



**ANDERSON UNIVERSITY**

**FACULTY HANDBOOK**

ANDERSON UNIVERSITY  
ANDERSON, INDIANA

## FOREWORD

This faculty handbook presents a series of perspectives, policies and procedures which describe the identity and direct the functioning of the University in general and the faculty who comprise the School of Humanities & Behavioral Science, the Falls School of Business, the School of Education, the School of Nursing & Kinesiology, the School of Science & Engineering, the School of Music, Theatre, & Dance, the School of Theology & Christian Ministry, and the Nicholson Library in particular. The annual faculty contracting instrument assumes faculty access to this handbook and states that the contracting agreement is subject to its stated policies and regulations.

Of necessity this handbook is a living document. Changes in it are made from time to time as circumstances and new perspectives require. Changes affecting faculty governance and faculty responsibilities will be brought to faculty through the Faculty Affairs Committee as determined by the Committee. While management of the handbook resides in the office of the Provost, ultimate responsibility lies with the Board of Trustees which must approve major changes.

Last Update: 7/30/2018

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## **1.00 HISTORY AND MISSION OF THE UNIVERSITY**

### **1.10 Historical Perspective**

The founding of Anderson University in 1917 was a major step in the life of a young and vigorous fellowship of Christians which had originated about 1880 and had become known as the Church of God Reformation Movement. This fellowship claimed a fresh vision of the will of God for the church. In the claims of the New Testament they heard a call to holiness and saw a fresh understanding of the nature of the Church. This vision pressed them toward a quest for Christian unity.

What emerged were persons of pioneering spirit committed without reservation to the lordship of Jesus Christ and to the authoritative claims of scripture on their lives. While firmly planted in the mainstream of Christian theology, their quest was to find freedom from what they saw as artificial limitations of church structure and authoritative systems so that the essence of Christian truth might be realized again in its freshness and wholeness. The spirit of this movement toward freedom and joy was proclaimed in an early song of the movement, "The Bible is our rule of faith and Christ alone is Lord."

Anderson University has grown to become a small, comprehensive university organized into seven schools: Falls School of Business; School of Education; School of Humanities & Behavioral Science; School of Music, Theatre & Dance; School of Nursing & Kinesiology; School of Science & Engineering; and School of Theology & Christian Ministry. Graduate degrees are offered through the Falls School of Business and the Seminary within the School of Theology & Christian Ministry. The University is governed by a Board of Trustees with members affirmed by the General Assembly of the Church of God, administered by a President and other officers and staffed by persons dedicated to the mission of Christian higher education. The motivating vision is to be a premier teaching university that is Christian in purpose, in relationships, in service, and in the hopeful potential held for every learner, teacher, staff member, and student who make up this community.

### **1.20 Statement of Institutional Mission**

The mission of Anderson University is to educate for a life of faith and service in the church and society.

Living the Mission:

Established and sustained within the free and open traditions of the Church of God, this university is committed to be a teaching-learning community of the highest order, engaged in the pursuit of truth from a Christian faith perspective.

Through academic and Christian discovery, we intend to graduate persons with a global perspective who are competent, caring, creative, generous persons of character and potential.

We will build those quality programs that will enable each member of the university to become stronger in body, mind and spirit, to experience what it means to love God and neighbor, and to adopt Christ-like servant ways in all of life.

*(This mission statement and supporting statements were approved by the Board of Trustees in 2007, reaffirmed in 2017.)*

### 1.30 University Seal



### 1.40 Ethos Statement and Core Values

#### **PREAMBLE**

Anderson University is committed to the preservation of integrity with our past and our present and to ensuring that important values are continued into our future. We want to state clearly to the various constituents we serve – prospective and current students and their parents, alumni, donors, the Church of God, community partners, and prospective and current faculty and staff - the ideals that bind us together as an academic community. This statement articulates our unifying ethos.

#### **AT OUR CORE**

As a learning community, rooted in the Church of God holiness movement, we celebrate the vibrancy of life in Christ. Our identity as a Christian University can be described in three words: 'Real Life. Transformed.' What that means is simple: we want to meet people where they are. We believe that the experiences and beliefs we bring to campus are real and authentic. We choose to welcome those who don't yet enjoy relationship with Jesus Christ, and we open ourselves to engaging with people, from all walks of life, in a community and culture confidently faithful to biblical truths and expectations. Our commitment begins with respecting the Real Lives students bring with them to campus, but it doesn't end there. We want our entire learning community to experience the kind of genuine transformation that comes from knowing Jesus, and understanding his incredible plans for the world. And so we challenge our ourselves to consider three big questions: "Who is God?", "Who am I?", and "How do we live?" We believe that the pursuit of answers to these questions will lead to genuine Christian Spiritual Transformation—in and beyond the classroom. Real Life...Transformed for dynamic service to church and society.



## **OUR CORE VALUES**

We aspire to be a transformative Christian community informed by these core values:

- **SERVANT LEADERSHIP** — dedication to a life of service; a preferential awareness of the needs of others in the resolution of problems; a willingness to take the first step, however challenging, in meeting the demands of the day; embracing a spirit of servanthood that extends beyond one's culture.
- **EXCELLENCE** — high-quality performance, innovation, and creativity; a relentless pursuit of the best in each individual and the wider learning community.
- **INTEGRITY** — commitment to Christian moral values, shared virtues, and biblical truth; keeping faith with university policies.
- **RESPONSIBILITY** —personal and social accountability to God and neighbor; trustworthy stewardship of personal and university resources.
- **GENEROSITY** — readiness to give of one's gifts and talents with a spirit of gratitude; an attitude and posture of hospitality that comes with intercultural humility; a willingness to extend others the benefit of the doubt, placing mercy above rightness.

*Reviewed by Cabinet, March 28, 2018*

*Reported to the Board of Trustees, April 16-17, 2018*

## **2.00 GOVERNANCE AND ORGANIZATION**

### **2.10 Governance**

Anderson University is governed by a Board of Trustees whose members are nominated by the Board and ratified to five-year terms by the General Assembly of the Church of God. This Board establishes general business and academic policies. The University President is responsible to this Board for the general administration of the university, including its development, maintenance, and programs.

An Executive Committee acts on behalf of the Board of Trustees during the period between the Board's meetings. This committee consists of seven trustees, including the chair and vice-chair of the Board.

The faculty operate under a grant of powers by the trustees and the administration. Within the guidelines and spirit of the mission and goals of the university, the faculty are responsible for designing the curriculum, determining academic standards and policies, and maintaining the academic programs of the university at their maximum effectiveness.

### **2.20 Officers of Administration**

The President of the university is the chief executive and administrative officer of the university. The President is responsible to the Board for the general administration of the university's program and nominates or appoints faculty and administrative personnel with the qualifications and commitment to support and develop the mission and goals of the university.

The Provost is the chief academic officer of the university. The Provost reports directly to the President and is responsible for coordinating the planning, budgeting and development of the educational and academic programs of the university, institutional effectiveness and strategic planning, as well as providing oversight for information technology services.

Other officers include the Vice President for Advancement, the Vice President for Finance and Treasurer, and the Vice President for Enrollment and Marketing.

Issues with all-institutional impact are brought to the President's Cabinet and other appropriate groups for perspective and judgment before a decision is made. The President's Cabinet is comprised of the President and the administrative officers listed above.

### **2.30 University Structure**

Undergraduate and graduate programs are organized into seven schools:

Falls School of Business (FSB) – includes undergraduate and graduate (MBA, DBA)

School of Education (SOE) – includes initial teacher preparation and post-baccalaureate transition to teaching (T2T)

School of Humanities & Behavioral Science (SHBS) – English; Communication and Design Arts; History/Political Science; Modern Foreign Languages and Cultures; Psychology; and, Sociology, Social Work, Criminal Justice, and Family Science

School of Music, Theatre, & Dance (SMTD) – includes undergraduate programs in music, theatre, and dance; Master's in Music Education (MME); Orff Schulwerk

School of Nursing & Kinesiology (SNDK) – Nursing; Kinesiology (Athletic Training, Exercise Science, Physical Education Teaching, Sport and Recreational Leadership)

School of Science & Engineering (SSE) – Biology; Computer Science; Mathematics; and Physical Sciences & Engineering

School of Theology & Christian Ministry (SOTCM) – includes undergraduate Christian ministry programs and graduate Seminary

In addition, the faculty of the Nicholson Library comprise an academic unit which reports to the Provost through the Library Director.

#### **2.40 School Deans and Library Director**

Each unit has a chief operational officer. The dean or director is appointed by the Provost, in consultation with the President, reports directly to the Provost, and where appropriate works closely with department chairs. Each academic operational officer is responsible for supervising, coordinating and evaluating the work and personnel of the several departments within their unit. Responsibilities include:

1. Development, implementation and evaluation of annual objectives of departments designed to fulfill established departmental and institutional goals.
2. Within established goals and objectives, the receiving and coordinating of departmental budgets and schedules of classes and the identifying of faculty resource needs; acting as the official liaison in these regards to the Registrar and the Provost.
3. Supervision of the development, implementation, evaluation and accreditation of academic and associated programs resident within the school.
4. Recruitment, orientation, professional development, evaluation and rewarding of department chairs, full-time, adjunct and part-time faculty members.
5. Monitoring of departmental course offerings and individual faculty loads and departmental productivity; acting as the official liaison in these regards to the Registrar and Provost.
6. Developing and maintaining an atmosphere in which faculty and staff are encouraged to think creatively, participate actively, and grow professionally.
7. Encouraging faculty members to integrate effectively and appropriately the Christian faith and learning as a central distinctive of institutional identity and mission.
8. Ensuring a continuous process of outcomes assessment in relation to all academic and associated programs.

With input from campus leadership, the Budget Committee annually develops recommendations for the President to take to the Board of Trustees regarding the institutional budget. Although primarily administrative officers, the deans and directors also retain a modest but regular teaching load.

Unit deans and directors normally serve for a three-year term. Near the conclusion of a term, the Provost consults with the dean or director, chairs, and faculty and staff in the respective academic unit, to determine the desirability of another term, and also consults with the President.

### **2.50 Department Chairs**

Academic department chairs serve as the administrative officer at the departmental level. As such the chair coordinates the instructional program of the department and supervises the logistical support for the department. The chair consults with their respective dean in matters related to faculty personnel, such as assignments of load, evaluation, recruitment, appointment, retention, promotion, tenure, sabbatical, and leaves of absence, and in the development and operation of the departmental curriculum and annual schedule of classes. The chair also consults with their respective dean as a faculty member in such matters as terms of appointment, rank, professional growth and general institutional responsibilities. The major responsibilities of the chair include the following areas:

1. Departmental Governance: developing and accomplishing departmental mission and objectives within those of the University; establishing departmental policies; conducting departmental meetings; involving faculty members and students in departmental decision making and activities; and maintaining effective internal communication.
2. Academic: establishing departmental major programs and curricula; regularly evaluating and improving programs, curricula, and the quality of instruction through use of assessment data; administering and enforcing academic policies and standards; preparing departmental schedules of classes; and, ensuring accuracy of the catalog.
3. Faculty: assisting their respective dean in the recruitment, screening, and recommendation for appointment of new faculty members; assisting in the orientation of new faculty members; supporting and encouraging faculty growth and high performance in teaching and other professional activities; supervising faculty responsibilities and protecting faculty rights; and evaluating faculty members and making recommendations to their respective dean regarding retention, tenure, and promotion.
4. Student: curricular and career advising of students; where appropriate, awarding of departmental scholarships, awards and honors; responding to student grievances and complaints; and assisting the Registrar's Office in certifying students for graduation when necessary.
5. Communication: conveying policies and actions to the department, representing the department in the university and with external agencies (professional associations, government agencies, the public); and communicating departmental programs and activities to students.

6. Budget: preparing annual departmental budget requests; administering budgetary allocations (preparing requisitions, authorizing expenditures, maintaining budget records); and, promoting effective use of budgetary resources.
7. Office management: administering departmental facilities; hiring, supervising, and evaluating staff personnel, both student and non-student (clerical, laboratory assistants); establishing file and record systems; maintaining equipment and other departmental properties; and requisitioning supplies.
8. Institutional Leadership: assisting and advising the Provost and deans in matters relating to educational mission and major academic issues facing the institution.
9. Professional performance: providing professional leadership and example in the department; demonstrating professional competence in teaching and other professional activities; participating in professional associations and community service as appropriate.

The chair is appointed for a three-year term. The end of a three-year term provides opportunity for reappointment for another term or discontinuing the appointment, at the initiative of either the individual or the university administration. Early in the third year of the appointment, the dean of the appropriate school initiates conversations with the department chair, seeking mutual evaluation and open discussion regarding reappointment or non-reappointment. The dean secures evaluation statements on the work of the chair from the departmental colleagues. At the initiative of either party, the Provost may be involved in the discussions. This procedure is intended to discern the best match of gifts in service as a department chair. It is an opportunity for each party to say, "We want to continue this relationship," or "A different appointment should be considered." A process similar to this will be conducted by the Provost in review of school deans and directors.

During sabbatical leaves, other prolonged absence from the campus or in rare instances where departmental leadership is ineffective and deemed detrimental to the department, it is assumed that the Provost, acting in consultation with the respective dean, will appoint an acting chair or, if warranted, alter the normal length of a term.

Chair appointments are made by the Provost following the above evaluation procedure and recommendation by the school dean.

## **2.60 Faculty Governance**

The faculty of the university described in the Forward of this Handbook carry responsibility to design, implement, and ensure the quality of the undergraduate and graduate academic programs under their purview.

### **2.61 Officers.**

The Officers of the Faculty shall be the Provost, the Chair pro tem of the Faculty, and the Secretary of the Faculty.

2.61.1 The Chair pro tem of the Faculty shall be elected for a three-year term by a simple majority vote of the Faculty at the March Faculty meeting. The Chair pro tem may serve only two consecutive terms at one time. The election procedure shall be that specified in

2.65 below. The Chair pro tem must be a full-time tenured member of the faculty as described in 6.11 and shall not be a member of the administration. The term of office shall begin at the start of the Academic Year. The Chair pro tem of the Faculty shall be the faculty representative to the regular meetings of the Board of Trustees.

2.61.2 The Secretary of the Faculty shall be elected for a one-year term by a simple majority vote of the Faculty at the March Faculty meeting. The election procedure shall be that specified in 2.65 below. The Secretary of the Faculty must be a full-time member of the faculty as described in 6.10 and shall not be a member of the administration. The term of office shall begin at the start of the Academic Year. The Secretary of the Faculty shall be custodian of academic policies and minutes from faculty and committee meetings; permanent copies of which will be stored physically or digitally in the Office of the Provost and the university archives.

## **2.62 Faculty Meetings.**

Regular faculty meetings shall be held monthly in September, October, November, February, March, and April. Special meetings may be called upon notice by the Provost or any other officer of the Faculty. Notice shall be sent to every faculty member in advance of each regular and special faculty meeting.

2.62.1 The Provost shall convene faculty meetings and is responsible for sending notice of the meetings and the agenda to all faculty. The Provost, Chair pro tem of the Faculty, or a member of the faculty with voting privileges designated by the Chair pro tem, shall be the presiding officer at such meetings. The presiding officer may vote in case of a tie. The Secretary of the Faculty, or someone designated by the Chair pro tem, shall act as secretary at all meetings.

2.62.2 Only full-time members of the Faculty as defined in 6.11, 6.12, and 6.13 shall vote at faculty meetings. All eligible persons are expected to be present for meetings of the faculty.

2.62.3 A quorum shall consist of a majority of the total voting membership of the Faculty, not counting those on leave of absence. The faculty shall not act on any item in the absence of a quorum.

2.62.4 All meetings shall be conducted in accordance with accepted parliamentary procedure, with Robert's Rules of Order as final authority.

2.62.5 On the Friday before a faculty meeting, a copy of the agenda for that meeting shall be made available to every faculty member. This agenda shall be prepared by the Provost in consultation with the Chair pro tem of the Faculty and committee chairs. The Faculty shall not act on any item not on the agenda except by a two-thirds vote.

## **2.63 Academic Policies, Curriculum, and Faculty Governance.**

The faculty of the university is responsible for the academic policies for both the undergraduate and graduate programs, including requirements for graduation; the curriculum for both the undergraduate and graduate programs as set forth in the catalog; and faculty governance as set forth in sections 2.60 and 2.70 of the Faculty Handbook.

**2.63.1.** Changes to the academic policies, curriculum, or faculty governance of the university that necessitate a faculty vote shall require three readings prior to final action by the faculty.

First Reading. The chair of the committee bringing forth the proposal shall report the proposal at a meeting of the faculty. The proposal shall appear as a discussion item on the agenda for this meeting and shall be made available to the faculty at least one week prior to the meeting.

Second Reading. The chair of the committee bringing forth the proposal shall report the proposal at a meeting of the faculty subsequent to the meeting at which the first reading occurred. The proposal shall appear as a discussion item on the agenda for this meeting and shall be made available to the faculty at least one week prior to the meeting. The faculty shall not act on the proposal at this meeting unless they vote (by a 2/3 majority of those present and voting) to suspend the rules and move to an immediate vote.

Third Reading. The chair of the committee shall bring to the faculty a motion to approve the proposal at a meeting of the faculty subsequent to the meeting at which the second reading occurred. The proposal shall appear as an action item on the agenda for this meeting and shall be made available to the faculty at least one week prior to the meeting.

**2.63.2.** Motions to change academic policies for the undergraduate or graduate programs, including the requirements for graduation, must be presented to the faculty in proper form for incorporation into the Faculty Handbook. The proposed motion should specifically mention the section number of the handbook which is to be amended or voided. Voting on such proposals shall be done anonymously by secret ballot with a 3/5 (60%) majority of those present and voting necessary for passage.

**2.63.3.** Voting on motions to change majors, minors, cognates, or programs shall be done anonymously by secret ballot with a 3/5 (60%) of those present and voting necessary for passage.

**2.63.4.** Motions to change faculty governance as set forth in sections 2.60 and 2.70 of the Faculty Handbook must be presented to the faculty in proper form for incorporation into the Faculty Handbook. The proposed motion should specifically mention the section number of the handbook which is to be amended or voided. Voting on motions shall be done anonymously by secret ballot, with a 3/4 (75%) majority of those present and voting necessary for passage of motions to change section 2.60 and a simple majority of those present and voting necessary for passage of motions to change section 2.70.

## **2.64 Standing Committees of the Faculty.**

The faculty create a number of standing committees to accomplish their work as set forth in section 2.70.

**2.64.1.** Seats on five key elected committees shall be apportioned among the various schools according to their respective numbers, using the Hamilton (largest remainders) method of apportionment. The Faculty Affairs Committee will review the current apportionment every five years or after a substantial change in the composition of the

faculty, whichever comes first, and, if necessary, will bring to the faculty a motion to alter the apportionment as set forth in section 2.70.

**2.64.2.** Seats on elected committees shall be divided evenly into three classes, with the seats for the first class up for election in one year, the seats for the second class up for election in the second year, and the seats for the third class up for election in the third year. Faculty from the same school as defined in 2.64.2 shall be divided evenly among the three classes of seats.

