

VOLUME 4 — Faculty Personnel Policies

Volume IV of this policy manual contains the approved policies and procedures of Southwestern College concerning the terms and conditions of faculty employment at the Winfield campus. This volume IV is incorporated by reference into the individual employment contract of each faculty member. Where the terms and provisions of an individual contract of a faculty member are inconsistent with the general policies contained herein, the provisions of the individual contract shall control. Otherwise, the provisions of this volume will remain in effect until changed by the procedures contained in this volume. Should there be any misapplication, misinterpretation or violation of specific provisions in this volume, the faculty member involved (1) should report the circumstance to the vice president for academic affairs and dean of faculty (hereafter referred to as the dean of faculty) or other officer of the college or to the executive committee of the faculty or (2) may file a grievance with the faculty review committee pursuant to the grievance procedures found in section 4.12.

The administrative or staff responsibilities of faculty members with administrative or staff appointments are specified in the individual contracts of such faculty members.

4.1 Definition of Faculty, Faculty Rank, and Faculty Titles

The faculty comprises all persons having appointment for the instruction of students. The faculty of the college consists of four distinct groups, ranked full-time faculty, ranked pro-rata faculty, per-course faculty, and special appointment faculty. Specific contract types are described in section 4.2. Specific contractual rights and responsibilities shall accrue to each specific group as defined in appropriate sections of this volume IV.

4.1.1 The Ranked Faculty

A ranked faculty member is a full-time or pro-rata employee of the college who has been appointed to one of the four regular academic ranks: instructor, assistant professor, associate professor, or professor.

4.1.1.1 Full-Time Faculty

A full-time faculty member is a contractual employee of the college who is qualified for appointment to one of the academic ranks listed above in subsection 4.1.1. This employee ordinarily has full-time teaching duties or has teaching and other duties (e.g. research, academic administration, advising) equivalent to a full-time teaching load and fulfills the duties and responsibilities of a faculty member. Full-time status is normally a prerequisite for eligibility to become a voting member of the faculty and any exception shall be approved by the chairperson of the faculty and the dean of faculty.

4.1.1.2 Pro-Rata Faculty

A pro-rata faculty person may be a former full-time faculty member who has chosen to semi-retire, a part-time faculty member, an administrator who has semi-retired with a part-time teaching appointment, or a staff or administrative person who is a full-time employee and has a part-time teaching appointment. Pro-rata faculty are assigned rank as defined above in subsection 4.1.1 and are given an appointment equivalent to half-time or more, but less than that of a full-time faculty member. They may be employed pursuant to term or notice contracts.

Pro-rata faculty have pro-rata contractual rights to pro-rata promotion, sabbatical leave and fringe benefits. They are not voting members of the faculty and are not responsible for advising, serving on committees, and other responsibilities of full-time faculty members unless specified

in their contracts or assigned by the dean of faculty. They are invited to participate in faculty workshops and other development activities, to participate in academic processions on formal occasions (matriculation and honors convocations, commencement), and to enjoy all other privileges generally associated with full-time faculty status.

To meet particular needs of the college, there may be a need to expand a pro-rata position to full-time status. This may be done, provided that it is an enhancement of the existing position, not a newly created position and the pro-rata faculty member was selected originally in a search appropriate to the position. Normally, this will not be done unless the person has served the college for five continuous years (a minimum of three years) and, even then, there shall be a special process for making the decision.

The process begins with a request to the faculty personnel committee for review of the proposal by the dean of faculty, approved by the president and endorsed by the appropriate division chair. The process shall include the presentation of a portfolio by the faculty member to the faculty personnel committee, given the approval of the dean of faculty to proceed with an application. The person applying shall have completed a minimum of three (3) continuous years of service at Southwestern College, have the appropriate discipline degree at least at the Master's level or equivalent degree and/or experience.

The portfolio should address:

- a. teaching effectiveness;
- b. scholarship and creativity; and
- c. institutional service.

