.8 Athletics

Calumet College has a number of intercollegiate athletic programs. Each particular sport is subject to the supervision and policy of the college. See the Athletic Director and the Dean of Students for further information.

Under the supervision of the Student Activities Coordinator organized intramural sports are a regular part of college life.

#### 5.4.9 Student Publications

A student newspaper, SHAVINGS, is periodically published affording opportunities for writing and journalistic experience.

#### 5.4.10 College Programs

College programs, whether academic, cultural, or social, are considered an integral part of college life. Students are encouraged to avail themselves of these various programs.

### 5.5 Academic Advising and Career Services Counseling Office

#### 5.5.1 Academic Advising

It is the purpose of the advising program to assist students in achieving satisfactory adjustment to college as well as to help each student understand and use wisely the educational, vocational and personal opportunities that are available or can be developed. Academic advising is available throughout the year.

The role of the advisor is to assist students in adjusting to college life and to meet with the students individually to help them plan their course of study. The advisors also are valuable resource persons who answer questions about any concerns or difficulties the students may encounter. Upper class students use their major professors as advisors as well as the advising staff. Faculty should be available for individual consultation with and mentoring these students.

#### 5.5.2 Education Majors

Because of the needs to satisfy state requirements for teacher certification, all Elementary Education majors and all Secondary Education minors are referred to the Education Program for advising. A screening process including special tests is required for admission to the teacher training program for all those who have the necessary grade point average.

#### 5.5.3 Skills Assessment and Development Center

The Skills Assessment and Development Center offers students the opportunity to improve on present skills and thus improve chances for success in college classes. Specific services provided by the Center include free peer tutoring for most general education and lower-level courses, career interest testing, academic and study skills assessments, and CLEP (College Level Examination Program) testing. Additionally, the Center library contains supplemental resources such as tutorial video tapes, textbooks, and computer software in the areas of reading comprehension, mathematics, writing, as well as many other subjects.

#### 5.5.4 Personal Counseling

Though the College is primarily concerned about the student's academic development, there is also concern about the personal development of those who attend the College. Students who need such assistance are encouraged to take advantage of the special services available in the Academic Advising Office. Educational, vocational or personal counseling is available. Specialized testing (personality, ability, and interest tests), as an aid to problem solution, is available when deemed appropriate. Seminars are offered periodically for personal growth and development.

#### 5.5.5 Career Services

In an effort to help students deal effectively with their current and future financial needs, the Career Services Office makes available listing of current employment opportunities, both while in school and again upon graduation. Assistance is also available for job hunting techniques, resume writing, and interview techniques.

### 5.6 Student Conduct

(See also Policy on Student Responsibility and Conduct in the Student Handbook. See also Student Life Committee 1.8.3.5)

#### 5.6.1 Disciplinary Action

In cases of serious misconduct when immediate and timely action is necessary, (e.g., disruption of classes or College activities, imminent physical harm to any College personnel, threatened violence, etc.) the Vice President of Academic Affairs may take disciplinary action and may impose penalties such as suspending students for violating socially acceptable norms (See Policy on Student Responsibility and Conduct in the Student handbook). The Vice President of Academic Affairs and/or the accused may then initiate complaint procedures or charges following Procedures for Filing Complaints or Charges with the Judicial Review Panel as stated in the Student Handbook.

#### 5.6.1.1 Probation

Disciplinary probation indicates to the student that she/he is in serious danger of being suspended. A student on disciplinary probation may not represent the College at any public function, serve on any College committee or council, hold office or be a candidate for office in any student organization. Should disciplinary probation be violated, the student is liable to suspension.

#### 5.6.1.2 Suspension

Penalties of suspension may be implemented by the Judicial Review Panel.

#### 5.6.1.3 Appeal

Any student liable to disciplinary action has the right to appeal to the President and has the further right to seek a faculty member of choice to represent her/him.

#### 5.6.2 Student Classroom Behavior

Each teacher is responsible for maintaining an environment conducive to exploration and learning. Should a teacher judge that a student's conduct is such that it warrants serious disciplinary action, the matter may be reported to the Vice President of Academic Affairs who may take disciplinary action. A student who feels that the disciplinary action is too severe may appeal for reconsideration to the Judicial Review Panel and then to the President.