**2.64.3.** Each committee shall have two officers: a chair and a secretary. Unless otherwise noted in section 2.70, committees shall elect their officers from their membership. Neither ex officio nor student members shall serve as committee officers. Unless otherwise noted in section 2.70, committee officers serve one-year terms that begin at the start of the Academic Year.

**2.64.4.** Elected committees shall meet at least once each academic year and file their minutes with the Secretary of the Faculty. The chairs of elected committee shall report to the faculty at least once per academic year on the activities of their committees by delivering a report during a faculty meeting.

## **2.65 Election and Appointment Procedures.**

**2.65.1.** The election process for faculty officers involves the use of an electronic survey tool inviting all full-time faculty to nominate up to two persons for each officer position. Nominations are given to the Chair of the Nominations Committee to assemble the slate with at least two names for each officer position. Election of officers of the faculty shall take place at the March meeting of the faculty by use of TurningPoint technology or another form of anonymous polling.

**2.65.2.** Election to standing committees shall take place at the April meeting of the faculty by paper ballot. Committee members serve three-year terms. The term of office shall begin at the start of the Academic Year.

### **2.65.3. Nominations Committee**

Membership: Eleven members, including the Chairs of Academic Policies, Curriculum, and Faculty Affairs Committees, the chair pro tem of the Faculty, deans of the schools, and Director of Nicholson Library.

Responsibilities: The Chair pro tem of the Faculty acts as chair. The committee prepares a slate of nominations for each open elected position on the standing committees for use in a faculty meeting late in the academic year. This slate will be distributed to the various voting groups to be voted on during the aforementioned faculty meeting. The committee will act in a similar manner during the academic year, as necessary, to replace committee members unable to fulfill their terms of office.

The following guidelines are to be followed:

1. Any specific membership requirements related to a given committee in the faculty handbook are to be honored;
2. Faculty members in their first year of service should be excluded from consideration;



3. No faculty member should normally serve simultaneously on more than one elected committee. In no case shall a faculty member serve on both the Appeals Committee and the Committee on Promotion and Tenure.
4. A member may not serve more than two consecutive terms on any one committee;
5. A slate should include a minimum of one more name than positions to be elected for each committee election;
6. Typically the school deans will consult with the chairs of the departments in the college prior to bringing nominations and recommendations to the annual spring meeting of the Nominations Committee. These recommendations should be given primary consideration by the committee; and
7. Faculty members should be consulted prior to the inclusion of their names on a ballot.

The Nominations Committee, in consultation with the Academic Deans, shall prepare a slate of nominations for each open elected position and shall post the slate at least one week prior to the meeting of the faculty at which the election will be held. The slate shall be prepared in accordance with the following criteria:

- A slate shall include a minimum of one more name than positions to be elected for each election.
- A faculty member may not serve on more than one elected committee at a time.
- A member may not serve more than two consecutive terms on any one committee. Filling an unexpired term does not count toward the two-term limit.
- The following faculty are not eligible for election to one of the elected committees: the Officers of the faculty as described in 2.61; part-time or adjunct faculty as described in 6.14; administrative faculty as described in 6.15; a faculty member with an appointment to the administration.
- Faculty members must be consulted prior to the inclusion of their names on a ballot. Upon written request to their respective Dean or Director prior to the meeting of the Nominations Committee, a faculty member may withdraw his or her name from the eligibility list.

**2.65.4.** Election Procedures. Each faculty member may complete one ballot, comprised of the nominees for the officers of the faculty or the nominees for the positions to be filled from the member's school as defined in 2.64.2. All voting shall be by written ballot at the faculty meeting except that faculty members who must be absent from the meeting may vote by a signed ballot delivered to the Secretary of the Faculty prior to the meeting.

The presiding officer will appoint members of the faculty who are not standing for election to serve as tellers. Tellers will collect the ballots, retire to a room outside the faculty meeting, tally the results on a teller form, and deliver the results to the presiding officer. The presiding officer will then announce the results.

**2.65.5.** Appointment Procedures (unless otherwise stated). Faculty members of all appointed committees shall be appointed for three-year terms by the Nominations Committee in consultation with the Academic Deans.

**2.65.6.** Vacancies on Standing Committees. If a committee member will be on leave or unable to serve for other reasons for two or more semesters, that position shall be vacant.

Such vacancies shall be filled by procedures provided in 2.65.4 or 2.65.5. The new member will serve for the remainder of the unexpired term.

If a faculty member of a committee will be on leave or unable to serve for one semester and if, in the opinion of the Nominations Committee, the work of that committee will be seriously hampered by this absence, the Nominations Committee shall make a temporary replacement from the same school as defined in 2.64.2.

*Revision of the Faculty Governance Section 2.0 approved by the faculty on September 17, 2013.*

*Edited by Provost on January 20, 2014 to be consistent with academic restructure.*

*Revised by Faculty on April 12, 2016. Committee apportionment method revised by the faculty in April 2018.*

## **2.70 Faculty Committee Structure**

**DISCLAIMER: THE UNIVERSITY CONTINUES THE PROCESS OF ALIGNING COMMITTEE MEMBERSHIP WITH NEW FACULTY GOVERNANCE PROCESS AND REVISED ACADEMIC STRUCTURE.**

### **2.71 Elected Committees:**

#### **Academic Assessment Committee – Apportionment Method**

**Membership:** Nine members including the Director of Academic Assessment and eight faculty members. The faculty members serve for three-year terms, with two faculty members elected from the School of Humanities & Behavioral Science, and one member elected from each of the remaining schools (Falls School of Business, School of Education, School of Music, Theatre, & Dance, School of Nursing & Kinesiology, School of Science & Engineering, School of Theology & Christian Ministry).

**Responsibilities:** Develop and implement a plan of assessment for the Liberal Arts Program and for assessment of Majors. Monitor, evaluate and report assessment findings to the Provost and Faculty. Provide resources and assistance for outcome assessment to enable faculty to more effectively implement, analyze and use the Liberal Arts and Academic Majors Assessment Plans. Recommend measures to the Provost that will enhance the evaluation process and the curriculum. The committee meets monthly during the academic year, or more often as called by the Director of Academic Assessment. The committee shall elect a secretary. Minutes of meetings are distributed to all committee members and the Provost.

#### **Academic Policies Committee – Apportionment Method**

**Membership:** Fifteen members, including nine faculty members, three full-time undergraduate students, Representative of the Registrar’s Office, one school dean and the Provost.

The faculty members serve for three-year terms, with two faculty members elected from the School of Humanities & Behavioral Science, and one member elected from each of the remaining schools (Falls School of Business, School of Education, School of Music, Theatre, & Dance, School of Nursing & Kinesiology, School of Science & Engineering, School of Theology & Christian Ministry). Each school elects their representative. In addition, one at-large member will be elected by the entire faculty. The students are elected by the Anderson University Student Organization for one year terms and may be re-elected for one additional term.

Responsibilities: The committee is charged with the formation of academic policy. It is empowered to review existing policies, recommending changes when needed, and to initiate studies and research related to the academic program. The committee shall receive and act upon actions of the Curriculum Committee which involve substantial change in the scope of a department or program, changes in the proposed curricular requirements for graduation, and additions and deletions of majors, programs or departments. In matters involving substantial curricular change or alteration of policy or graduation requirements, it shall forward its recommendations to the faculty for concurrence. In every case its actions are subject to review by the total faculty. The committee shall elect annually a chair and secretary. Minutes of the committee shall be distributed to each faculty member. The committee typically meets monthly during the academic year.

### Appeals Committee

Membership: Eight members, including four faculty members, the University Registrar, and three full-time undergraduate students.

The faculty members are elected at-large for three-year terms. The seven faculty members shall consist of one member from each school (Falls School of Business, School of Education, School of Humanities & Behavioral Science, School of Music, Theatre, & Dance, School of Nursing & Kinesiology, School of Science & Engineering, School of Theology & Christian Ministry) and shall be elected by each of these schools. The student members are elected by the Anderson University Student Organization for one year terms. The chair is elected each year by the committee.

Responsibilities: The committee receives and acts upon individual student requests not covered by normal academic policies. These include grade appeals and/or special consideration of work related to the components of the Liberal Arts Program. Reports of all actions taken by the committee shall be forwarded to the Curriculum Committee and the Academic Policies Committee. The Appeals Committee shall request clarification or advice from the above-mentioned committees when issues being appealed represent a major deviation from the curricular intent of stated policy. The committee also receives and acts upon appeals by departments related to the issuance of departmental honors.

The committee makes recommendations to the Curriculum Committee and/or the Academic Policies Committee regarding changes in the college curriculum, in academic policies, or in the scope of its own work.

The committee meets when the need arises. The committee will elect a chair and a secretary. Normally, minutes of its meetings will be sent to the appropriate school deans, chairs of the Academic Policies and Curriculum committees, the Registrar and the Provost.

### Curriculum Committee – Apportionment Method

Membership: Seventeen members, including nine faculty members, three full-time undergraduate students, the Dean of the School of Humanities & Behavioral Science, Representative of the Registrar, the Director of Teacher Education (permanent, ex-officio member), the Director of Libraries, and a faculty member elected as Chair. The faculty members are elected for three-year terms, with two faculty members elected from the

School of Humanities & Behavioral Science, and one member elected from each of the remaining schools (Falls School of Business, School of Education, School of Music, Theatre, & Dance, School of Nursing & Kinesiology, School of Science & Engineering, School of Theology & Christian Ministry). In addition, one at-large member will be elected by the entire faculty. The students are elected by the Anderson University Student Organization for one-year terms, and may be elected for one additional term.

The Chair is elected by the department chairs of all schools from a slate prepared by the chair of the Academic Policies Committee and the Provost. The term of the committee chair is three years. The Representative of the Registrar's Office and the Director of Teacher Education serve as non-voting member of the committee.

**Responsibilities:** The committee is charged with the maintenance and review of the undergraduate curriculum within budget parameters. It is responsible for ruling on requests from chairs for additions or deletions of courses in their respective departments, changes in major and minor requirements, initial rulings on significant changes in major requirements, new majors, and the establishment of new departments. It shall review and make rulings on the appropriateness of courses for inclusion in the various components of the Liberal Arts Program. The Curriculum Committee is the major body charged with maintenance of the curriculum.

The committee initiates research studies and projects modifications and improvements in the core curriculum. The committee receives recommendations from the Appeals Committee regarding recurring problems related to the curriculum.

The committee typically meets monthly during the academic year. The minutes of its meetings are distributed to all department chairs, deans, the Director of Libraries and the Registrar.

The committee shall elect a secretary.

#### Faculty Affairs Committee – Apportionment Method

**Membership:** Ten members, including eight faculty members, the Chair pro tem of the Faculty, and Provost.

The faculty members serve for three-year terms, with two faculty members elected from the School of Humanities & Behavioral Science, and one member elected from each of the remaining schools (Falls School of Business, School of Education, School of Music, Theatre, & Dance, School of Nursing & Kinesiology, School of Science & Engineering, School of Theology & Christian Ministry).

**Responsibilities:** The committee elects a chair, vice-chair and secretary. The Provost and Faculty Chair pro tem may not serve as chair or vice chair. The chair of the committee is invited to serve in an ex officio capacity on the Nominations Committee and Honorary Degree Committee and as well, to be a participant observer to the semi-annual meetings of the university's Board of Trustees. The committee provides both faculty and administration a round table for the exchange of ideas and information regarding the faculty or particular individuals within it. It seeks to be proactive in exploring and advising in regard to institutional standards, policies and programs which relate to the status and welfare of faculty members. It advises on specific needs or problems referred to

it by the total faculty, individual members of the faculty, or the administration. If, in the interests of fair hearing by faculty peers, the committee chair judges that a particular faculty initiated concern requires committee hearing without administrative presence, the chair may call a meeting restricted to the elected faculty members. See also Section 6.44 Procedures for Dismissal of a Faculty Member on Academic Tenure.

### Faculty Development Committee

**Membership:** Six members including four faculty members (two <10 yrs service, two >10 yrs service) elected at-large, an elected Librarian, and the dean from the School of Education (or designate) as a non-voting member.

**Responsibilities:** The committee elects a chair, vice-chair and secretary, with the school dean not eligible to serve in these offices. It seeks to be informed on the opportunities of professional development and advises the faculty and college deans on related policies, issues and events. Annually it determines priority needs and the consequent distribution of available resources to the undergraduate faculty as a whole, individual members of that faculty and/or groups within that faculty for development purposes. The committee will develop and communicate to the undergraduate faculty guidelines for the annual distribution of available funds.

### Graduate Council

**Membership:** Ten members, including four faculty members elected at-large (with at least two of the members teaching graduate courses); Director of Graduate Business Programs (MBA, DBA); Dean of the School of Music, Theatre & Dance (MME), Dean of the School of Theology & Christian Ministry (MACL, MDiv, MTS); the Director of Libraries; the University Registrar, and the Provost. One of the graduate program directors will be appointed by the Provost to serve as Chair. Elected and appointed members serve three-year staggered terms.

**Responsibilities:** The Graduate Council is charged with the formation of academic policy for graduate programs. It is empowered to establish policy; to review existing policies, recommending changes when needed; and to initiate studies and research related to graduate academic programs.

The Graduate Council is also charged with the maintenance and review of the graduate curriculum. It is responsible for ruling on requests from Program Directors for additions and deletions of courses in their respective programs, changes in program requirements, new majors and minors, and new programs.

In matters involving new programs, substantial curricular changes, alteration of policy or graduation requirements, it shall forward its recommendations to the faculty for concurrence. In every case, its actions are subject to review by the total faculty. To assist communication, minutes of the Graduate Council shall be distributed to all Department Chairs and School Deans.

## Promotion and Tenure-Adjudication Committee – Apportionment Method

**Membership:** Ten faculty members comprised of two from the School of Humanities & Behavioral Science, and one member elected from each of the remaining schools (Falls School of Business, School of Education, School of Music, Theatre, & Dance, School of Nursing & Kinesiology, School of Science & Engineering, School of Theology & Christian Ministry), and two at-large faculty members. All ten faculty members must be faculty who hold tenure. The President and Provost sit on the committee ex officio.

**Responsibilities:** Meetings shall be called by the chair (or, in the absence of a chair, by either the President or the Provost, or the majority of members) as the following occasions may require:

1. To elect a chair and a secretary;
2. To consult with the President and the Provost on faculty promotions for the next academic year;
3. To serve as a hearing committee in any matter related to the discontinuance of a faculty member on academic tenure, or the discontinuance of a non-tenured faculty member before the expiration of the member's appointment, in accordance with the procedures outlined elsewhere in 6.44.

For all meetings, due notice shall be given. A majority of the members shall constitute a quorum. If in the summer months a meeting is necessary but a quorum is not possible, available members of the Faculty Affairs Committee shall be invited to participate in the deliberations of the committee with full voting privileges. When, in the judgment of a majority of the members of the committee, a member of the committee could be faced with a possible conflict of interest in a matter before the committee, the following procedure shall apply: (1) if the matter is related to promotion and rank, the chair will ask the member to absent him/herself; (2) if the matter relates to a tenure or discontinuance hearing, a temporary member will be selected by the Faculty Affairs Committee to serve in his/her place.

### **2.71.1 Institutional Committee with Elected Faculty Positions**

#### Compensation Committee

**Membership:** Seven members, including the Director of Human Resources serving as chair; three selected staff representatives and three elected faculty members. The three faculty members shall be elected at large with no more than one representative from a particular School. Faculty members serve three-year terms.

**Responsibility:** The committee reviews and recommends salary and benefit programs and policies designed to attract, retain, motivate and compensate faculty and staff that are in full partnership with the university mission.

## **2.72 Appointed Committees:**

### Academic Technology Advisory Committee

**Membership:** Ten members, including the Assistant Director of Instructional Technology, the Director of Technology Services, Instructional Designer, Classroom Technologist, Director of Libraries, four additional faculty members appointed at large, and the Provost. One faculty member is appointed by the Provost to serve as chair of the committee.

**Responsibilities:** Advise the Provost on the impact of instructional technology on the educational process. Promote to the Provost faculty needs for developing skills in the use of instructional technology. Report to the Provost on instructional technology needs which promise to enhance the educational process.

### Admissions Committee

**Membership:** Six members, including the Director of Admissions, the Student Support Coordinator, the Assistant Provost/Dean of Students, and three faculty members appointed at-large. Faculty members serve three-year terms, with one person being appointed each year.

**Responsibilities:** The committee reviews applications which do not meet normal minimal guidelines for admission.

### Athletic Training Education Committee

**Membership:** Eight members serve for three-year terms, including the Athletic Training Education Program Director, Clinical Education Coordinator, Assistant Athletic Trainer, Dean of the School of Nursing & Kinesiology, and one faculty member from the Department of Kinesiology and two faculty members from departments other than Kinesiology (appointed by the Provost). The Student Association will elect one undergraduate student.

**Responsibilities:** The committee advises on policies and programs related to the Athletic Training Program and acts as the Program Admissions Committee. The committee also acts as an appeal body in cases of grievance related to policies of the Athletic Training Education Program.

### Barring Appeals Committee

**Membership:** Five members serve for three-year terms, including one school dean, who serves as chair, two faculty members at-large appointed by the Provost, Assistant Provost/Dean of Students (or designate), along with the Director of Educational Support Services.

**Responsibilities:** The committee hears academic barring appeals and requests for exemption from these policies.

### FYE Advisory Council

**Membership:** Seventeen members, including the Director of First Year Experience, Director of First Year Seminar, the Director of Critical Thinking Seminar, seven faculty (one from

each school), Dean of the School of Humanities & Behavioral Science, Director of the Honors Program, Director of Multicultural Student Services, Director of the Kissinger Learning Center, one additional staff from Student Affairs, one sophomore peer mentor, one additional sophomore. Appointments made by the Provost in consultation with directors within the first-year program. Faculty and staff serve for a term of three years. Acting directors and deans will serve for the duration of their assignments in their respective roles.

**Responsibilities:** The First Year Experience (FYE) Advisory Council is an appointed council charged with providing recommendations and guidance to the Directors of the First Year Experience, the First Year Seminar (LART 1050), and the Critical Thinking Seminar (LART 1100). Approximately two to four face-to-face meetings per year will be called. Common tasks for the council will include recommending and reviewing:

- 1) Promoted curricular and programmatic changes,
- 2) Assessment practices and
- 3) Initiatives to advance teaching, learning and mentoring in the FYE context.

### Human Participants Committee

**Membership:** Five members, including four at-large faculty members appointed by the Provost for three-year terms, and one undergraduate student.

**Responsibilities:** To insure that human participants are treated with dignity, respect and in ways that are ethically consistent with government, discipline (e.g. American Psychological Association Guidelines) and Anderson University standards. Proper evaluation of proposed research helps to protect prospective participants, researcher and the institution from unethical practices and possible resulting litigation.

The committee meets when the need arises. The committee will elect a chair and a secretary. Normally, minutes of its meetings will be sent to the Provost.

### IDEA-U Advisory Council

**Membership:** IDEA-U Faculty Director, Provost, Director of Career Development Center, Director of Alumni Affairs, Assistant Director of Instructional Resource Center, Director of Community Engagement, Director of Nicholson Library, two community partners, and two at-large faculty members appointed to serve four-year terms.