The portfolio should also include:

- a. substantiation of the applicant's credentials;
- b. discussion of the applicant's teaching philosophy;
- c. discussion of professional goals;
- d. sample syllabi for courses the applicant will be responsible for teaching; and
- e. written recommendations from the appropriate division and department chairs.

The personnel committee will review the portfolio. A two-thirds (2/3) majority vote will be needed for a positive recommendation for full-time faculty status. The vote shall be by secret ballot. The recommendation of the committee will be communicated to the dean of faculty and to the president, whose decision is final. The applicant will receive written notification of the decision by the dean of faculty.

If an applicant receives a negative vote from the personnel committee, the applicant may request that the dean of faculty institute a review of the recommendations made by the personnel committee. This review may involve additional consideration by the committee and/or a separate recommendation to the president by the dean of faculty. The applicant may reapply for faculty status during the subsequent academic semester, but not during the semester in which the applicant received a negative recommendation.

4.1.1.3 Criteria for Initial Appointment to a Specific Faculty Rank

When first hired, faculty rank for full-time and pro-rata faculty members is assigned by the president, on recommendation of the dean of faculty. The dean of faculty shall base the recommendation upon consultation with the appropriate division chair and department chair. If

the appointment involves an unusual departure from the guidelines below, the president and dean of faculty shall consult with the faculty personnel committee.

The following qualifications shall be used as guidelines, not requirements, for the assigning of faculty rank at the time of initial employment:

Instructor: a master's degree or the equivalent.

Assistant Professor: an earned doctoral degree or an equivalent terminal degree, or a master's degree with a minimum of three years of teaching or equivalent experience.

Associate Professor: an earned doctoral degree or an equivalent terminal degree or a master's degree, and a minimum of six years of full-time college teaching or equivalent professional experience, and evidence of continuing teaching and other professional growth.

Professor: an earned doctorate or an equivalent terminal degree and a minimum of six years of full-time college teaching or equivalent professional experience. Hiring at the rank of full professor shall occur only under unusual circumstances, e.g. that the person has held that rank previously, or that the person shows extraordinary evidence of achievement in scholarship, service, and teaching.

Once a faculty member is employed, the promotions subcommittee of the faculty personnel committee will make subsequent recommendations for changes in ranks to the dean of faculty and the president as defined in subsection 4.8.1.

4.1.2 Part-Time Per Course Faculty

This subsection pertains to Winfield campus faculty not assigned to the professional studies faculty whose employment policies are provided in volume VI of this policy manual.

A part-time per course faculty member is usually a part-time temporary employee of the college who:

- a. Usually has less than a half-time teaching load and is granted the title of affiliate faculty;
- b. Usually has no other faculty duties and responsibilities, except those listed below;
- c. Is normally selected by the appropriate division or department chair in consultation with the dean of faculty;
- d. Always receives a term contract from the dean of faculty for one term or one nine-month academic year;
- e. Receives no fringe benefits or tuition remissions; and
- f. Does not accrue time towards tenure, promotion or sabbatical.

Part-time per course faculty should be available at least 1 1/2 hours per week for each course taught to assist students with their course work.

A person assigned the title of affiliate faculty should meet or exceed the minimal requirements set forth for the position of instructor as described in subsection 4.1.2. In lieu of these requirements, considerable experience in an appropriate technical, artistic, or professional field may be substituted.

4.1.2.1 Senior Affiliate Faculty

This title may be assigned to a part-time per course teaching faculty member in recognition of distinguished teaching service at the college during a period of at least five years. Assignment of

this title may be made by the president, upon the recommendation of the applicable division chairperson and the dean of faculty.

4.1.2.2 Adjunct Professor by Rank

A faculty member who teaches on a part-time per course basis for the college, and who is a full-time ranked faculty member of another institution of post-secondary education, may be assigned "adjunct" rank at the college that is equivalent to the faculty member's rank at the other institution. Should the other institution not use rank, the title of adjunct instructor will be used.

4.1.3 Special Appointment Faculty

4.1.3.1 Professor Emeritus

This rank may be assigned to associate professors or professors who have limited or ended their responsibilities as a ranked faculty member for valid reason (e.g., retirement, illness) after ten or more years of distinguished service to the college. A professor emeritus is designated and appointed by the Board of Trustees after recommendation by the president, the dean of faculty and the faculty personnel committee.