#### 5.6.3 Faculty Student Grievance Committee

##### Membership

1. Two faculty members appointed by the Vice President of Academic Affairs.
2. The President of the Student Government and one other member of the Student Government elected by the Student Government. In case the President of the Student Government is not in office, both student members shall be appointed by the Student Activities Coordinator by a lottery.
3. A member of the C.P.P.S. Community as decided by the community.

## Responsibility

Faculty-Student Grievance Committee (hereafter referred to FSGC) adjudicates issues between students and faculty (in case of academic programs that have their own policy statements, between the student and appropriate group), involving academic performance and behavior, i.e., grades and academic integrity (breaches of academic honesty and plagiarism).

Before the FSGC accepts a case, the following preliminary steps must be taken by the student:

1. The student must attempt to resolve the issue with the faculty member directly.
2. If acceptable results are not obtained, the student may request, in writing, mediation by the appropriate Department Chair.
3. If a resolution of the issue is not achieved through mediation, the student may petition the Vice President of Academic Affairs in writing for review by the FSGC.
4. The same preliminary procedure must be followed by the faculty member, initiating a case against the student for breach of academic integrity.
5. The Vice President of Academic Affairs will convene the FSGC.

## FSGC Procedures:

1. FSGC shall choose a chair and a recording secretary from among the members of the committee.
2. FSGC deliberations shall be confidential and only the cases and their disposition shall be reported annually to the Academic Senate.
3. FSGC may request the parties to submit all available evidence and present the issues in writing.
4. FSGC will dispose the cases brought by the students as well as the faculty in cases of breach of academic behavior.
5. All grade appeal cases must be resolved by the end of the twelfth week of the regular semester following the semester in which the questioned grade was given. (See Grade Appeal Procedures below.)

## Judgment of the FSGC:

1. The case may be dismissed as without merit or for failure to meet the time schedule or for breach of procedural rules in general.
2. Recommend to the faculty member to make appropriate adjustments in his/her judgments on grades and/or academic behavior.
3. Uphold the instructor's decision.
4. In cases of breaches of academic integrity, recommend academic suspension, probation or dismissal of the student. In such judgments, the case is automatically petitioned to the Vice President of Academic Affairs and/or to the President of the college for final disposition.

#### 5.6.3.1 Unresolved Grade-Related Grievances

In certain instances, grade-related grievances (appeals) may remain unresolved due to the faculty member's death, incapacity, or documented refusal to participate in the grievance process. In order to insure fairness and justice in such situations, the Faculty Student Grievance Committee (FSGC) will continue to proceed as stated above (5.6.3). The faculty member's role may be assumed by a faculty member designated by the appropriate Department chair.

If the FSGC judgment is:

1. *The case may be dismissed as without merit or for failure to meet the time schedule or for breach of procedural rules in general, or*
2. *Uphold the instructor's decision,*

No further action is necessary.

If the FSGC judgment is:

*Recommend to the faculty member to make appropriate adjustments in his/her judgments on grades or academic behavior, then*

The FSGC will submit its recommendation to the appropriate Department chair, who, in consultation with at least two faculty members in the appropriate discipline, will act on the recommendation and inform the Vice President of Academic Affairs. The Vice President of Academic Affairs will inform the Registrar of the decision. The Registrar will make any necessary adjustments on the academic records.

#### 5.6.3.2 Procedures Specific for Grade Appeals

##### Preamble

1. In academia, grades are a measure of student achievement toward

fulfilling course objectives. The responsibility for assessing student achievement and assigning grades rests with the faculty, and generally the course grade given is final.

2. The grade appeal system provides recourse to a student who has evidence or believes that evidence exists to show that he/she has been assigned an inappropriate grade. Additionally, a student may challenge the reduction of a grade for alleged academic dishonesty.
3. In appealing a grade, the burden of proof is on the student, except in the case of alleged academic dishonesty, where the instructor must support the allegation.
4. The Faculty Student Grievance Committee (FSGC: See 5.6.3) hears the grade appeals.
5. A hearing by the FSGC means that the particular grade will be reviewed; it does not mean that the grade will necessarily be changed.