**Responsibilities:** Provide oversight of the IDEA-U project with a focus on creating a campus-wide culture of collaboration, innovation, and entrepreneurship. Review and approve collaborative project proposals. Give counsel on various networking activities and career readiness strategies. Provide accountability for the IDEA-U initiative. Assist in the generation of potential collaborative projects. Evaluate the effectiveness of project goals.

### Library Advisory Committee

**Membership:** Eight members serve for three-year terms, including four faculty members elected at large; one undergraduate student and one seminary student named by the Student Government Association and seminary student organization respectively; the Director of the University Library, and the Theological Studies Librarian.



Responsibility: The committee advises on policies and services of the campus libraries. It also functions as part of the process for reconsideration of materials held in campus libraries (described elsewhere in this Handbook).

### Nursing Education Committee

Membership: Seven members including: Chair (from among the faculty at large), one faculty from the School of Nursing & Kinesiology, two faculty from the nursing pre-requisite courses, one faculty from a campus major with a similar type practicum experience (athletic training, business, education, or social work), one nursing student from the senior nursing class (If a senior class member brings the grievance, then an alternate junior class member shall meet with the committee.), one undergraduate student at large

The chair and faculty members will be appointed by the Provost to serve three year terms. The Provost will also appoint the student at large to a one-year term at the beginning of the fall semester. The senior nursing student (and the alternate junior nursing student) will be appointed to a one-year term by the Nursing Faculty Governing Committee at the beginning of the fall semester.

Responsibility: The committee acts as an appeal body in cases of a student clinical failure grievance. The function of the committee is to determine if the School of Nursing (SON) decision related to the clinical failure is fair, unbiased, and proportional to the patient care action taken by the student as it relates to the course objectives and expected student outcomes. The chair will vote only to break a tie decision.

### Teacher Education Committee

Membership: Fifteen members including the Dean of the School of Education (serves as chair); the License Advisor (ex-officio, serves as secretary); SOE Technology & Data Manager (ex-officio); two student members majoring in Education (one-year term); two faculty members from the SOE; a Librarian; Director of Disability Support Services for Students; six faculty members representing secondary education teaching (appointed by the Provost for three-year terms).

Responsibility: The committee serves as an advisory group on matters related to secondary teacher education programs.

## 2.72.1 Institutional Committee with Appointed Faculty Positions

### Christian Spiritual Transformation Team

Membership: Provost, Campus Pastor, Director of the Cultural Resource Center, Associate Provost/Dean of School of Humanities & Behavioral Science, Director of Marketing, Director of Spiritual Formation, and four faculty members (with at least one being a SOTCM faculty member). Faculty and staff members are appointed by the Provost and/or President to serve three-year terms. Student representatives are invited to participate. The Campus Pastor and a SOTCM faculty member co-chair the team as appointed by the Provost.

Responsibilities: The Christian Spiritual Transformation Team (CSTT) carries out the president's charge for a campus-wide Christian spiritual transformation initiative impacting curricular, co-curricular, and employee engagement. The team furthers the vision of **Real Life. Transformed.** in all aspects of their work.

### MOSAIC Team

Membership: Provost, Dean of Students, Director of the Cultural Resource Center, Director of Human Resources, six faculty members (with at least one being a SOTCM faculty member), and four staff members. Faculty and staff members are appointed by the Provost and/or President to serve three-year terms. Student representatives are invited to participate. The Chair and Secretary for the MOSAIC Team will be appointed by the Provost.

Responsibilities: MOSAIC is an acronym for "Multicultural Opportunities to Strategically Actualize Intercultural Competence." The MOSAIC team supports the university's intention to graduate students with a global perspective who have the adequate knowledge, skills, and attributes needed to interact in a meaningful way with people whose lives have been shaped by cultures different from their own. These efforts are undertaken within the context of a Christ-centered institution with a foundation based on a rich church heritage, rooted in Biblical reconciliation and Christian unity. Within this context, the MOSAIC Team will model and promote a work-learning environment in which all persons feel welcomed and affirmed on the journey toward intercultural competence.

## 2.73 Committee Meetings

All committees shall meet at least once each academic year and file their minutes with the Provost and the University Archives ([archives@anderson.edu](mailto:archives@anderson.edu)).

## 2.74 Current Faculty Committee Memberships

See: [anderson.edu/uploads/provost/faculty-handbook.pdf](http://anderson.edu/uploads/provost/faculty-handbook.pdf) and is accessed from [anderson.edu/provost/documents](http://anderson.edu/provost/documents)

## **2.75 Seminary Committees**

### Admissions and Academic Standards Committee

**Membership:** The Dean of the School of Theology & Christian Ministry (Chair), the Admissions Coordinator, and one faculty member appointed by the SOTCM Dean.

**Responsibilities:** The Admissions and Academic Standards Committee is administratively responsible for processing student applications for admission. This Committee is also responsible for reviewing student academic progress, and for monitoring the progress of students experiencing difficulty in academic work.

### Chapel and Spiritual Life Committee

**Membership:** Dean of the Chapel, Chapel Assistant, one faculty member, and two students appointed by the Dean of the Chapel.

**Responsibilities:** The Chapel Committee plans and maintains oversight of SOT chapel programming and other events and concerns which may be developed for the regular cultivation of the spiritual life of all who comprise the seminary community.

### Financial Aid and Awards Committee

**Membership:** Two faculty members appointed by the SOTCM Dean and an assigned member from the Student Financial Services Office.

**Responsibilities:** The Financial Aid and Awards Committee administers, according to standing guidelines, the funds allocated for awards and student financial aid. The Committee administers the Boyce W. Blackwelder Seminary Tuition Fund, various endowment and grant funds for student aid and names the recipients of the several annual awards granted to seniors each year.

### **3.00 FACULTY RELATIONSHIPS AND RESPONSIBILITIES**

The duties of faculty members involve both direct responsibilities in the classroom and office and a share in the maintenance and enhancement of the intellectual, spiritual and social climate of the campus, all of which are integral to the attainment of the goals and objectives of the university.

Faculty members are recruited and function in light of the following statement of "Anderson University Faculty Employment Standards."

As an academic community of learners, the university prizes several distinctive qualities that have been characterized and continue to be perpetuated by the faculty, staff, students and a multitude of supporting constituents. Specifically, these are:

1. An active belief that faith and reason are both compatible and essential elements of quality higher education.
2. An active belief in preparing today's students for effective global citizenship.
3. An active belief that rigorous academic learning should be enriched with practical experience.
4. An active belief that the standards and goals of Christian love, moral integrity, personal wellness and social responsibility are essential to effective Christian witness and productive service.

Anderson University seeks to employ persons who subscribe to its educational mission and whose personal and professional lives reflect:

1. A belief in and commitment to Jesus Christ and the Christian faith as these are interpreted through the historic witness of the Bible and the contemporary ministry of the Holy Spirit.
2. A vitality of Christian experience which is maturing in insight and application and which is appreciative of differing viewpoints.
3. A commitment to the continuing development of one's abilities.
4. A commitment to liberal arts education and preparation to serve in an environment of purposeful and rigorous inquiry.
5. Skills in the art of teaching and recognized mastery of relevant subject matter.
6. A capability, by temperament, preparation and will to support students as they confront the intellectual, social, physical, emotional and spiritual challenges of their lives.
7. A sensitivity and support for the ethos, traditions, and commitments of the campus community.

Anderson University is an alcohol-free and tobacco-free campus. Faculty are asked to respect this policy on campus and off campus whenever their lives intersect with the university (e.g. at school-related events or other venues where they may encounter students in a social setting).

### **3.10 Contracts and Calendar**

The normal contract of a teaching faculty member provides for nine months service beginning with the Fall Faculty Sessions as detailed on the official academic calendar published annually by the office of the Registrar. Compensation for instructional services in summer school sessions is in addition to the provisions in the annual contract. (See 7.30).

### **3.20 Instructional Responsibilities**

Each faculty member typically is expected to teach courses totaling 24 credit hours per year, typically 12 per semester, as submitted by the department chair to the office of the dean of the appropriate school and approved by that dean. The typical teaching load for graduate-level instruction ranges from 9-12 hours per semester as approved by the Dean of the respective graduate program. Variations in the "typical" teaching pattern would be the result of (1) special departmental or institutional assignments; (2) an occasional circumstance where a person is not solely responsible for class instruction and therefore might carry a larger load; or (3) when total contact hours, number of different preparations, or other factors may require an adjustment in teaching load. Every effort is made to keep the number of different preparations in any given semester at a reasonable level. In most departments this would mean no more than three different course preparations per semester.

### **3.30 Academic Advising**

Each faculty member is expected to assume academic advising and to follow the *ASPIRE* advising model. Every effort is made to maintain the advising load at a reasonable level within the context of departmental or program needs, institutional needs, and the total faculty service activities of the individual faculty member. Summer service in academic advising may be for additional compensation.

### **3.40 Faculty Committees**

Each faculty member is expected to serve on faculty committees, either standing or ad hoc, when elected or appointed. Every effort is made to maintain a reasonable level of committee responsibilities consistent with departmental, institutional, and personal needs, interests and responsibilities. The Nominations Committee, in developing a slate for annual elections to several of the major faculty committees, follows guidelines listed in Section 2.70.

### **3.50 Personal, Professional and Spiritual Development**

Each faculty member is expected to maintain a high level of personal energy and effectiveness; professional competence characterized as current, comprehensive, and effectively communicated; and spiritual vitality. To this end, each person is encouraged to have a program of personal development in each of these areas which is both projected and evaluated in an Annual Report to the dean of the appropriate school. The desired format of this report is developed and shared by the school deans.

### **3.60 University Community Responsibilities**

Each faculty member is expected to support and participate in the broad range of university community-building activities outside the classroom. This responsibility is fulfilled through regular Chapel-Convocation attendance and through the active, while necessarily selective, support of student and faculty/staff social, cultural, athletic and religious activities.

### **3.70 Chapel/Convocation**

All full-time faculty members are expected to attend chapel/convocation. Beyond the need for personal enrichment, regular attendance provides faculty members with significant opportunities to be with and to grow with students outside classroom settings. Often the content of a chapel/convocation has immediate relevance to the content of classroom work. Except in emergency circumstances, routine activities or meetings will not occur during chapel/convocation hours.

### **3.80 Additional Responsibilities**

In addition to the above, each faculty member is expected to:

1. Attend all regular and specially called meetings of the faculty at the institutional, school and departmental levels.
2. Establish and post sufficient office hours for appropriate contact with students and colleagues (normally 8-10 hours per week).
3. Maintain a five-day-per-week presence with classes scheduled throughout the instructional day, including evenings as needed. Any variation of this standard will be as a result of a specific written agreement with the dean of the appropriate school.
4. Participate for up to five days per year, in addition to teaching days, in school scheduled and sponsored advising and/or professional development activities, including the Fall and Mid-Year Faculty Sessions. These normally would be scheduled immediately before and/or after regular academic terms.
5. Serve on regular or special committees or task forces during summer months, while respecting and maintaining the integrity of personal and professional interests and obligations.
6. Be supportive of assessment activities and participate in these endeavors at both the institutional and departmental level by properly administering assessment instruments, analyzing results and responding appropriately to assessment findings.
7. Submit an Annual Report by May 31 to the appropriate academic dean. The Annual Report provides a means of review and evaluation of the various aspects of the year's work, evaluates and projects one's program of professional development, and provides the opportunity to make recommendations for one's department, school and/or entire institution. These reports are important to both faculty member and dean as a tool for self-evaluation, assessment of needs, and development of priorities.
8. Participate in Baccalaureate and Commencement exercises unless excused upon request to the Provost. Normally, individuals will be excused who are engaged in formal academic study or research which is outside commuting distance or who are serving elsewhere in university sponsored programs such as Tri-S.
9. Comply with the Registrar's enrollment verification process conducted at the end of the third and seventh weeks during each regular semester pursuant to federal regulations. When assigning a "WF" grade, the faculty member must supply the last date of documented class attendance (or class participation) on the grade roster.

**3.81 Good Standing.** The professional obligations described in 3.0-3.80 and elsewhere in this Handbook apply in normal circumstances to all faculty. Exceptions must be negotiated with the dean of the school in which the faculty member teaches. Failure to function with professional responsibility in regard to these expected obligations can result in consequences such as loss of faculty development funds, decrease in salary, and ultimately even dismissal (See Section 6.43).

### **3.90 Policy Statements**

The following are significant policy statements which relate to various aspects of the functioning of faculty members. University Policies may be accessed online at [www.anderson.edu/hr/policies](http://www.anderson.edu/hr/policies).

### **3.91 Statement of Federal and State Compliance.**

Anderson University is a not-for-profit exempt organization as described in Section 501(c) (3) of the Internal Revenue Code.

The University maintains compliance with applicable federal and state statutes related to private institutions of higher education including the Family Educational Rights and Privacy Act (FERPA), as amended; the Student Right to Know Act, as amended; and the Solomon Amendment.

In compliance with the Civil Rights Act of 1964 and 1991, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 as amended, the University does not discriminate in its educational programs or admissions procedures.

Under the Personal Responsibility and Work Opportunity Reconciliation Act of 1996, the University reports required information on newly hired employees to the State of Indiana.

The University is subject to the provisions of the Family Medical Leave Act (FMLA) of 1993 as amended.

The University is committed to providing for employee and student safety and right to know laws under the provisions of the 1970 Occupational Safety and Health Act as amended.

The University maintains compliance with the Drug Free Schools and Campuses Act of 1989 and the Drug Free Workplace Act of 1988. See Appendix A.

The employee's right to privacy in regard to disclosure of personal data is assured in conformity with existing legislative requirements.

### **3.92 Fair Employment Practices**

Anderson University is an equal opportunity employer and, as such, ensures that both applicants for employment and employees are treated in compliance with applicable laws and regulations governing equal employment on the basis of race, color, national origin, handicap, age, sex or veteran status.

Anderson University is committed to the policy of equal employment as an appropriate standard of Christian servanthood. Personnel actions, including, but not limited to, compensation, benefits, transfers, layoffs, sabbatical leaves, termination, educational privileges and selection for training are administered without regard to race, color, religion, age, sex or national origin, except as may be dictated by a bona fide occupational qualification. A person responsible for employment and/or promotion decisions strives to base such decisions solely on an individual's qualifications for the position in question.

In recruitment efforts, a statement is made about institutional practice, namely that all qualified applicants will receive fair and equitable consideration for employment. It is the responsibility of appropriate institutional officers to coordinate all recruitment efforts included in position notices. Unless necessary due to a bona-fide occupational requirement for employment, advertisements make no reference to sex or age. Anderson University is an equal opportunity employer.

Anderson University affirms the appropriateness of affirmative action, particularly in regard to female and racial minority candidates for faculty and staff positions. Due process procedures are detailed in this Faculty Handbook. (See Sections 6.32 and 6.44 for details.)

The Vice President for Finance and Treasurer is responsible for answering requests for reports concerning employment practices. Therefore, any contacts from agencies or groups requesting such information or reports should be directed to that office.

### **3.93 Academic Freedom and Responsibility**

Anderson University, including its undergraduate and graduate programs, seeks to be a marketplace of ideas, experiments and growth experiences. It is dedicated to cultivating in each individual an awareness of the physical world, a sense of history, an appreciation of culture, a spiritual maturity, a social conscience and an interest in the worth of ideas regardless of their immediate utility.

The University has a responsibility throughout its curriculum to raise questions of truth, value, meaning and morality, not escaping easily into a false objectivity or sterile neutrality. The University maintains a Christian perspective, but does not wish to be guilty of an unexamined religious conformity. It lives in an atmosphere of free inquiry, even while it affirms that all knowledge is understood most fully in the light of God's redemptive activity in Jesus Christ. Its goal is to approach wisdom through a comprehensive study of human knowledge, experience and potential in the light of Biblical revelation. It assumes that Christian belief, rather than being an imposed restraint on the academic process, can and should be an enrichment of it and the basis for an integrated worldview.

All faculty members, whether tenured or not, are entitled to the privileges and obligated by the responsibilities of academic freedom. The privileges are: (1) a faculty member is free in the classroom to discuss openly and fully all issues which are within the member's area of academic competence and are relevant to the subject of the class; and (2) a faculty member is free to conduct research and then publish the results, subject to the time constraints of assigned institutional duties. The responsibilities are: (1) a faculty member, when speaking or publishing inside or outside the classroom, should at all times seek accuracy of statement, exercise appropriate restraint, show respect for the opinions of others and make clear that he/she, particularly outside the classroom, is not acting as a spokesperson for the University; and (2) a faculty member is to exercise academic freedom with discipline, responsibility and in the context of the assumptions of this policy statement and the particular mission of Anderson University.

Out of respect for the church, the university accepts guidance from the church about what is appropriate with regard to teaching about homosexuality: that instruction should bring understanding to issues related to homosexuality, but will not endorse or promote homosexual behavior as an acceptable alternate or Christian lifestyle (based on a June 1993 resolution by the General Assembly). In addition, although the church has not spoken officially on this matter, the university will be sensitive to the concerns of some in the church about the use of live, undraped models in art classes.



The institutional mission and employment standards of Anderson University are stated in writing at the time of initial faculty appointment and also are stated above in 3.00.

*Adopted by the Board of Trustees, April 27, 1984.*

### **3.94 Political Involvement**

Occasionally a member of the faculty or staff of Anderson University chooses to participate in the political process at a local, state, or federal level and is unsure of related rights and limitations as an employee of a 501(c)(3) university. As a tax-exempt nonprofit institution we are prohibited from engaging in "political activity." Note that "political activity" is described as participating in, or intervening in (including the publishing or distributing of statements), any political campaign on behalf of (or in opposition to) any candidate for public office. It has been judged wise for the University to formulate a policy statement for such situations. This statement follows and is shared for information and guidance.

"Employment at Anderson University does not limit the right of a citizen to participate in the political process of the society at large. However, as a not-for-profit corporation, Anderson University cannot and must not be involved, in "political activity" that includes participating in, or intervening in (including the publishing or distributing of statements), any political campaign on behalf of (or in opposition to) any candidate for public office. When an employee of the University chooses to engage in political activity of a campaign nature, that employee is obligated to make certain that the name and the resources of the University are not employed as part of that process, either by direct use of letterheads or other materials identifiable with the University, or by implication."

### **3.95 Public Information and the Media**

Only representatives of the Communication and Marketing Department are approved to speak with the media or coordinate media coverage on behalf of the university, its programs, and its activities. Faculty, staff, and student employees should direct any media inquiries to the Communications and Marketing Department for follow-up. If a faculty or staff member wants to write letters to the editor or otherwise engage in editorial discussions with the media, he or she should do so on an individual basis and not use institutional letterhead, email, or other tools that may connect his or her opinions to the university.