No compensation accrues by virtue of this rank except by a mutual agreement between the president and the individual. The emeritus faculty member may be offered a part-time term contract to teach or fulfill other duties. In such cases, supplementary benefits, if any, will be set forth in the contract and such a term contract shall be limited to less-than-half-time faculty status.

Professors emeriti will normally be granted access to library services, e-mail and the internet, although the college will not furnish computing equipment and reserves the right to charge a fee for these services. Professors emeriti may attend college events without charge and are invited to attend faculty meetings (without vote), faculty workshops and forums. Business cards will be provided. Office space will not normally be available to professors emeriti without specific approval of the president and for approved purposes of research or teaching. The college reserves the right to modify these benefits at any time without undergoing the formal handbook revision process.

4.1.3.2 Visiting Appointments

All visiting appointments are for a limited period of time with no intent of on-going employment. Visiting appointments are reserved for faculty members and professors emeriti of other institutions, and persons distinguished in their fields.

4.1.3.3 Artist/Writer/Scholar-in-Residence

Artists, writers and scholars may be appointed to the status of artist/writer/scholar-in-residence. Such appointments are made through term contracts that may be renewed at the initiative of the college.

The appointment of an artist/writer/scholar-in-residence does not prejudice the academic personnel rights of any other faculty member with respect to the contractual policies set forth in this volume IV.

4.1.3.4 Replacement Faculty

The college may appoint a replacement faculty member using a full-time or pro-rata term contract. Service pursuant to such a contract does not count towards tenure, promotion, or sabbatical leave unless, at a later date, such service is recognized by the dean of faculty and the president at the time of offering a notice contract.

4.1.3.5 Administrators with Academic Rank

All academic officers of the college and administrative members of the faculty, including division chairs, shall hold academic rank. Qualification for the various ranks will be based on the guidelines for the initial appointment of teaching faculty, as described in subsection 4.1.2.

Administrative appointments with faculty rank but less than one-half teaching load do not include the rights of tenure, of multi-year appointments, or of protection from summary non-renewal or from summary termination. In matters that do not pertain to instruction or academic freedom, these individuals will be governed by the policies and procedures set forth in volume V of this policy manual.

Other administrators who are appointed with regular teaching responsibilities will be awarded the appropriate academic rank if they fit the pro-rata requirements in subsection 4.1.1.2. If the administrator seeks to move to a full-time faculty appointment or is asked to do so by the president and the dean of faculty, the administrator's application, with the approval of the dean of faculty, shall follow the process for the enhancement of pro-rata positions described in subsection 4.1.1.2.

4.1.3.6 Developmental Educators

The college offers non-tenure track notice contracts to faculty members who possess specialized skills in selected academic areas, but who would not otherwise qualify for promotion or tenure. Developmental personnel, who teach subjects such as writing, reading, mathematics and study skills, are critical to the teaching and learning process of the college. Faculty with this status may receive up to six one-year term appointments and in the seventh year may, after evaluation and approval of the president, the dean of faculty and the applicable division chairperson, be given a two or three-year, renewable, non-tenure notice contract.

Should faculty members in this status later be employed pursuant to a tenure-track notice contract, the dean of faculty may choose to count some of the faculty member's prior service towards promotion and tenure at the time of the issuance of the tenure-track notice contract. However, this is an option that is normally not exercised and is not a requirement.

4.1.3.7 Special Teaching Appointments

Faculty members are invited occasionally, depending upon need, to teach in summer school, the degree completion program, and the graduate program. Unless these are assigned as part of the person's basic contractual responsibilities, special contracts for these teaching services will be issued by the office of the dean of faculty.

4.1.3.8 Director of the Library

The director of the library is an administrator with faculty status governed by the policies and procedures set forth in volume V of this policy manual. With regard to matters of instruction or academic freedom, the applicable provisions of this volume IV of this policy manual will pertain to the director of the library.