#### Procedures

1. A student who wishes to appeal a grade should meet with the instructor to attempt to resolve the issue. If the issue is still not resolved, the student should meet with the appropriate Department Chair. These meetings should occur shortly after the grades are issued, but not later than the fourth (4th) week of the regular semester following the semester in which the questioned grade was given.
2. If a mutually acceptable solution cannot be reached at these levels, the student may petition the Vice President of Academic Affairs, in writing, for a formal hearing. This written petition must include the date, course, semester, name of the instructor, and a statement as to why the grade given was inappropriate. This written notice must be filed with the Vice President of Academic Affairs by the end of the seventh (7th) week of the regular semester following the semester in which the questioned grade was given. The Vice President of Academic Affairs will forward copies of the petition to both the instructor and the chair of the FSGC, who will convene the FSGC.
3. The hearing must conclude by the end of the twelfth (12th) week of the semester.
4. The chair of the FSGC shall submit the committee's recommendation to the Vice President of Academic Affairs. Copies of

this report shall be placed in the files of both the student and the instructor.

5. The recommendation of the FSGC is final.

6. If the decision of the FSGC is *Recommend to the faculty member to make appropriate adjustments in his/her judgments on grades*, the faculty member must submit in writing to the Vice President of Academic Affairs a statement about his/her response (action) to the recommendation and the rationale for the response. This should occur before the end of the semester. The Vice President of Academic Affairs may overrule the response of the faculty member.

#### Grades Appeals Schedule

End of Semester      Original Grade

Next Semester

*By the end of the fourth (4th) week:*

- Student meets with instructor
- Student meets with Department Chair, if necessary

*By the end of the seventh (7th) week:*

- If formal hearing desired, student must file petition with the Vice President of Academic Affairs

*By the end of twelfth (12th) week:*

- Decision of FSGC

*Before end of semester:*

- Faculty member's report to the Vice President of Academic Affairs

5.7 Student Handbook (See Student Handbook)

5.8 Student Responsibility & Conduct

(See Student Handbook Policy on Student Responsibility and Conduct)

5.9 Buckley Amendment (See Student Handbook – Student Records & Privacy).



# CALUMET COLLEGE OF ST. JOSEPH FACULTY HANDBOOK

## SECTION 6



## **6.0 EXTERNAL RELATIONS POLICIES**

### **6.1 Communications Channels**

The Public Relations Office is the communication link with the news media. To publicize faculty and staff achievements and activities, this office prepares and distributes news releases to appropriate media. This office also identifies faculty and staff with special expertise for interviews and presentations. This office also acts as spokesperson for the College when senior administrators are not available.

### **6.2 Grants Policy**

The College encourages proposals for external funding of research and academic projects. The Office of Development provides information and support for grant writing. To facilitate the timely and coordinated processing of such applications, all requests for external funding and grants must be submitted well in advance of the application deadline by the appropriate vice president to either the Office of the President or the Office of Development. Additionally, no formal application or request for external funding should be submitted without a formal cover letter signed by either the President or the Vice President for Development. (See President's memo, September 1, 1998.)

The Office of the President or the Office of Development will be happy to respond to procedural questions.

### **6.3 Gift Acceptance**

Faculty and staff accepting external gifts on behalf of the College must consult with the Vice President of Development prior to accepting any gift. The Vice President of Development will coordinate gift-related correspondence and activities.

### **6.4 Fundraising**

The Development Office has primary responsibility for fundraising. Faculty and staff with sources of gifts and suggestions should consult with the Vice President of Development who coordinates such contacts and activities.

Donations received by any faculty member should be turned in to the Development Office for recording and acknowledgment to the donor.

### **Use of College Letterhead and Logo**

College stationery is to be used only for official correspondence. Neither the stationery nor the College name is to be used for any advertisement or commercial endorsement.

College stationery is not to be used for any correspondence or report done in personal outside work or consulting.

#### 6.6 Political Activities

The College encourages the faculty and staff to participate in political and governmental activities of their home communities, under conditions which assure that the College will not become directly involved in any political activities or suffer from undue diversion of the interests of its faculty and staff.

#### 6.7 Graphic Standards

The Public Relations Office has responsibility for preparing promotional pamphlets and brochures. Faculty and staff preparing brochures and other promotional materials should consult with the Public Relations Office for editorial assistance and for College-appropriate graphic standards.

#### 6.8 Alumni News

Faculty and staff with newsworthy information concerning graduates should consult with the Director of Alumni Relations. (See Handbook Section 1.5.5.2)