### **3.96 Library Materials: Acquisition and Access**

Anderson University maintains an institutional policy (Section 3.93) regarding faculty academic freedom and responsibility. The stated context for the concept of this freedom and responsibility extend also to the acquisition of library materials. The nature and mission of Anderson University encourages an open atmosphere in which faculty and student learning benefit from access to current historical information representing all available points of view on any subject under examination. In fulfillment of this policy, the University, guided by its statement of mission, maintains a set of operational guidelines designed to enhance and ensure the integrity of the learning process through the acquisition of and access to library materials. (*Adopted by the Board of Trustees, April, 1986.*)

### **3.97 Faculty Grievance Policy and Procedure**

In cases where a faculty member has a grievance, the policy and procedures described in Appendix D will be followed.

### **3.98 Family Educational Rights & Privacy Act (FERPA)**

The Family Educational Rights & Privacy Act (FERPA) is a 1974 federal law designed to protect the privacy of students. FERPA protects the privacy of students' education records by setting forth strict limitations governing the release of information about students. Although FERPA contains exceptions for the release of "directory information" without a student's prior written consent, students have the right to request that even such directory information not be disclosed.

In very general terms then, FERPA gives students the rights to:

1. Control the disclosure of their "education records" to others; and
2. Inspect and review their own "education records"; and
3. Challenge the content of their "education records."

FERPA rights belong to the student, and not to the student's parents or legal guardians, regardless of the student's age when the student attends any educational institution beyond high school. The term "education records" includes almost all information we maintain about our students including course schedules, grade reports, bursar's bill, student financial aid, academic information and disciplinary records. Medical information is also protected by federal and state law and cannot be obtained without the student's express written consent.

#### Posting Grades

Posting grades by name, social security number, or student identification number violates FERPA. The only acceptable method is to assign each student in your class a random, unique, confidential number or code for the purpose of posting grades. When posting grades, such codes and postings must not be posted in alphabetic order.

#### Talking to Parents and Others

A student's academic performance is considered part of his/her education record and discussing the student's performance with anyone other than the student or another school official with a "legitimate educational interest" is a violation of FERPA. At Anderson University, a faculty or staff member is deemed to have a "legitimate educational interest" if the person needs to review the record in order to fulfill his or her responsibilities.

Do not discuss a student's academic performance, grades, or other information from a student's education record with anyone (including spouses) other than the student or school official with a "legitimate educational interest" without verifying the student's FERPA release status with the Office of the Registrar.

#### Letters of Recommendation

Letters of recommendation that contain information from the student's education record, such as course grades, grade point average, or student employment information require the written consent of the student. When you receive a request for a letter of recommendation from the student, you should have the student sign the FERPA Recommendation Release. Here is a sample permission you can send to the student:

I give permission for Professor Jones to write a letter of recommendation to:

XYZ Corporation  
2344 Willow Lane  
City, State zip

Professor Jones has my permission to include my grades, GPA, and class rank in this letter. I [waive/do not waive] my right to review a copy of this letter at any time in the future.

Name  
Date

Returning Assignments, Papers, or Exams

Do not leave any graded assignments, papers, or exams unattended (in hallways, outside office doors, etc.) for students to pick up where students could view the work and grades of other students.

**For additional details regarding FERPA, please visit: <http://anderson.edu/registrar/ferpa>**

## 4.00 ACADEMIC STANDARDS AND PROCEDURES

Although a wide range of individuality is encouraged in the design and implementation of courses and learning experiences, there are many elements of common practice which should guide faculty members in academic planning and implementation.

### 4.10 Process of Instruction: Faculty

#### 4.11 Class Rosters

Class rosters are accessed electronically via a link sent by the Registrar's Office to all instructors as follows:

At the end of the week preceding Semester I, Semester II, and Summer, a tentative class roster of students will be furnished.

After Semester I and II classes begin, the University Registrar will supply updated class rosters following the first (tentative), second, and third weeks. The instructor of the course can also obtain this information at any time via computer.

#### 4.12 Syllabi and Course Plans

A syllabus is to be prepared by the instructor for each course. Digital copies are to be sent to the dean of the appropriate school, the department chair, and the Nicholson Library in PDF format to be archived ([archives@anderson.edu](mailto:archives@anderson.edu)). Faculty should name their course syllabi as follows before sending to archives:

Prefix	Number	Term	Instructor's Name
MUED	6020	Summer2018	Brewer

Syllabi should be distributed in each class as early in the course as possible. A syllabus should state clearly the purpose and objectives of the course, the standards of expectation established by the instructor with regard to quality of work, standards of class attendance, the nature and scope of written work required, and evaluation standards maintained for the course. The syllabus should be much more than a chronological list of assignments from the textbook or other materials. In essence, it is the learning plan that guides the course. The following syllabus template (Section 4.12.1) is provided for all faculty to help standardize general institutional expectations. Note that all syllabi are to meet accessibility expectations. If in doubt, please contact the Instructional Resource Center for assistance.

Notice should be given to the dean of the appropriate school at the beginning of each semester regarding any class for which a syllabus is not prepared and distributed. There should be a substantial instructional reason why such a course introduction is not provided for students.

Faculty members are expected to review their syllabi on a regular basis. Typically this will be as a result of the incorporation of new materials and instructional procedures, a change in the relationship of the course to the total curriculum, a shift in student needs and priorities, or the obvious advantage of freshness in class structure and presentation.

### 4.12.1 Syllabus Template

## ANDERSON UNIVERSITY

[Enter Course Prefix, Number, Term, Name]

**Instructor:** [Name]  
**Phone:** [Phone]  
**Office:** [Office]  
**E-mail:** [Email]  
**Office Hours:** [Office Hours]

### Anderson University Educational Commitment

*veritas – fidelitas – utilitas*

The mission of Anderson University is to educate for a life of faith and service in the church and society. Across the curriculum students can expect faculty to guide learning experiences toward the development of excellence, integrity, servant leadership, responsibility, and generosity.

As a student of the university you are expected to fully engage in vigorous intellectual and experiential activity where head, heart, and hands are equally engaged and a commitment to Christ is honored.

#### **Academic Honesty:**

As an institution of higher education committed to academic and Christian discovery, Anderson University expects faculty and students alike to maintain the highest standards of academic and personal integrity. “Anderson University seeks to support and promote qualities of academic honesty and personal integrity and regards cheating, plagiarism, and all other forms of academic dishonesty as serious offenses against the University community” (Faculty Handbook 4.23 Policy on Academic Integrity). See the [student handbook](#) for examples of plagiarism. **When an instructor has additional definitions of academic dishonesty, they must be stated in the Syllabus at the beginning of the course.**

### Academic Support Statements

#### **ACCESSIBILITY AND ACCOMMODATIONS**

**Important:** If you have any special accessibility needs (i.e. use of screen reading software, captioning, etc.), please notify your professor and the Director of Disability Services for Students (Kissinger Academic Center for Excellence, Nicholson Library; 765-641-4223) as soon as possible.

If you anticipate or experience physical or academic barriers based on disability, you are encouraged to contact the Director of Disability Services for Students (Kissinger Academic Center for Excellence, Nicholson Library; 765-641-4223). To receive reasonable accommodations, you must contact Disability Services for Students, provide documentation, and request accommodations. You should also notify your course instructor during the first week of classes.

## **KISSINGER ACADEMIC CENTER FOR EXCELLENCE**

The Kissinger Academic Center for Excellence (KACE), located on the ground floor of the Nicholson Library, provides excellent resources in all areas of study regardless of academic ability. Many students can benefit from academic support and/or sharpen their skills through studying with others. In addition, excellent students often maintain their skills by working as peer tutors. The services are available for all enrolled students at no charge. For information, call 765-641-4225.

### **Attendance Policy:**

Class attendance is fundamental to the teaching/learning process and any absence from a class results in a loss of learning for the student and learning community. It is the student's obligation to personally notify the course instructor about any absence, in advance if possible. Students may be directly penalized only after the number of absences exceeds the number of class meeting hours per week. Where a student misses more that the number of classes stated above, or additional absences as may be allotted by the course instructor, the instructor has the discretion to determine whether missed work may be completed, how much work will be evaluated, and consequences of excessive absences. **Whatever specific policy a given instructor adopts for a class any penalties should be clearly documented in the course syllabus and reviewed with students at the beginning of the semester.** (Faculty Handbook, Section 4.22.1)

### **Learning Outcomes:**

The Anderson University curriculum prepares students to meet the following learning outcomes: critical reasoning, communication, cross-disciplinary perspectives, intercultural perspectives, Christian commitments and practice, and preparation for service.

### **Course Description:**

[Briefly describe the course]

### **Goals/Learning Objectives:**

[Include course goals/objectives. Note that if the course has been approved to satisfy a liberal arts core component then the specific liberal arts objectives must also be included.]

### **Course Requirements:**

[Specify required activities and projects]

### **Required Resources:**

[Specify required texts/resources]

### **Other Resources:**

[Specify URLs, special facilities, etc.]

### **Evaluation:**

[Clearly delineate evaluative components of the course, including class participation if relevant; tables are option]

<b>Assignment Category</b>	<b>Weight</b>

<b>Final Grade</b>	<b>Percentage</b>	<b>Points</b>
A		
A-		
B+		
B		
B-		
C+		
C		
C-		
D+		
D		
F		

**Course Outline/Schedule:**

[Include course outline/schedule – noting possibility of adjustment along the way.]

<b>Date</b>	<b>Topic</b>	<b>Reading</b>	<b>Assignments</b>

[Add additional rows as needed.]

**Course Measurements (e.g. quizzes, papers, examinations, etc.)**

[Clearly specify due dates for course measurements including final exam date]

**Additional Categories**

[Additional categories as needed]

#### **4.13 Standards of Instruction**

Class periods normally are 50 minutes in length, beginning on the hour. Some classes are scheduled for one and one-half periods (one hour, 15 minutes), a double period (one hour, 50 minutes), or more, depending on the time of offering and the nature of the class. All classes should begin at the regularly scheduled start time. Generally, a three-credit course is equal to 150 minutes of classroom instruction. Classes held for more than two hours should include a ten-minute break unless by their laboratory nature students have a great degree of freedom. The instructor typically should expect an average of two hours work done outside of class for each period in class. This should be regarded as a median standard.

Faculty members should feel considerable freedom in the organization and structuring of learning experiences in a course. Usually such experiences will be more profitable to the student if the student has a full understanding of the instructor's expectations and procedures.

Faculty members must take great care in avoiding absences from class. In the case of an unavoidable absence (e.g., attendance at a professional meeting), the faculty member should endeavor to work out an appropriate substitute procedure with a colleague. If a class session must be canceled, the instructor should notify the department chair who will ensure that a notice is posted for the students' information.

Full-time faculty members are expected to be on campus regularly and on a patterned basis for five days a week: Monday through Friday. Any variation of this standard will be as a result of a specific written agreement with the dean of the appropriate school.

Notice is to be provided to the department chair regarding occasions when it is necessary to be off campus for a full day(s). This may be accomplished by a note indicating date, place, purpose of the event requiring absence, and arrangements made for all class sessions.

#### **4.14 Tests and Examinations**

It is the responsibility of each instructor to provide for an appropriate and valid program of student evaluation in each course. A carefully worked out examination procedure, suited to the objectives and practices of the course and coordinated with written and other assignments, should be developed and described clearly in the syllabus. The time allotted to classes during final examination week should be used by the instructor for activities appropriate to the end of term.

#### **4.15 Grading Practices and Standards**

Faculty have the authority to assign grades. The identity and meaning of grades are listed below. The grades earned based on a student's performance shall be based upon a significant portion of the student's work through the term in question.



The following are the grades and their meanings:

Grade	Quality Points	Meaning of Grade
A	4.00	Achievement of excellent quality.
A-	3.67	
B+	3.33	
B	3.00	
B-	2.67	
C+	2.33	Achievement of average or somewhat above average quality.
C	2.00	
C-	1.67	
D+	1.33	Unsatisfactory achievement but sufficient to meet minimum.
D	1.00	
F	0.00	Unsatisfactory and below minimal achievement.
I	0.00	Incomplete. Allows completion of delayed work by written agreement between instructor and student. Must be filed with the University Registrar before grades are processed; becomes F at the end of the fifth week of the following semester if not completed.
IP	0.00	In progress.
NR	0.00	Faculty did not record a grade.
W	0.00	Withdrew.
WF	0.00	Withdrew failing.
AW	0.00	Administrative withdrawal.
S	0.00	Work completed at C- or above.
U	0.00	Work completed at D+ level or below.
CR	0.00	Work completed at a satisfactory level.
NC	0.00	Work completed at an unsatisfactory level.
AU	0.00	Audit

NOTE: W, S, U, CR, NC, AU are not figured into the cumulative average.

Note there are some majors where continuance in the program is determined by earning a grade of “C” or better. In these cases a “C-” essentially means less than satisfactory.

The grade of “I” (Incomplete) is given only by written agreement of the instructor and student. If given, it is the student's responsibility to contact the instructor and submit work or take examinations appropriate to the removal of the Incomplete. The change of an Incomplete to a regular letter grade must be accomplished by the instructor, on a form available in the Registrar's Office, not later than the end of the fifth week of the first full semester following the awarding of the Incomplete. Otherwise, the grade of Incomplete automatically becomes a grade of “F.” If meeting this deadline is impossible because of circumstances beyond the control of the instructor or the student, the instructor should contact the respective school dean to request an extension.

The academic calendar distributed at the beginning of the school year should be checked for due dates of mid-semester and final grades. Instructions regarding the posting of grades will be sent to the faculty by the Office of the Registrar at least one full week in advance of the due date. The link for accessing rosters is included with grade instructions. Grades must be entered at a computer terminal for every course listed.

Changes of grade are filed on final grades only. Forms for changing a grade are available in the Office of the Registrar. If a letter grade is to be changed, it must have the approval of the appropriate college dean. If an “I” grade is changed to a letter grade, the instructor files the form directly with the Office of the Registrar prior to the end of the fifth week.

Midterm grades constitute an official indication to students of the quality of work as viewed by the instructor. The midterm grade need not relate in any specific manner to the final grade. Only the final grade is recorded on a student's permanent academic record.

Grades are sent to students by the Registrar's Office.

#### **4.16 Course Audit Procedures and Expectations**

As a means of enrichment to the student, Anderson University recognizes the following ways of auditing a course:

1. Occasional class visitation: A student may wish to visit a class to hear a lecture and/or a discussion on a given topic. The instructor's consent is the only necessary requirement.
2. Auditing one course without fee: Any student registered for 12-18 hours who has a satisfactory academic record may wish to attend an additional class on an Informal Audit or Recorded Audit basis.
  - a. Informal Audit: Infrequent attendance of a class with no course obligation. Although formal registration is not required, the student must have the written consent of the instructor. Permission forms are available in the Registrar's Office. No record is made of the audit on the student's permanent record card.
  - b. Recorded Audit: Regular attendance with normal course obligations for the purpose of having the audit recorded on the student's permanent record. In this situation, the student should follow these procedures:
    - (1) Register as an audit using the Schedule of Classes form or Change of Schedule form, signed by the adviser.
    - (2) Adhere to attendance regulations.
    - (3) Complete sufficient work of “C” quality or better in order to have the audit recorded.
    - (4) Changes of schedules to or from an Audit must be done no later than the end of the 5th week of the semester.

The course will be recorded on the student's permanent record as an audit if the above conditions are met, and the student does satisfactory work in the course. If the above conditions are not met, the instructor will notify the Registrar's Office and no record of the audit will be made.

3. Auditing with payment of fee: Students who are enrolled in less than 12 semester hours or more than 18 hours may, upon payment of the per semester hour audit fee, audit a course as outlined under “a” or “b” of Item 2 above.

#### **4.17 Emergency Cancellation of Classes**

Cancellation of classes because of severe weather or other extraordinary circumstance will be determined by the Provost after consultation with other university officers as appropriate and possible. Information about such a cancellation will be communicated via the Raven Alert system (e.g. e-mail, voicemail, and text message) as well as on WQME 98.7, other local radio and television stations, and otherwise as necessary and practical.

#### **4.20 Process of Learning: Students**

##### **4.21 Advising: Mentoring and Major**

**Mentoring Advising:** The academic advising of first-year students is administered by mentors through the First Year Experience program. Mentors meet with students on a one-to-one basis for discussion of significant questions and concerns related to the student's interest and needs. These discussions include identification of the student's career and personal goals and assessment of the student's strengths and weaknesses. The mentor and student then discuss planning options and work on a schedule that will reflect both academic and personal objectives. The mentor serves as the student's academic adviser until the student declares a major, at which time the student is assigned a faculty adviser in his/her major department.

**Major Advising:** As soon as a major is declared, the records of a student are transferred to the department involved. A departmental faculty member advises the student regarding courses for the major as well as courses and other requirements necessary for graduation. However, the student is responsible ultimately for meeting all graduation requirements.

##### **4.22 Standards of Student Class Attendance**

###### **4.22.1 All Schools**

Class attendance, by both the instructor and the student, is fundamental to the teaching/learning process and any absence from a class results in a loss of learning for the student and learning community. The AU faculty adopted the class attendance policy with this rationale in mind. That is, **students may be directly penalized for absences only after the number exceeds the number of class meeting hours/sessions per week.**

Any absence results in a loss of learning for the student. It is the student's obligation to personally notify the individual course instructor about any absence, in advance if possible. When a student misses classes the course instructor determines whether to allow the completion of missed work and how much work will be evaluated, including.

This policy recognizes that the loss of participatory learning and class involvement due to class absences by students will differ depending on the particular course and instructor. For this reason, the individual instructor is responsible for setting the specific course policy for each class regarding: make-up work, sanctions for missed classes (after the student misses more than the number of class meeting hours per week), missed course examinations, laboratory session, field experience, class presentations, and special class events. **Whatever specific policy a given instructor adopts for a class should be clearly documented in the course syllabus and reviewed with students at the beginning of the semester.**

#### **4.22.2 Title II – Section 504 – Mental Health**

In the summer of 2016, Title II and Section 504, which prohibits colleges from discriminating against students with disabilities was revised to also include students with mental health-related disabilities. An institution cannot dismiss or limit the educational pursuit of these students solely based on their mental health state. These students must be provided with reasonable accommodations in order to allow them equal access to classes, programs, and coursework. This means that as a faculty member it is critical to work with the student as long as it does not fundamentally alter the nature of the program/course or create an undue burden. If a student's mental illness has been verified through the Office of the Dean of Students, you will receive an email verification whether it be for physical or mental reasons that the student "has been absent for personal and legitimate reasons." Faculty are asked to please work with the student to help them get caught back up in the course.

#### **4.23 Policy on Academic Integrity**

Anderson University seeks to support and promote qualities of academic honesty and personal integrity and regards cheating, plagiarism and all other forms of academic dishonesty as serious offenses against the University community. Such offenses will be dealt with in an appropriate manner.

Cheating or academic dishonesty is defined as the deception of others about one's own work or about the work of another. Examples of cheating include but are not limited to:

1. Submitting another's work as one's own or allowing another to submit one's work as though it were his or hers.
2. Failure to properly acknowledge authorities quoted, cited, or consulted in the preparation of written work (plagiarism).
3. The use of any resources during an examination without permission of the instructor.
4. The getting or giving of unauthorized help on assignments.
5. Tampering with experimental data to obtain a "desired" result or creating results for experiments not done (dry labbing).
6. Tampering with or destroying the academic work of others.
7. Submitting substantial portions of the same academic work for credit or honors more than once without permission of the present instructor.
8. Lying about these or other academic matters.

Students who are guilty of such academic violations can expect to be penalized. An instructor whose definition of cheating may differ from that stated above has the responsibility and obligation to so inform the student, in writing, at the beginning of the course. Those instructors who fail to do so have no basis for disciplinary action in instances of purported student dishonesty outside of the above provisions.

The course instructor shall have the authority to deal with instances of academic dishonesty within the framework of the following guidelines.

1. Faculty members should report acts of academic dishonesty to the Office of the Provost. Following two reports against a particular student, action may be initiated under provisions of the judicial code and may lead to dismissal of the student from the University.
2. The maximum assessable penalty for a first offense shall not exceed double the original value of the assignment plus no option to make up the work in question.
3. Alternate courses of action may include, but are not limited to, the following:
  - a. Work may be redone for full or partial credit.
  - b. Alternate assignments may be given for full or partial credit.
  - c. Work may not be redone and no credit will be given for that particular assignment.

The student has the right to appeal actions under this policy through the regular channels as established by the grade appeal process.

Grounds for appeal are:

1. insufficient evidence of dishonesty;
2. penalties assessed in excess of those allowed under the above guidelines; or
3. provisions of grade appeal cited in the Student Handbook.

In all instances of academic dishonesty, instructors are urged to counsel offenders and, if necessary, refer them to the Provost for more extensive conversations.

#### **4.24 Procedure for Student Appeal of Grades or Other Concerns about Evaluation Policies or Procedures**

Students may at times believe themselves to be subject to unfair academic evaluation. Students who perceive a grade as awarded unfairly have the right to make an appeal and to receive a fair hearing.

The following procedure outlines the steps to be taken by a student (or group of students) in making appeals and the manner in which complaints will be handled:

1. A student who believes there is adequate reason for grade reconsideration or questions the application of an academic policy of a course should first consult with the instructor who taught the course. This should be done during the semester at the time of the concern unless it is in reference to the semester grade, final examination, or grades or other information not known to the student before the end of the semester. In the latter instances, the consultation with the instructor should occur no later than 30 days after the student receives notice of the semester grades. A student who is some distance from campus and no longer within the community at this time may consult with the instructor by telephone, letter, or e-mail. It is conceivable that on occasion extenuating circumstances may be such that it would not be feasible or advisable for the student to register a complaint with the instructor. In such unusual circumstances, the student may

present the concern directly to the dean of the appropriate school (the one in which the course was offered) as outlined in paragraph two).

2. A student who is unable to reach a satisfactory agreement with the instructor, or one who for reasons stated above has not conferred with the instructor, may then file a petition (in person or by letter) with the dean/director of the appropriate school/department in which the course is offered requesting a review of the complaint. Such petition is to be filed within 15 days following the discussion with the instructor or, if the contact has been by letter, 15 days following the receipt of the instructor's reply. In filing said petition, the student must clearly state their concern, indicate the date or dates on which the instructor was consulted, and give a brief statement as to his/her interpretation of the outcome of this discussion.
3. Upon receiving a petition for review of a concern, the department chair (or dean) may seek additional information from the student (through interview or by letter) in an attempt to understand as fully as possible the nature of and the justifications for the complaint. The department chair (or dean) then will confer with the faculty member and may talk with both the faculty member and student together.
4. A student who is unable to reach a satisfactory agreement with the department chair/dean, or one who for reasons stated above has not conferred with the instructor or department chair, may then file a petition (in person or by letter) with the dean of the appropriate school requesting a review of the complaint. Such petition is to be filed within 15 days following the discussion with the department chair or, if the contact has been by letter, 15 days following the receipt of the department chair's reply. In filing said petition, the student must state the grievance clearly, indicate the date or dates on which the instructor and department chair were consulted, and give a brief statement as to his/her interpretation of the outcome of these discussions.
5. Upon receiving a petition for review of a grievance, the dean/director involved may seek additional information from the student (through interview or by letter) in an attempt to understand as fully as possible the nature of and the justifications for the complaint. The dean then will confer with the faculty member and may talk with both the faculty member and student together.
6. If the dean/director involved is unable to resolve the issue to the satisfaction of the student, that dean/director will request the Chair of the Appeals Committee to call a meeting of the committee for its consideration of the case. The committee will review all the information available to the dean involved and will give a hearing to the student and also to the instructor.

The committee may consult with other students who are or were in the same course and also with the departmental chair or other faculty members in the department of the instructor against whom the complaint is registered.

7. When the Appeals Committee has made a thorough review of the case and has reached a decision about the grievance presented, it shall make its decision and recommendations known, in writing, to the student making the complaint, to the instructor against whom the complaint is filed, to the department chair and dean involved, and to the Provost. If it is the conviction of the committee that the complaint is either partially or totally justified, the committee may make whatever recommendations appear appropriate to the instructor regarding reassessment of past performance or readjustment of future procedures. If a

semester grade is in question, the committee may recommend to the instructor that a change of grade be considered. In unusual circumstances the Provost may initiate a grade change if the faculty member will not do so and there appear to be compelling reasons for such action.

*(Adopted by Academic Policies Committee Sept. 18, 1984; edited for clarity by Provost, 2011; reviewed with minor editorial clarification by Academic Policies Committee April 20, 2015)*

#### **4.25 Student Need for Counseling**

Students at times have problems that are or could lead to serious emotional, physical and/or spiritual consequences. The faculty member is often the primary person to give an early warning of potential problems. At the same time, the vulnerability of the faculty is extremely high, as these problems may well require special professional expertise. Each faculty member is encouraged to refer any student suspected of having a potentially serious emotional problem to AU Counseling Services.

#### **4.30 Additional Academic Policies**

##### **4.31 Academic Penalty from Student Suspension**

In the instance of a student suspension from classes resulting from institutional disciplinary action, academic work missed as a result of that suspension may not be completed prior to, during or after the stated period of suspension.

##### **4.32 Academic Probation Reporting**

1. The Director of Educational Support Services maintains and makes available to the Provost for distribution an **academic probation report**. This report will provide information concerning the number and progress of students on academic probation, and present, if appropriate, recommendations for changes in probation policy.
2. A barring appeals committee, comprised of one academic dean, one faculty designate, and one student life staff member may be appointed by the Provost to hear barring appeals and requests for exemption from those policies concerning academic probation as stated in the Student Handbook or the Anderson University Catalog.

Additional academic policies are found in the current issue of the Catalog.

## **5.00 SUPPORT SYSTEM FOR INSTRUCTION**

The University endeavors to provide appropriate resources for the faculty member as courses are designed and taught.

### **5.10 University Library, Information and Instructional Technology Systems**

Information regarding these resources is to be found at:

Nicholson Library:

<http://library.anderson.edu/>

Information Systems and Instructional Technology:

<http://it.anderson.edu/>

### **5.20 University Bookstore**

All materials required to be purchased by students should be handled through the University Bookstore. Individual faculty members should not become involved in selling directly to students any materials which they assign or advertise. (An exception to this policy may be necessary when pamphlet or photocopied material or sheet music is not substantive enough or required in sufficient quantity to merit handling by the Bookstore. Any such exception needs to be clarified with the department chair.)

Each semester the Bookstore manager will notify faculty regarding the online textbook adoption process for the purpose of ordering materials for the following semester. The faculty member specifies the material required for all students and submits the online requisition to the Bookstore. All Self-published materials are to be listed on the adoption form. Faculty are to consult with bookstore staff to be sure that self-publishing guidelines established by the bookstore are followed.

### **5.30 Facility and Clerical Support**

#### **5.31 Teaching Facilities**

Classrooms for all courses are assigned by the Office of the Registrar in light of the purposes, procedures and size of each class. Any questions should be directed to the Registrar's Office; and changes in classrooms may be made only with the approval of the Curriculum Management Specialist.

Needs for and questions related to classroom technology should be directed to the Instructional Resource Center.

#### **5.32 Office Facilities**

With few exceptions each faculty member is assigned a private office space with private telephone line and adequate desk, book storage and filing cabinets.

Assignments are made by the Provost's Office or the respective school dean. Requests for special equipment which may be necessary are made through the department chair/dean. No assignments of space are considered permanent since changing space needs occasionally make necessary changes of space assignments.



### **5.33 Clerical Assistance**

Access to departmental support staffand/or student assistance for clerical and other tasks generally is available to faculty members.

### **5.40 Financial Support**

#### **5.41 Departmental Budgets**

Budget requests are prepared annually by the department chair/dean in light of institutional goals and objectives. These are submitted to the dean of the appropriate school for review and recommendation prior to consideration by the Provost and the Budget Committee.

The department chair/dean is responsible for approving all expenditures from departmental budgets. All employees who make purchases on behalf of the institution must follow the AU Business Office Guidelines ([anderson.edu/uploads/business/guidelines.pdf](http://anderson.edu/uploads/business/guidelines.pdf)).

#### **5.42 Professional Meeting Expense**

Reimbursement of certain travel expenses in connection with attendance at professional meetings is done through the office of the dean of the appropriate school according to the following procedures:

1. Faculty members desiring university assistance in the cost of attending recognized national professional meetings in their field shall apply for that assistance at least two weeks in advance, through the office of the dean of the appropriate school.

Following return from the trip and upon submission of an expense statement including original receipts for commercial travel, lodging and conference registration fees, the University will reimburse an amount generally not to exceed \$500 per year.

The basis for computation of the trip expenses: If by auto, at the institutional rate; if by air, actual plane fare (coach); actual housing and food costs. If two faculty members attend the same convention, travel and other expenses should be shared whenever feasible.

2. Those serving as officers of national professional associations or who have been asked to present papers at the meeting may apply for an additional supplementary grant.

#### **5.43 Special Study Grants**

Anderson University maintains a program of educational assistance grants to faculty members for individual professional growth. Typically, this support is for graduate study to complete master's or doctoral programs essential to the faculty member's employment at the university, but might also apply to support of advanced institute or workshop programs, or special writing or research projects.

Subject to the conditions of continued service or reimbursement set forth in the following paragraph, when master's or doctoral studies in a faculty member's primary field of institutional assignment are approved in advance by the Provost and the appropriate academic dean, the University may pay up to 100 percent of all mandatory tuition and fees, to a maximum of \$3,000 in any one fiscal year. Related travel, lodging and meals typically will not be reimbursed by the University because, by law, such reimbursement would be considered taxable income. Dissertation hours will be supported for a maximum of two years. Requests for funding of a second advanced degree will be considered on a funds available basis.

As a condition of the University's payment of graduate tuition and fees on behalf of a specific faculty member, as set forth above, the faculty member must first agree in writing to the following:

1. To continue employment with Anderson University for a minimum period of six semesters following the semester in which the most recent reimbursed education occurred (the "Six Semesters Expectancy"); or,
2. In the event the faculty member does not remain employed with the University and does not complete the Six Semesters Expectancy, to reimburse the University as follows:
  - a. If the faculty member at the time of departure has not completed any of the Six Semesters Expectancy, to repay to the University the total amount the University invested in the faculty member's graduate study during the three calendar years preceding the faculty member's departure; or,
  - b. If the faculty member at the time of departure has completed only a portion of the Six Semesters Expectancy, to repay to the University a prorated percentage of the total amount the University invested in the faculty member's graduate study, such percentage to equal the percentage of the Six Semesters Expectancy not completed by the faculty member.

#### **5.44 Faculty Development Grants**

In addition to general institutional support for professional growth activities, a faculty member may apply for a grant from the Faculty Development Committee. Guidelines, timetables and funding criteria for these competitive grants are distributed annually by the Committee.

#### **5.45 Distinguished Scholar Program**

The Distinguished Scholar Program at Anderson University is designed to support those faculty members who excel in the production of exemplary research which leads to the publication of peer-reviewed books and journal articles and those faculty members who excel in the creation or performance of art works which lead to major exhibits or performances in significant artistic venues around the world. Faculty members involved in this type of scholarly and creative work indicate that their greatest need is additional release time from some of their teaching responsibilities during the semester in which a major paper, book or artistic project is reaching its final stage of development.

To address the needs of these faculty members, Anderson University has established a Distinguished Scholars Program that will allow full-time faculty members who meet the criteria listed below to apply for up to six hours of release time in one semester during the late stages of a major project. The Provost and the Academic Cabinet will oversee the program.

For details, see <http://anderson.edu/uploads/provost/distinguished-scholar-program.pdf> and <http://anderson.edu/uploads/provost/distinguished-scholar-application.pdf>.

## 6.00 FACULTY PERSONNEL POLICY AND PROCEDURES

Policies and procedures have been defined to provide for an efficient and just manner of administering the appointment, professional development and termination of faculty members. These and related matters follow. (*Board of Trustees, April 12, 1989; reviewed and edited for clarity by the Executive Committee of the Board of Trustees June 23, 2015*)

### 6.10 Faculty Ranks and Status

#### 6.11 Tenure Track Teaching Faculty

Tenure Track Teaching Faculty refers to those members of the faculty whose primary assignment is classroom teaching and who (1) generally are appointed on the basis of a national search, (2) are expected to earn the highest academic degree in their field of study, (3) may be eligible for academic tenure as defined in this Faculty Handbook, provided established procedures and requirements are completed successfully, and (4) are expected to work toward achieving academic tenure as defined in this Faculty Handbook. Tenure Track Teaching Faculty may be ranked as follows:

Instructor. An Instructor holds a master's degree, is making satisfactory progress toward a doctorate or equivalent terminal degree, and demonstrates evidence of effective teaching, substantial scholarly/professional growth, substantial institutional service, and some community service.

Assistant Professor. An Assistant Professor generally holds a doctorate or other equivalent terminal degree and demonstrates evidence of effective teaching, substantial scholarly/professional growth, substantial institutional service, and some community service.

Associate Professor. An Associate Professor generally holds a doctorate or equivalent terminal degree and demonstrates evidence of a high order of teaching effectiveness and scholarly/professional development, substantial institutional service, and continued community service. If a terminal degree is not held, substantial (all but dissertation) progress toward a doctorate or equivalent terminal degree is expected.

Professor. A Professor holds a doctorate or equivalent terminal degree and demonstrates the highest order of competence as a teacher-scholar and substantial institutional and community service.

Note: All faculty are expected to hold a degree at least one level higher than the degree level being taught with the exception of a terminal degree being appropriate for doctoral level instruction (e.g. a minimum of a master's degree for baccalaureate level instruction). Exceptions may be made if the individual holds exceptional professional experience and may therefore be justified as equivalent by the respective academic dean completing the justification equivalency form.

In addition the university maintains the designation of University Professor, a senior and distinguished scholar/teacher-in-residence honored for particular potential to combine publication and teaching in the service of the mission of the University.

## **6.12 Tenure Track Library Faculty**

Tenure Track Library Faculty refers to those members of the faculty whose primary assignment is service in the Nicholson Library, and who (1) generally are appointed on the basis of a national search, (2) are expected to earn appropriate graduate credentials in library science and academic disciplines, (3) may be eligible for academic tenure as defined in this Faculty Handbook, provided established procedures and requirements are completed successfully, and (4) are expected to work toward achieving academic tenure as defined in this Faculty Handbook. Tenure-Track Library Faculty may be ranked as follows:

Instructor. Instructor is an entry level faculty designation for the librarian or instructional technologist who holds a bachelor's degree with an acceptable emphasis and the appropriate professional terminal degree (i.e. for librarians the terminal degree is M.L.S. from an accredited institution per standards of the Association of College and Research Libraries.

Assistant Professor. An Assistant Professor holds the appropriate terminal degree or a second master's degree or significant library experience with a commitment to continuing professional involvements and educational endeavors that will optimize effectiveness of service. Evidences of broader institutional service and continued community service will include: campus committee assignments; participation in formal continuing education; workshop attendance; professional meeting attendance; leadership roles of a nature that are both internal and external to the institution; and other edifying inclusions within the professional portfolio.

Associate Professor. An Associate Professor will demonstrate maturing professional experience and achievement that continues and builds upon the streams of accomplishment and effectiveness noted at the Assistant Professor level. Evidences of substantial institutional service and continued community service can be demonstrated. A second master's degree or a Professional Development Plan (PDP) which extends professional credentials measurably beyond the professional standard will have been completed or the individual will exhibit substantial progress toward completion of same.

Full Professor. A Full Professor will exhibit fully-developed professional skill, and evidence of substantial institutional and community service can be demonstrated. In addition, this individual will either hold a completed second master's degree or will have successfully completed the programs and objectives of the PDP approved and undertaken at the Associate Professor level.

## **6.13 Non-Tenure Track Faculty**

Non-Tenure Track Faculty refers to those members of the faculty who, though qualified to teach at the university level, (1) generally are not appointed on the basis of a national search, (2) are not required as a condition of employment to earn the highest academic degree in their field of study, and (3) are not eligible for academic tenure as defined in this Faculty Handbook. Non-tenure track faculty are employed on an annual contract basis and may be released from an existing contract only for cause (as defined in 6.43). Full-time non-tenure track faculty have the same professional obligations (e.g., attending faculty meetings, service as academic advisor, and serving on committees) that are required of tenure track faculty. Non-tenure track faculty may be ranked as follows:

Instructor. An Instructor generally holds a master's degree, and demonstrates (1) evidence of potential and progress toward becoming an effective teacher, (2) scholarly/professional

growth, and (3) commitment to significant institutional service. Teaching responsibilities generally are limited to lower division (freshman and sophomore level) courses.

Assistant Professor. An Assistant Professor generally holds a doctorate or other equivalent terminal degree and demonstrates evidence of effective teaching, substantial scholarly/professional growth, substantial institutional service, and some community service. Assistant Professors may teach both lower and upper division courses. If the faculty member does not hold a terminal degree, the faculty member must have completed, in consultation with his/her department chair and school dean, a coherent program of studies appropriate to the discipline of the faculty member.

Associate Professor. An Associate Professor generally holds a doctorate or equivalent terminal degree and demonstrates evidence of a high order of teaching effectiveness and scholarly/professional development, substantial institutional service, and continued community service. If a terminal degree is not held, the faculty member must have completed, in consultation with his/her department chair and school dean, a coherent program of studies appropriate to the discipline of the faculty member.

#### **6.14 Part-time Faculty**

Part-time faculty refers to those members of the faculty who hold the appropriate graduate degree and are assigned an occasional or ongoing teaching load of not more than a combined (i.e. teaching traditional undergraduate, online, adult studies, or graduate) total of nine semester hours a semester and no more than 29 contact hours each week.

Part-time faculty members are not expected to serve on committees, attend faculty meetings, or carry advising loads. Part-time faculty members are asked to be accessible to students enrolled in their course(s) in a systematic manner depending on the delivery method. For example, for face-to-face courses the faculty member should be accessible immediately before and after each class session. For online courses the part-time faculty member should identify a regularly “accessible time period” when they will be available online.

#### **6.15 Administrative Faculty**

Certain university administrators are recognized as having the training, experience and/or assignment which qualify them for “faculty status.” The Provost, in consultation with the President and Faculty Affairs Committee, decides on whether to award administrative faculty status. Such administrators are eligible to attend faculty meetings and to serve on faculty committees. They may also participate as faculty in all university ceremonial events involving the faculty, including faculty processions. Such administrators are ineligible for faculty rank or tenure and are not eligible to vote at Faculty Meetings (See Section 2.60).

#### **6.20 Initial Faculty Appointments**

##### **6.21 Faculty Appointments: Standards**

Initial appointments to the Anderson University faculty will include written agreement relative to base salary, fringe benefits, rank and, if applicable, the relationship of prior experience to promotion and tenure considerations. Continuing appointments to the Anderson University faculty will include written agreement relative to base salary, fringe benefits, rank and tenure status. All appointments are made annually through the offering of the faculty contract. The faculty member's signed contract indicates agreement with and commitment to the Statement of Mission and Employment Standards (See Section 3.00 above for this statement) and the policies and procedures contained in this *Faculty Handbook*.

## **6.22 Faculty Appointments: Procedures**

When a tenure track faculty position is determined to be open correspondence is established with persons whose names have come from one of the following sources: (a) the continuing files on potential faculty maintained by the school deans, based typically on information supplied by many persons in the university community; (b) recommendations of university placement offices and certain professional placement agencies; (c) individual recommendations of faculty members, including those forwarded from university academic departments and from church and private sources.

All vacant tenure track positions are announced through various media so as to attain maximum visibility in the academic, professional and church communities. Specifically, the Anderson University website, the *Chronicle of Higher Education*, the appropriate professional journals or news services, placement offices of universities, Anderson University alumni lists, letters to Church of God pastors, and the Council for Christian Colleges and Universities website are the usual means for announcing faculty positions and obtaining prospective candidate names. All inquiries regarding a vacant position are responded to with an application form containing the Statement of Mission and Employment Standards and a vacancy announcement. As consideration proceeds with selected candidates, links to the Catalog, the University's Ethos Statement, and the "We Believe" statement are provided.

Persons wishing to be formal candidates for a position submit the Application for Faculty Position with the Statement of Educational Mission and Employment Standards, along with supportive materials they wish to present – such as transcripts, letters of reference, publications, etc. The dean of the appropriate school receives all materials, screens all candidates in terms of the stated standards and seeks similar screening from the appropriate department chair and/or faculty. This process typically results in a determination of three to five "final" candidates. Telephone conversations are held with such candidates by the dean of the appropriate school and the department chair during which each of the standards is tested again. A campus visit is proposed for one or more of these candidates.

A campus visit of one or more days is arranged during which the candidate visits with the following: the President, Provost, dean or director of the appropriate school, other appropriate administrative persons, the appropriate department chair, other department faculty members, other faculty/staff members, and, when possible, students majoring in the candidates teaching discipline.

Following the campus visit, each person who visited with the candidate is asked to submit a written evaluation of the candidate. These evaluations plus discussions between the department chair and the school dean provide the basis for a recommendation by that dean. A recommendation to employ the candidate is submitted to the Provost and, if supported, is submitted to the President for final decision.

## **6.30 Faculty Evaluation, Reappointment and Promotion**

### **6.31 Process and Criteria for Faculty Evaluation**

Faculty evaluation has two major purposes. The first is to promote the professional growth of the faculty member. The second is to supply evaluative information to inform promotion, tenure, continuance and other personnel decisions.

An evaluation portfolio is maintained for each faculty member by the appropriate school dean. This portfolio includes faculty annual reports, student evaluations of classroom performance, department chair evaluations, dean or director evaluations, transcripts of all post-secondary work and any other information informally supplied. The faculty member is to supply the transcripts of all post-secondary work attempted and qualification of degrees received. Also included in the portfolio: list or description of publications (with reviews when available); membership and activity in professional organizations; description of research in progress or scholarly study or artistic activity being pursued; committee leadership roles, including a description of non-routine committee accomplishments and other significant institutional responsibilities; other responsibilities, relationships or accomplishments which may relate to the evaluation; and, the faculty member's statement of self-evaluation. The faculty member has the right to review this portfolio and append any data or comments to its contents.

The decision-making process for reappointment, promotion and tenure involves utilization of three categories of information. One of the categories is the information on teaching effectiveness, scholarship/professional development, institutional service, and community service (described below). A second category is support of the institutional mission and employment standards (as set forth in Section 3.00 of the *Faculty Handbook*). The third category involves circumstantial constraints of the institution, such as enrollment projections, the continuance of programs, and financial considerations. In addition, in instances where a faculty member serves in an administrative position (either full time or as a split assignment), overall performance in that assignment will be considered as a part of the evaluation process.

The criteria of teaching effectiveness, scholarship/professional development, institutional service and community service are described below. They are listed in order of relative importance.

1. Teaching Effectiveness. This criterion involves creating an environment, in and out of the classroom, which optimizes the potential for student learning. For example: Does the teacher possess and effectively convey relevant course content? Is the material presented in the classroom appropriate to the level of the course and student preparations? Are classroom presentations and activities educationally effective? Is the teacher able to recognize and adapt to special situations? Does the pedagogical approach elicit critical thinking on the part of the students? Is the teacher able to establish a rapport with students which enhances learning? Is the teacher interested in the subject and does he/she endeavor to pass that interest on to students?
2. Scholarly Professional Activity. This criterion involves growth as an academician and as a teacher. For example: Is the faculty member actively involved in an appropriate professional association? Does he/she keep abreast of his/her discipline? Is the faculty member pursuing formal coursework toward a terminal degree in his/her discipline if not yet obtained? Does the faculty member show a concern and interest in being a better teacher? Is the faculty member involved in research, scholarly study or artistic/creative (including performance) activity? Has he/she published the results of scholarly/creative activity?
3. Institutional Service. This criterion involves assisting in activities outside the classroom. For example: Is the faculty member involved in service assignments such as committee work and student advising? Does the faculty member effectively teach liberal arts courses and/or reflect liberal arts concerns in other courses? Does the faculty member endeavor to create and maintain good relationships with colleagues? Is the faculty member involved in

and supportive of departmental concerns and activities? Does the faculty member exhibit a concern for total student welfare and development? Does the faculty member demonstrate an ability to engage in “the pursuit of truth from a Christian faith perspective?” Is the faculty member involved in and supportive of chapel/convocation? Does he/she serve as an effective life/learning model for at least some students?

4. Community Service. This criterion focuses on being involved beyond the campus community in activities which are important to an accomplishment of institutional mission. For example: Is the faculty member active in community service, voluntary, governmental or other such organizations? Or is he/she involved in the life of the church at the local, state and/or national level?

There will be a written evaluation, using the faculty evaluation rubric (Appendix B), of each faculty member by the departmental chair, always to be completed biennially but to be accomplished annually for non-tenured faculty members. This evaluation should address the above criteria, plus additional matters the chair feels are pertinent to the evaluation. The evaluation for non-tenured faculty members should speak specifically to the questions of retention. The chair should meet with the faculty member being evaluated and discuss his/her evaluation. Chairs are to visit the classroom of faculty being evaluated and use a classroom observation rubric (Appendix C).

In addition, each faculty member submits an annual report to their respective dean, with copy to their department chair, as outlined in Section 3.80. The school dean or director, in return, will reply to that annual report. In the response, strengths, weaknesses, and professional growth needs will be identified. To the degree possible and where appropriate, opportunities for growth in areas of weakness should be made available.

### **6.32 Reappointments**

Faculty appointments and reappointments are made annually. Contracts normally will be sent to faculty members on or about February 15, containing salary and other information relating to conditions of employment for the forthcoming year. These contract offerings by the University are valid for 30 days from their date of issuance. It is assumed that a faculty member who does not return the signed contract by the designated date has made other plans for the following year. The University may then initiate steps for procuring a replacement.

If there is some question about renewing the contract of a non-tenured faculty member, the appropriate school dean and department chair will discuss and seek agreement on the matter before that dean makes a recommendation to the Provost. The Provost will make the final recommendation regarding the matter to the President. A faculty member who is not to be retained after the first year of service will be given written notice to this effect on or before March 1 of the first year. A non-tenured faculty member who is not to be retained after two or more years of service will be given written notice to this effect not later than November 1.

Dismissal of a non-tenured faculty member before the expiration of the appointment shall be for cause (See Section 6.43). In the case of a tenured faculty member, procedures described in Section 6.44 apply.



### **6.33 Promotion**

Faculty members with the rank of instructor, assistant or associate professor normally shall be eligible for consideration for promotion during their fifth year within a given rank. (This shall reflect the holding of a rank from other academic institutions, if previously stated in writing as in Section 6.10 above). No promotion in rank is automatic by virtue of elapsed time only.

These Promotion Procedures are effective beginning with the 1995-1996 Academic Year.

1. At the beginning of each academic year, all eligible faculty members will be invited to apply for promotion by their school dean. All materials in support of promotion must be submitted by November 1, and should address the following:
  - a. eligibility for next rank as stated in Section 6.10.
  - b. evidence of teaching effectiveness, scholarly/professional development, institutional service, and community service as described in Section 6.31. A current annual report must be on file with the appropriate school dean or academic supervisor.
  - c. support of the institutional mission and employment standards as set forth in Section 3.00. In addition to an indication of support, there should also be a discussion of how the philosophy and work of the applicant have been informed by the institutional mission and values implicit in Section 3.00.

Details are set out in “Guidelines for Faculty Application for Promotion” which can be found online at <http://anderson.edu/uploads/provost/Promotion.pdf>.

2. Upon receipt of the application for promotion, the dean will request a letter of recommendation from the appropriate department chair or academic supervisor. After reviewing the application for promotion and recommendation letter, the school dean will then make a recommendation concerning promotion to the Provost.
3. The Provost will consult with the Committee on Promotion and Tenure and together they will make recommendations to the President, usually in January.
4. After the promotion decision is made, each applicant will be notified in writing concerning the promotion decision and related evaluations (by February 15). In addition, if promotion is denied, specific suggestions for improvement prior to re-submission of the application will be provided by the appropriate dean or supervisor.

### **6.40 Academic Tenure**

#### **6.41 Definition of Academic Tenure**

Academic tenure means the right of a member of the faculty of Anderson University to be re-employed for successive annual contractual periods, subject to the terms and conditions of employment that exist from period to period, unless there exists just cause for discharge (detailed in 6.43). By granting tenure, the University recognizes the contribution of a member of the faculty to the University and, by accepting it, the faculty member reaffirms a continuing commitment to the goals and the statement of Statement of Mission and Employment Standards of the University (See 3.00 above) and to his/her own scholarly/professional development and effectiveness. While academic tenure provides expectation annually of a contract between the University and the faculty member (except for the existence of just cause as noted below), such expectation does not relate to questions of salary, promotion or institutional assignment.

## **6.42 Eligibility for Academic Tenure**

Except as provided below, academic tenure shall be attained by a faculty member upon the University's issuance of a contract for the year following the completion of seven years of full-time tenure-track service.

Up to three years credit may be granted for such teaching at other institutions of higher education; a statement of such credit shall be made part of the initial appointment. Four of the seven years of full-time service must have been at Anderson University. Time spent on special leaves of absence during this period normally will not be counted toward the seven years total unless otherwise agreed upon.

The above normative pattern notwithstanding, in particular circumstances the institution may offer (or the faculty member may request) a one-, two-, or three-year contract, beyond the seventh year or its equivalent as defined above, without tenure thereby having been granted. The particular circumstances commending such procedure shall be stated clearly in writing, together with some indication of the criteria which will be operative at the time of the tenure decision during the last year of the contract. No contract or series of contracts may extend more than three years beyond the time when a faculty member first becomes eligible for a tenure decision.

Not later than June 15 of the third year, the dean of the appropriate school (or in the case of library faculty, the director of the library) will convey in writing to the faculty member the status of the decision process, study procedures already undertaken, the nature and status of relevant issues and anticipated procedures leading to a final tenure decision.

In addition to the credentials, competencies and commitments expected of faculty members at the times of initial appointment and rank promotions (particularly those related to the mission, goals and employment standards of the institution), tenure decisions also include consideration of (1) consistent positive evaluations in the areas of teaching, scholarship, service, (2) demonstrated fit with university ethos and values, (3) the long-term professional promise, and (4) the long-term need of the institution for the particular professional competencies of the individual.

The decision regarding tenure is made by the President. The granting of tenure requires the concurrence of the Committee on Educational Policies and Personnel of the Board of Trustees. A decision not to grant tenure is conveyed in writing by the President to the faculty member not later than November 1 of the seventh year of service, except as provided above.

## **6.43 Causes for Dismissal of a Faculty Member on Academic Tenure**

The services of a faculty member on tenure may be terminated for the following causes:

- a. Gross neglect of duty or unprofessional conduct.
- b. Immorality.
- c. Demonstrable financial exigencies of the University.
- d. The necessary elimination or reduction of a school or department.
- e. Open, vocal, and sustained contempt for the Christian Faith or the customs generally held by the Church of God (Anderson, Indiana) community.
- f. Retirement for disability
- g. Professional incompetence.

#### **6.44 Procedures for Dismissal of a Faculty Member on Academic Tenure**

When reason arises to question the fitness of a tenured faculty member, the appropriate administrative officers (usually the appropriate school dean/director and the Provost) shall discuss the matter with the faculty member in personal conference. A written summation of this meeting shall be prepared and made available to the concerned faculty member on request. The matter may be resolved by mutual consent at this point. However, if a resolution does not result, the President or the faculty member concerned may ask the Faculty Affairs Committee to inquire into the situation and seek to work out an accord agreeable to both parties. The Faculty Affairs Committee, prior to deliberation, will be provided a copy of the written summation of the previous discussion between the administrative officer and the faculty member, as well as any written statement of rebuttal by the Faculty member. A written summation of the activities and resulting perspectives of the Faculty Affairs Committee will be transmitted simultaneously to the President and the faculty member.

If the President, having considered the perspectives of the Faculty Affairs Committee, decides to dismiss the faculty member on tenure, the President shall formulate the statement setting forth with reasonable particularity the grounds for dismissal. The President then shall address a communication to the faculty member containing the statement formulated, and informing him/her that, if he/she so requests, a hearing will be conducted by the Committee on Promotion and Tenure. The faculty member shall state in writing to the President, within a period of one week from the date of the President's communication, whether or not such a hearing is desired. If no communication is received by the President, it shall be assumed that no hearing is desired by the faculty member.

The hearing, if desired, shall be conducted by the Committee on Promotion and Tenure under the following guidelines: copies of the two previous written summations and the President's letter stating the grounds for dismissal as well as any letters of rebuttal prepared by the faculty member will be made available to committee members. Having reviewed all such documents, the committee shall interview both the President and the faculty member. No legal counsel will be permitted to the President or faculty member in the hearing. Persons judged by the faculty member, the President or the committee to have crucial information/perspectives will also be interviewed to allow an informed committee judgment. Both the President and faculty member shall have the right to question any such persons before the committee. The meeting(s) of this hearing will be closed to other than those directly involved. Following the hearing the non-administrative members of the Committee on Promotion and Tenure will reach a decision by a simple majority vote. A Promotion and Tenure Committee member judged by the committee to have a conflict of interest will be disqualified from voting.

The President and the faculty member shall be notified simultaneously in writing of the findings and decision of the Committee on Promotion and Tenure and each shall be given a copy of the written summary of the hearing. If the President and the faculty member concerned accept the decision of the hearing committee, the matter shall be considered closed. If either the President or the faculty member concerned does not accept the decision of the hearing committee, and makes such known in writing to the other parties involved, the President shall convey to the Executive Committee of the Board of Trustees the written documents which had been available to the hearing committee, the written summary of the hearing itself and the letter stating non-acceptance of the hearing decision. After studying these documents and making whatever additional investigation it may feel necessary, the Executive Committee shall make the final decision.

Except for such simple announcement as may be required pertaining to the time and place of the hearing and similar matters, public statements about the case by the faculty member concerned,

the officers of the University, or the members of the faculty committees shall be avoided. Any public announcement of the final decision shall be made by the President and shall include a statement of the actions of the hearing committee and of the Executive Committee if these have not been made known previously. (*Approved by the Board of Trustees, October 1986*).

### **6.50 Sabbatical Leaves**

Anderson University's provision for a program of sabbatical leaves is one facet of its provision for scholarly/professional growth. The sabbatical program is not automatic. A sabbatical leave is conceived not as a bonus or reward for past service, but rather as an opportunity for the faculty member to prepare for increased usefulness to the institution. In all cases, the number of sabbatical leaves is contingent upon the availability of institutional resources, and may vary from year to year. Typically a sabbatical leave is used for advanced study, research, scholarly writing in the faculty member's field or other approved activity which will result in professional improvement within the faculty member's teaching area.

A faculty member with the rank of Instructor or above becomes eligible to apply for a sabbatical leave during the sixth year of full-time teaching at Anderson University. If the leave is granted, it should be taken in the following year. Subsequent eligibility for application is established during the sixth year after the sabbatical taken at Anderson University. If a person is required to delay a sabbatical leave because the institution requests the faculty member to do so, then he/she is eligible to apply in the fifth year after the delayed sabbatical leave. The precise timing of a sabbatical leave is determined jointly by the individual and the University to meet both institutional needs and individual opportunities.

Application for a sabbatical leave must be submitted in writing to the appropriate dean not later than November 1 of the preceding academic year. The application shall state the professional purpose for the sabbatical leave and the proposed timing and activities. Following discussion and evaluation by the department chair, the dean and the Provost, a written response to the application will be made at as early a date as possible.

For an approved sabbatical leave, half salary will be paid for a one-year sabbatical leave or full salary for a one-semester sabbatical leave. In addition, regular fringe benefits are maintained, subject only to the willingness of the individual to maintain the proportionate payments for those benefits which are participatory. If faculty members expect to undertake activities involving financial compensation during a sabbatical leave, such information should be included in the application.

As part of the agreement relative to a sabbatical leave, a faculty member is expected to continue with Anderson University for a period of at least four semesters following the sabbatical leave. In the event the faculty member chooses not to remain with the University for such a period, that faculty member will reimburse to the University a proportionate sum of the base salary actually paid during the time of the sabbatical leave.

A written report shall be presented to the dean of the appropriate school (and respective department chair if applicable) following completion of the sabbatical leave. It should review the program of activities maintained during the sabbatical leave and the degree to which objectives were achieved.

### **6.51 Leave of Absence**

Faculty members may apply for a special leave of absence at times when sabbatical eligibility has not been established or for purposes other than those approved for sabbatical leave.

Compensation for special leaves of absence normally is not provided. Regular fringe benefits normally are not continued unless circumstances are judged to warrant continuance. Application for a special leave of absence must be submitted in writing to the dean of the appropriate school not later than November 1 of the preceding academic year.

### **6.52 Reduced Load/Reduced Salary Arrangements**

Full-time tenured faculty members may request to be placed on a reduced load and reduced salary arrangement for such issues as: family emergency, unusual professional opportunities, and medical problems that extend beyond those covered by medical leave. In addition, faculty may ask for a reduced teaching load and reduced salary before retirement. These reduced load arrangements may not extend beyond three years. The granting of these requests is at the discretion of the university. Among the factors that the university must consider in granting a request are the following: Are there persons in this area who have the expertise to teach the courses that would not be taught by the requester? What will the impact of the reduced load have on the teaching and advising responsibilities of the remaining full-time professors in the department? Does the request carry the support of the departmental chair and school dean? Persons wishing to request such reduced load/reduced salary arrangements must inform their school dean by November 1 of the year preceding the year in which this arrangement is to take effect.

### **6.60 Resignation from the Faculty**

A faculty member wishing to resign from the Anderson University faculty will submit such resignation in writing to their respective dean and the President, effective with the end of the academic year. Under two other circumstances a resignation shall also be effective:

1. Failure to return a signed contract for the next academic year before the expiration of its 30-day period of validity constitutes a resignation as of the end of the current academic year.
2. In urgent personal circumstances a faculty member may offer a resignation effective within the academic year, but not earlier than 90 days from the date that such a resignation is submitted.

### **6.70 Retirement Policy**

Available in the University Benefits Handbook maintained by the Office of Human Resources and available online at <http://www.anderson.edu/uploads/hr/benefits-handbook.pdf>.

### **6.71 Faculty Emeritus**

Persons who have served a total of 15 or more years as a member of the faculty of Anderson University and who have attained the rank of Professor or Associate Professor may be considered for election by the Board of Trustees to the rank of Professor Emeritus or Associate Professor Emeritus upon their retirement.

*(The above policy became effective July 1, 1984, having been adopted by the Board of Trustees on April 27, 1984).*

## **7.00 FACULTY COMPENSATION AND BENEFITS**

### **7.10 Contracts and Salaries: Full-Time Faculty**

#### **7.11 Contracts and Salaries**

Contracts offered to continuing full-time faculty members are placed in campus mail on or about February 15 each year and are valid for a stated period of time, usually 30 days.

Faculty salaries for each academic year are normally paid in 12 equal monthly installments on or about the 25th day of each month, beginning in September. Deductions include those mandated by law (Federal and State income tax withholding; Social Security), and the faculty member's own contribution to participatory fringe benefits. The individual may also request withholding for other special purposes if such items have been approved for withholding by both the individual and the University. Further information on salary deductions may be secured from the Controller.

#### **7.12 Compensation for Overload Courses**

Full-time faculty members are compensated at the same per-hour rate as adjunct faculty members for teaching regular credit-bearing courses, when such courses are determined by the appropriate school dean to be in addition to normal contractual obligations. Such determinations will be made only in cases which clearly are extraordinary, temporary and/or related to external programs associated with Anderson University.

#### **7.13 Permission for Additional Employment**

It is expected that a faculty member will not engage in any gainful employment during the school year for which compensation is received, or engage in any activity which would claim a considerable portion of time or professional attention, without first securing written permission from the dean of the appropriate school. Teaching more than one course overload (total) whether at Anderson University or in other institutions during a given semester would be deemed inappropriate.

### **7.20 Compensation: Part-Time Faculty**

As defined in Section 6.14, part-time faculty members are compensated per credit hours taught. Credit hours assigned to each part-time faculty member are certified each semester or summer by the appropriate school dean.

The part-time compensation rate is regularly reviewed to ensure that it is reasonably competitive within the region.

Part-time faculty members are not eligible for benefits.

### **7.30 Summer School Compensation**

Arrangements for summer school teaching are made through the Director of Summer School after consultation with the appropriate departmental chair. The compensation scale is indicated in Appendix G.

### **7.40 Fringe Benefit Programs**

University benefits for are outlined in the University Benefits Handbook maintained by the Human Resources Office and available at <http://www.anderson.edu/uploads/hr/benefits-handbook.pdf>.

## **APPENDICES TO THE FACULTY HANDBOOK**

### **Table of contents:**

Drug Free Schools & Communities Act Statement	A
Faculty Evaluation Rubric	B
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Intellectual Property Policy	E
Sexual Harassment Policy	F
Summer School Compensation Policy	G

## APPENDIX A

### DRUG FREE SCHOOLS & COMMUNITIES ACT STATEMENT

#### Introduction

As a recipient of federal funds and financial assistance for educational programs, and in compliance with the Drug Free Schools and Communities Act Amendments of 1989, it is the duty of Anderson University to inform students, faculty and staff of:

- the standards of conduct and policies of the University which prohibit the unlawful possession, use or distribution of illicit drugs and alcohol by student, faculty and/or staff;
- the University sanctions up to and including expulsion or termination of employment for violation of this policy;
- the sanctions under local, state or federal law for the unlawful possession or distribution of illicit drugs and alcohol;
- the potential health risks associated with the use of illegal drugs and alcohol; and
- the resources available for treatment programs available to students, faculty and staff

#### Standards of Conduct

Anderson University does not accept the inappropriate use of a controlled substance by any undergraduate or graduate student, or individual employed by the University. As a participant in the Network of Colleges and Universities Committed to the Elimination of Drug and Alcohol Abuse, the University seeks to increase awareness about the dangers and harmful effects of controlled substance and alcohol abuse to individuals and society. The University will be supportive of an individual seeking assistance, however, the consequence of and responsibility for overcoming dependency or misuse of a controlled substance or alcohol rests with the individual.

#### Sanctions & Disciplinary Action

The University will take appropriate disciplinary action in the event this policy is violated by any student, faculty or staff employee. Disciplinary actions are as follows:

- Undergraduate students will be subject to the Student Judicial Code of the Student Handbook and/or the consequences described in the Alcohol and Drugs Policy on page 26 of the Student Handbook which is available at <https://www.anderson.edu/uploads/campus-life/handbook.pdf>.
- Graduate students will be subject to the Anderson University Student Judicial Code as administered by a university official or faculty member from the appropriate graduate school. The Handbook is available at <https://www.anderson.edu/uploads/campus-life/handbook.pdf> and in the Department of Student Life, University Library or the School of Theology Student Services Office.
- Faculty or staff employees found in violation of this policy will be subject to the disciplinary actions described in the Drug Free Workplace Policy (June 1989), item 2. Staff and faculty may also be subject to the disciplinary actions described in their respective Handbooks.



Any person who knowingly or intentionally participates in the unlawful manufacture, financing the manufacture of, distribution, dispensing, possession or use of a controlled substance also faces serious consequences under the Indiana Criminal Alcohol and Drug Statute and/or Federal Drug Statute. For information concerning specific violations, please contact the Department of Student Life or the Office of Human Resources.

## **Health Risks**

The inappropriate use of a controlled substance, use of illegal drugs or abuse of alcohol presents dangers to individuals and to society. The most common side effect of substance abuse is acute intoxication. Intoxication literally means to "poison" and is a major and very common health risk.

The consumption of alcohol causes a number of marked changes in behavior. Even low doses may significantly impair the judgment and coordination required to safely operate a motor vehicle. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses can cause respiratory depression and death. The long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver. The use of alcohol in American culture has been found to be associated with a variety of aggressive acts including spouse and child abuse.

The use and/or abuse of opiates and other narcotics may lead to physical as well as psychological dependence. Continued use of these drugs may result in serious withdrawal symptoms when the drug is no longer available. Some of the effects most commonly associated with narcotics include, but are not limited to euphoria, drowsiness, respiratory depression, and nausea. High doses may lead to an overdose reaction marked by clammy skin, convulsion, coma, and possible death.

The use and/or abuse of depressants may also lead to both physical and psychological dependency. Some of the effects associated with these drugs include slurred speech, disorientation, and other behaviors similar to those exhibited by individuals under the influence of alcohol. The effects produced by an overdose include shallow respiration, weak and rapid pulse, and clammy skin. Anxiety, insomnia, convulsions, and death are all possible consequences of withdrawal from these drugs.

The continued use of stimulants, such as cocaine and amphetamines, can result in psychological dependency of those drugs. Effects associated with the use of stimulants include, an increase in alertness, excitation, and increase in pulse rate and blood pressure, and loss of appetite. Individuals may experience agitation, an increase in body temperature, hallucinations, convulsions, and possible death as a result of overdose. Individuals who have become dependent upon stimulants may experience apathy, long periods of sleep, irritability, and depression when the drug is no longer available.

The consumption of hallucinogens has no known effects which lead to physical dependency, although the use of phencyclidine (PCP) and phencyclidine analogues is associated with a high probability of psychological dependence. The effect of hallucinogens includes illusions, hallucinations, and poor perception. An overdose of these drugs may lead to longer, more intense episodes, psychosis, and possible death.

The use of cannabis has a moderate risk of becoming psychologically dependent upon the drug. Possible effects include euphoria, relaxed inhibitions, and increase in appetite, and disoriented behavior. In the event of overdose, the user may experience fatigue, paranoia, and possible psychosis. Withdrawal from cannabis may lead to insomnia, hyperactivity, and occasionally a decrease in appetite.

## **Drug & Alcohol Treatment**

The responsibility for and consequences of substance abuse and dependency rests with the individual, and therefore, the University will not accept financial responsibility for any drug or alcohol counseling, treatment, or rehabilitation program in which a student or employee participates. However, the Office of Student Life and/or Human Resources will assist persons in determining available financial resources.

The following is a list of resources for information, assessment and referral. The Dean of Students also reserves the right to refer students to an assessment program which may be a condition of continued enrollment.

## **Resources**

AU Health Clinic (765) 641-4222

University Counseling Services (765) 641-4205

Office of Student Services (765) 641-4072

Student Health Services (765) 641-4222

Human Resources (765) 641-4133

Anderson Center (765) 646-8444

Narcotics Anonymous <https://www.narcotics.com/na-meetings/indiana/anderson/>

Alcoholics Anonymous <http://www.madisoncountyintergroup.org/>

Celebrate and Recovery <http://www.madisonparkchurch.org/adults>

## **Definitions**

1. Controlled Substance means any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substance in Schedules I through V of Section 202 of the Controlled Substance Act, and as further defined by federal regulations.
2. Criminal Drug Statute means a criminal statute involving the manufacture, distribution, dispensing, use or possession of any controlled substance.
3. Employee means any individual engaged in the performance of work for the University for which payment is received.
4. Student means any person enrolled in any University course or on the University premises or related premises for any purpose related to registration for undergraduate or graduate academic credit.
5. University premises means any building, structure, vehicle, equipment, or any improved or unimproved land, or any part of any such building, structure, vehicle, equipment, or land which is owned, leased, used or occupied by Anderson University.
6. University sponsored activities means, but is not limited to, any participation in business, academic, athletic, or social events sponsored or paid for by the University, or participation in any such events as a representative of Anderson University.

**APPENDIX B**  
**Faculty Evaluation Rubric**

Name/Rank:

Academic Year:

Evaluator's Name:

		Superior	Excellent	Good	Work On	NA
<b>A. Teaching Effectiveness:</b> Creating an environment, in and out of the classroom, which optimizes the potential for student learning.						
1	Effectively conveys relevant course content.					
2	Material presented is appropriate to the level of the course and student preparation.					
3	Classroom presentations and activities are educationally effective.					
4	Able to recognize and adapt to special situations.					
5	Pedagogical approach elicits critical thinking.					
6	Able to establish rapport with students which enhances learning.					
7	Demonstrates interest and enthusiasm for subject matter.					
8	Demonstrates a balance of support and challenge.					
9	Is self-reflective and demonstrates openness to learning new strategies.					
10	Regularly evaluates pedagogical effectiveness.					
11	Other:					
<b>B. Scholarly/Professional Activity:</b> Involves growth as an academician and scholar.						
1	Actively involved in an appropriate professional association.					
2	Keeps abreast of her/his discipline.					
3	Pursuing formal coursework toward a terminal degree in her/his discipline if not yet obtained.					
4	Actively engages the scholarship of teaching.					
5	Engages in research, scholarly study or artistic/creative (including performance) activities.					

		Superior	Excellent	Good	Work On	NA
6	Disseminates scholarly activity through professional presentations, publications, performance, etc.					
7	Other:					

**C. Institutional Service: Assisting in activities outside the classroom.**

1	Actively engaged in service assignments such as committee work and student advising.					
2	Effectively teaches liberal arts courses and/or reflects liberal arts concerns in other courses.					
3	Endeavors to create and maintain good relationships with colleagues within and outside dept.					
4	Involved in and supportive of departmental concerns and activities.					
5	Exhibits a concern for total student welfare and development.					
6	Demonstrates an ability to engage "academic and Christian discovery."					
7	Involved in and supportive of Chapel.					
8	Serves as an effective life/learning model for at least some students.					
9	Other:					

**D. Community Service: Involvement beyond the campus community in activities which are important to accomplishment of university mission.**

1	Active in community service, voluntary, governmental or other such organizations.					
2	Involved in the life of the church at the local, state and/or national level.					
3	Other:					

**General Comments: (Please append faculty accomplishments, service activities, etc.)**

**Professional Development Goals/Objectives for Next Year:**

- 1
- 2
- 3
- 4
- 5
- 6

**Faculty Response:**

*My signature simply indicates that I have reviewed this evaluation with my chair and/or dean and does not necessarily indicate my full agreement. I acknowledge that I have the opportunity to submit my own evaluation and/or comments.*

---

**Faculty Signature**

---

**Date**

---

**Dean's Signature**

---

**Date**

**APPENDIX C**  
**Faculty Classroom Observation & Evaluation Rubric**

Name/Rank: \_\_\_\_\_ / \_\_\_\_\_ Academic Year: \_\_\_\_\_

Evaluator Name: \_\_\_\_\_ Time/Date: \_\_\_\_\_

Course: \_\_\_\_\_ Number of Students: \_\_\_\_\_

**Teaching Effectiveness:** Creating an environment, in and out of the classroom, which optimizes the potential for student learning.

The following rating system will be used for each teaching quality:

**Ratings: Superior – Excellent – Good – Needs Improvement – N/A**

<b>Teaching Quality</b>	<b>Assessment</b>	<b>Comments</b>
<b>Time Management:</b> Begins class promptly and manages time well (e.g., pacing and flow)		
<b>Lesson Purpose:</b> Provides purpose or overview of lesson		
<b>Communication Skills:</b> Effectively communicates course material (e.g., verbally and nonverbally)		
<b>Content Knowledge:</b> Knowledgeable of course content (e.g., pre-class preparation, not dependent on notes, ability to answer questions)		
<b>Appropriate Content:</b> Material presented is appropriate to course level and student preparation		
<b>Organization:</b> Classroom presentation and activities are organized and educationally effective		
<b>Pedagogy Methods:</b> Uses a variety of delivery methods to encourage student engagement and critical thinking (e.g., lecture, demonstrations, discussion, visuals, technology)		

**Ratings: Superior – Excellent – Good – Needs Improvement – N/A**

<b>Teaching Quality</b>	<b>Assessment</b>	<b>Comments</b>
<b>Special Situations:</b> Able to recognize and adapt to special situations		
<b>Learning Climate:</b> Rapport established with students which enhances learning		
<b>Enthusiasm:</b> Demonstrates interest and enthusiasm for subject matter		

**Strengths of Lesson:**

**Suggestions/Areas to Improve:**

---

*Faculty Signature/Date*

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*Department Chair Signature/Date*

*My signature simply indicates that I have reviewed this evaluation with my chair and/or dean and does not necessarily indicate my full agreement. I acknowledge that I have the opportunity to submit my own evaluation and/or comments.*

4/2017

## APPENDIX D

### FACULTY GRIEVANCE POLICY AND PROCEDURE

#### I. Purpose

In light of our goal to enable each member of the university to become stronger in body, mind, and spirit, to experience what it means to love God and neighbor, and to adopt Christ-like servant ways in all of life, the Anderson University Faculty Grievance Policy and Procedure is designed to create an orderly, just, and effective means of dealing with faculty grievances in a reasonable and timely manner.

#### II. Definition

A "grievance" means a formal written complaint submitted by a member of the Anderson University (the "University") faculty (the "Faculty Member") regarding those conditions of employment or job-related conflicts that are not covered by the Faculty Handbook. For example, questions about tenure and promotion, or sexual misconduct are covered in the Handbook and would be governed by it. Other issues would be covered by this policy.

#### III. Policy

The University's environment will be most productive where individual complaints are addressed and resolved and where interpersonal relationships between faculty members and other members of the University community are healthy and strong. A Faculty Member is encouraged, therefore, to address difficulties and resolve conflicts that arise directly and without delay. This Faculty Grievance Policy and Procedure represents the University's effort to assist members of the University's faculty in addressing and resolving conflicts concerning conditions of employment and job-related interpersonal difficulties that are within the scope of this policy.

#### IV. Procedures

##### A. Informal Grievance Procedure

1. Personal Resolution. A Faculty Member is encouraged to resolve a conflict by communicating directly with the person(s) or office(s) with whom or with which he or she has the conflict. An effort should be made to reach a resolution without the intervention of others.
2. Involvement of School Dean. If a matter cannot be resolved by communication between the parties, the complaining Faculty Member may request the involvement of the School Dean in resolving the conflict. The School Dean must respond within 5 days.
3. Commencement of Formal Process. If a matter cannot be resolved by communication between the parties involved or by involvement of the School Dean, the Faculty Member may file a grievance pursuant to the Formal Grievance Procedure set forth in Paragraph B that follows.



## B. Formal Grievance Procedure

### 1. Filing a Grievance

- a. To be heard, the grievance must be filed within [thirty (30)] days of the date of the event grieved.
- b. If, after making reasonable efforts to resolve a conflict directly using the Informal Grievance Procedure, a Faculty Member concludes that such efforts will not result in a successful resolution of the conflict, the Faculty Member may file a grievance with the Provost. If the grievance is against the Provost, the grievance should be filed with the President of the University. If the grievance is against the President of the University, the grievance should be filed with the Chair of the Board of Trustees.
- c. A Faculty Member who files a grievance is referred to herein as the "Complainant," and the individual or office against whom or which a grievance is filed is referred to herein as the "Respondent."
- d. The written grievance shall include (i) a statement of, and the basis for, the grievance; (ii) the date(s) of the occurrence resulting in the complaint; (iii) a description of the attempts to resolve the complaint; and (iv) the signature of the Complainant.

### 2. Grievance Filed with the Provost/Appointment of, Investigation by, and Recommendation by Grievance Committee

- a. If the grievance is filed with the Provost, the Provost shall appoint a committee (the "Grievance Committee") comprising [at least three (3) full-time faculty members approved by both parties in the grievance, an academic dean, and a committee chair] who, in the opinion of the Provost, are best able to conduct a thorough investigation and to render an objective decision with respect to the grievance.
- b. The Grievance Committee, in its sole discretion, shall determine the manner in which the investigation shall be conducted. The Grievance Committee may, but need not, offer the Complainant and the Respondent the right to submit written position statements or to be heard.
- c. The Grievance Committee shall communicate its recommendation with respect to the grievance to the Provost, who, in turn, shall make a final determination with respect to resolving the Complaint. The Provost shall communicate his or her decision to the Complainant and to the Respondent. The Provost's decision shall be final.
- d. The Grievance Procedure shall be conducted in a timely manner.

3. Grievance Filed Against the Provost

- a. To be heard, the grievance must be filed within [thirty (30)] days of the date of the event grieved.
- b. The grievance shall be filed with the University President.
- c. The University President, in his or her sole discretion, shall determine the manner in which the investigation shall be conducted. The University President may, but need not, offer the Complainant and the Respondent the right to submit written position statements or to be heard.
- d. The University President shall attempt to resolve the grievance to the satisfaction of the parties.
- e. The University President shall communicate his or her decision to the Complainant and to the Respondent.
- f. The University President's decision with respect to the grievance shall be final.
- g. The Grievance Procedure shall be conducted in a timely manner.

4. Grievance Filed Against the University President

- a. To be heard, the grievance must be filed within [thirty (30)] days of the date of the event grieved.
- b. The grievance shall be filed with the Chair of the Board of Trustees.
- c. The Chair of the Board of Trustees, in his or her sole discretion, shall determine the manner in which the investigation shall be conducted. The Chair of the Board of Trustees may, but need not, offer the Complainant and the Respondent the right to submit written position statements or to be heard.
- d. The Chair of the Board of Trustees shall attempt to resolve the grievance against the President to the satisfaction of the parties.
- e. If the grievance against the President cannot be resolved by the Chair of the Board of Trustees to the satisfaction of the parties, and if the Chairman of the Board of Trustees determines, in his or her sole discretion, that the issue is of sufficient institutional concern and importance to warrant review by the Executive Committee of the Board of Trustees, he or she may refer the matter to the Executive Committee of the University's Board of Trustees. The Executive Committee of the Board shall, in its sole discretion, determine the process to be followed to address the matter.

- f. The Chair of the University's Board of Trustees shall communicate the Executive Committee of the Board of Trustees' decision to the Complainant and to the President.
- g. The Executive Committee of the Board of Trustees' decision with respect to the grievance against the President shall be final.
- h. The Grievance Procedure shall be conducted in a timely manner.

C. Resort to Other Procedures

Issues with respect to promotion and tenure, and sexual misconduct, or other aspects of employment for which separate Faculty Handbook policies and procedures exist will not be addressed under the Faculty Grievance Policy and Procedure. For those matters that are subject to the Faculty Grievance Policy and Procedure, the full commitment of the University and of the Complainant to the process set forth in this policy and procedure is necessary in order to achieve its designed objectives. Accordingly, if the Complainant seeks resolution to the subject matter of a pending grievance in a forum or by a set of procedures other than that established in this procedure, whether administrative or judicial, the University may elect (1) to wait until the other procedure is concluded, or (2) not to proceed further with the grievance. (The mere filing of a complaint or action in another forum, in order to avoid exceeding a time limitation, shall not be considered a violation of the intent of this paragraph.)

D. Confidentiality

Grievance proceedings are intended to be confidential. Such proceedings shall be subject, however, to applicable law and the need of the Complainant and the University to comply with the procedures specified or to present their evidence in other administrative or judicial proceedings, where relevant. A formal written record of these proceedings shall be maintained by the Provost. The formal written record shall consist only of the grievance, the responses, and the determination.

E. Participation of Legal Counsel

The Faculty Grievance Policy does not contemplate participation in the process by legal counsel.

*October 16, 2000, Revised 3/18/02, April 16, 2009, April 30, 2009*

## APPENDIX E

# INTELLECTUAL PROPERTY POLICY

### PURPOSE

The purpose of this policy is to clarify issues related to the ownership, use, and sale of intellectual property created by university personnel (i.e. faculty, staff, or students).

Anderson University wishes to foster an intellectual environment that encourages creativity, innovation, and entrepreneurship while managing its resources for the benefit of all constituents. In this policy the university seeks to foster these goals and honor traditions in the academic setting while recognizing federal laws.

### Definitions

Intellectual property refers to any copyrightable or patentable work and covers all types of intellectual property such as inventions, discoveries, trade secrets, trade and service marks, writings, art works, musical compositions and performances, software, literary works, architecture, etc. This list is not exhaustive and applies to other types not listed here, regardless of whether they may be protected by patent, copyright, trademark, trade secret or other law.

Copyrightable work includes original works of authorship fixed in a tangible format including syllabi and other course materials, books and other literary works, articles, dramatic works, musical compositions, sound recordings, choreographic works, visual artworks, photographs, motion pictures, multimedia products, software, internet sites or other material that qualifies for protection under United States copyright law.

Patentable work is any new and useful discovery, process, machine, device, manufactured product, composition of matter, or other invention that qualifies for protection under United States patent law.

Scholarly and artistic works are works reflecting research and/or creativity that within a university are considered as evidence of professional advancement or accomplishment. Examples include publications, dramatic works, musical compositions, sound recordings, choreographic works, visual artworks, photographs, motion pictures, multimedia products, and the products of science.

Works for hire refer to works prepared by an employee within the scope of employment. (Note that the law recognizes that the copyright for works for hire rests with the institution. Materials created by faculty for their courses, however, have been considered an exception since the administration provides very little control and direction for their development.)

University resources refers to university funds, facilities, equipment and personnel.

Substantial use of university resources refers to extensive use of resources beyond what is ordinarily made available to employees. For example, for faculty “substantial use” would be reduction in teaching load or funding that goes beyond the customary release time, grants and sabbaticals awarded within current policy. A specific example would be a year of release time to write a history of a prominent leader or agency of the Church of God. Other examples include extraordinary use of special equipment, facilities, supplies or time of university employees.

## Policy Statement

AU policy seeks to encourage creativity while conserving the resources of the university. Thus, in consideration of the “work for hire” principle, *intellectual property of a scholarly or artistic nature* shall be the sole and exclusive property of the creator unless a specific contract with alternative provisions has been negotiated prior to the creation of the property. The latter is desirable when the production of intellectual property involves “substantial use” of university resources. In this case the Provost, on behalf of the administration, is responsible to initiate the negotiation.

In cases where employees (with or without the participation of students) create intellectual property (such as a video or internet site) for an *agency outside the institution* and make “substantial use” of university resources, prior negotiation to determine ownership shall be carried out by the Provost on behalf of the university. (In general the agency will control the distribution of property, while copyright ownership will remain with the creators.)

In the case where *AU commissions a piece of work* with a person within or outside of the university, ownership is determined by a written contract prepared prior to the start of the project.

Policy with respect to pedagogical materials seeks to balance the needs of all faculty members and the administration. Materials created for pedagogical purposes, such as syllabi and tests, are considered to be owned by the person who authored them. However, the institution and its personnel are permitted to use or modify such materials for internal educational and administrative purposes, including reporting to accreditation agencies. Excluded from the understandings in this paragraph are works published by an established publishing house and sold to students through a vendor. In addition, in selected cases (for instance, ones that involve substantial use of university resources) the university may negotiate a different understanding than recorded here; such an understanding must be negotiated prior to the creation of the property and should be initiated by the administration.

Works for hire that would *not customarily be considered of an artistic or scholarly nature, nor created for pedagogical purposes*, shall be considered jointly owned by the creator and the university.

Intellectual property created by a university employee *outside of work time*, outside the scope of the employee’s job responsibilities, and without the use of university resources is the sole property of the creator even though the work may be similar to the employee’s job duties.

Policy with respect to students attempts to balance student and institutional needs. Intellectual property created by *students* is considered the property of the student. The university, however, reserves the right to use such material, with appropriate discretion and attribution, in promotion of the university. Intellectual property created by students and employees jointly is considered to be jointly owned by the creators. (The employee shall have decision-making powers in regard to permissions and sales of jointly created property.)

*Funds* received from the sale of intellectual property shall be allocated by proportion of ownership and expended as determined solely and independently by the owner(s).

*Questions or disputes* regarding the interpretation of this policy shall be mediated by a mutually agreed upon third party.

*Confidentiality agreement* (for vendors or non-creators involved in any commercialization and/ or marketing activity or review). During the evaluation period, an invention may be safely disclosed outside the institution under the protection of a Confidential Disclosure Agreement or CDA. This is because disclosures made under an appropriate CDA are not considered public disclosures, unless the recipient of the information does breach the CDA. When a staff member wishes to disclose an invention to an external researcher associated with a company or other profit organization, or directly to the company or organization itself they should have a confidentiality agreement signed that states the obligation of the recipient not to use the invention, etc., for any other purposes than to evaluate it. Refer to Appendix E1 for AU Confidentiality Agreement.

According to the *Early Disclosure Statement* all covered persons are required to notify the Provost of each Supported Invention and Incidental Invention through a disclosure document found in Appendix E2. Upon review of the disclosure document, the Provost will determine whether the Invention is a Supported Invention or an Incidental Invention and, in the case of a Supported Invention, shall further determine, with assistance from patent counsel, who are the Inventor(s), consistent with U.S. patent law.

All *revenue* (i.e. 100%) will go to the institution to cover university expenditures associated with the development, patent filing, copyright registration and any other continuing costs associated with licensing and other commercialization of the intellectual property. After initial university expenditures have been covered *shared net revenues* will be distributed as follows:

Any invention created using substantial university resources and time, and for the work of the university (e.g. <i>Phoenix</i> , the online application).	75% net revenue goes to the institution. 15% goes to the creator's department. 10% goes to the creator(s) to be shared equally in the case of more than one inventor unless otherwise negotiated.
Invention created using some university resources and time, but not directly created for the university.	20% net revenue goes to the institution. 80% net revenue goes to the creator(s) to be shared equally in the case of more than one inventor unless otherwise negotiated.

### **Responsible Party**

Responsibility for this policy lies with the Office of the Provost.

### **Policy Review**

This policy is to be reviewed every three years.

### **Distribution**

This policy is distributed via the Faculty and Staff Handbooks and posted on the AU website.

*Approved by President's Executive Staff, May 20, 2015*

*Approved by Board of Trustees, June 23, 2015*

*Reviewed by President's Executive Staff, August 2, 2018*

## APPENDIX E1

### ANDERSON UNIVERSITY

#### CONFIDENTIALITY AND NONDISCLOSURE AGREEMENT

This Confidentiality Agreement ("Agreement") is made and effective the \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_ by and between **Anderson University** ("Owner/Institution") or their agent and

\_\_\_\_\_ for \_\_\_\_\_ ("Recipient").  
Company or Organization

- 1. Confidential Information.** Owner proposes to disclose certain of its confidential and proprietary information (the "Confidential Information") to Recipient. Confidential Information shall include all data, materials, products, technology, computer programs, specifications, manuals, business plans, software, marketing plans, financial information, and other information disclosed or submitted, orally, in writing, or by any other media, to Recipient by Owner. Confidential Information disclosed orally shall be identified as such within ten (10) days of disclosure. Nothing herein shall require Owner to disclose any of its information.
- 2. Recipient's Obligations.**
  - A. Recipient agrees that the Confidential Information is to be considered confidential and proprietary to Owner and Recipient shall hold the same in confidence, shall not use the Confidential Information other than for the purposes of its business with Owner, and shall disclose it only to its officers, directors, or employees with a specific need to know. Recipient will not disclose, publish or otherwise reveal any of the Confidential Information received from Owner to any other party whatsoever except with the specific prior written authorization of Owner.
  - B. Confidential Information furnished in tangible form shall not be duplicated by Recipient except for purposes of this Agreement. Upon the request of Owner, Recipient shall return all Confidential Information received in written or tangible form, including copies, or reproductions or other media containing such Confidential Information, within ten (10) days of such request.
  - C. Signer of this document affirms that he/she has full authority to undertake this agreement for his/her company that is represented herein.
- 3. Term.** This Agreement will cover all disclosures of Confidential Information made by Owner to Recipient during the period that ends one year after the Effective Date of this Agreement. Recipient's obligations under this Agreement with respect to Confidential Information disclosed to Recipient will continue in effect until three years after the Effective Date.
- 4. Other Information.** Recipient shall have no obligation under this Agreement with respect to Confidential Information which:
  - A. Is or becomes publicly available without breach of this Agreement by Recipient;
  - B. Is rightfully received by Recipient without obligations of confidentiality; or
  - C. Is developed by Recipient (or its agents, contractors, and employees) without breach of this Agreement.

These exceptions provide, however, that such Confidential Information shall not be disclosed until thirty (30) days after written notice of intent to disclose is given to Owner along with the asserted grounds for disclosure.

**5. General Conditions:**

- A. No License. Nothing contained herein shall be construed as granting or conferring any rights by license or otherwise in any Confidential Information.
- B. No Publicity. Recipient agrees not to disclose its participation in this undertaking, the existence or terms and conditions of the Agreement, or the fact that discussions are being held with Owner without the express consent from Owner.
- C. Governing Law and Equitable Relief. This Agreement shall be governed and construed in accordance with the laws of the United States and the State of Indiana.
- D. No Assignment. Recipient may not assign this Agreement or any interest herein without Owner's express prior written consent.
- E. Severability. If any term of this Agreement is held by a court of competent jurisdiction to be invalid or unenforceable, then this Agreement, including all of the remaining terms, will remain in full force and effect as if such invalid or unenforceable term had never been included.
- F. Headings. Headings used in this Agreement are provided for convenience only and shall not be used to construe meaning or intent.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first above written.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_ by

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Company or Organization Represented

Witnessed by \_\_\_\_\_

Name (acting for **Anderson University** as recipient of this NDA)

THIS INSTRUMENT WAS PREPARED BY John D. Ritchison, Patent Attorney and Attorney at Law, 115 E. 9<sup>th</sup> St. – Suite A, Anderson, Indiana 46016. PH. (765) 640-4134.  
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**APPENDIX E2**

**ANDERSON UNIVERSITY  
EARLY DISCLOSURE STATEMENT**

**Title of Invention:** \_\_\_\_\_

**Names of Inventors:** \_\_\_\_\_

\_\_\_\_\_

**Description of Invention:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Sponsorship (if any):** \_\_\_\_\_

\_\_\_\_\_

**Design Date and Date put into practice:** \_\_\_\_\_

\_\_\_\_\_

**Publication Dates (existing or projected, if any):**

\_\_\_\_\_

\_\_\_\_\_

**Please submit form to: Provost's Office**

\_\_\_\_\_

Supported Invention – Refer to patent counsel

Incidental Invention only

\_\_\_\_\_

*Provost Signature*

\_\_\_\_\_

*Date*

## APPENDIX F

### SEXUAL HARASSMENT POLICY

Anderson University affirms its commitment to Christian higher education and a work/learning environment that encourages and enables individuals to strive for excellence. Behaviors which inappropriately assert personal characteristics (i.e., gender or physical attributes) as relevant to staff, faculty or student performance are damaging to this environment and are a violation of law and university policy. Sexual harassment in any form will not be tolerated and will be dealt with promptly by the university. The university reserves the right to refuse employment or re-employment, and to dismiss or suspend from employment any staff or faculty who violates this policy.

All alleged incidents of sexual harassment, sexual misconduct, and/or sexual violence will be considered as a potential violation of both Title IX of the Education Amendments (US Department of Education Office for Civil Rights) and Title VII of the Civil Rights Act (US Department of Labor Equal Employment Opportunity Commission).

#### **Definition of Sexual Harassment**

Sexual harassment is any unwelcome sexual advance, request for sexual favors, and/or other verbal or physical conduct of a sexual nature when:

- submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of instruction, employment or participation in other university activity;
- submission to or rejection of such conduct by an individual is used as a basis for evaluation in making academic or personnel decisions affecting an individual; or
- such conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating, hostile or offensive university environment

Sexual harassment can take many forms. Some of these are overt and unambiguous while others may be more subtle and indirect. Direct forms of sexual harassment include sexual assault and sexual advances accompanied by an offer of reward or threats of reprisal. Such behavior constitutes serious harassment, and a single incident establishes grounds for complaint. Other forms of sexual harassment include sexual conduct, physical or verbal (in person, via e-mail, mobile phone text or social media), that is repeated and unwanted such as, but not limited to:

- sexual innuendoes, suggestive comments, repeated sexually oriented kidding, teasing, joking, or flirting, or offensive crude language;
- derogatory or demeaning gender-based comments and/or conduct including verbal abuse of a sexual nature;
- leering, whistling, touching, pinching, touching, grabbing or brushing against another person's body, making obscene gestures, or giving or displaying objects or pictures which are sexual in nature that would create hostile or offensive work, learning, or living environments.

Procedures for reporting a sexual harassment complaint are found in faculty, staff and student handbooks. Procedures are available online at <http://www.anderson.edu/hr/forms/policies>.

## Sexual Harassment Complaint Procedures

### Reporting a Complaint

Any person who believes that he or she has been sexually harassed (the complainant) is encouraged to bring the matter to the attention of the appropriate university official. The complainant should present the complaint as promptly as possible after the alleged harassment occurs, normally within 30 days.

- a) By a **faculty member** toward any student, staff or other faculty member: The complaint should be reported to the Provost and will be handled by the Provost's office. If a formal charge is filed, the investigation and disciplinary action, if any, will be resolved in a manner similar to other violations of university rules and regulations as outlined in the *Faculty Handbook*.
- b) By a **staff member** toward any student, faculty or other staff member: The complaint should be reported to the Director of Human Resources and will be handled by the Office of Human Resources in the same manner as other violations of university rules and regulations as outlined in the *Staff Handbook*.
- c) By a **student** toward any other student, staff or faculty member: The complaint should be reported to the Dean of Students and will be handled by the Department of Student Life in the same manner as other violations of university rules and regulations as outlined in the *Student Handbook*.
- d) By an **individual not currently enrolled as a student or not employed as a faculty or staff** member: The complaint should be reported to the immediate supervisor if involving an employee, or to the Department of Student Life if involving a student. These persons will determine the appropriate response.
- e) Any individual wishing to report a complaint but uncertain how to proceed is encouraged to contact the Office of Counseling Services or the Office of Human Resources for assistance.
- f) The Office of Human Resources will be informed of all informal and formal complaints of sexual harassment. Human Resources will retain the records of investigation and resolution with the exception of complaints involving students only.

### Resolution of a Complaint

1. The initial discussion between the complainant and the university official will occur without formal written record; notes may be taken. The discussion will be handled in a professional and confidential manner. No formal action on the alleged charge will be taken at this time unless initiated by the complainant.
2. The university official will notify the alleged offender of the complaint and provide an opportunity for the alleged offender to respond.
3. Promptly after the initial conversations with the complainant and the alleged offender, the university official may initiate whatever steps deemed appropriate to affect an informal resolution of the complaint acceptable to both parties.
4. If the complainant or the alleged offender is dissatisfied with the informal resolution, either party may pursue formal procedures, normally within 90 days of the alleged incident. Formal procedures are as follows:
  - a) A written statement must be submitted by the complainant, or taken by the university official and signed by the complainant.
  - b) An investigation of the complaint will be conducted in an expeditious manner and at a minimum will include the following:

- i) a fact finding interview with the complainant;
  - ii) an interview with the alleged offender in which he/she has an opportunity to respond to all allegations;
  - iii) interviews with witnesses or others believed to have knowledge of the alleged incident;
  - iv) a written record of all interviews maintained in a confidential file
- c) The investigating university official will review all the findings of the investigation and determine if the complaint is valid.
  - d) If the complaint is determined to be valid, university actions may include, but are not limited to: 1) reprimand; 2) disciplinary sanction; and/or 3) termination/expulsion. When determining appropriate disciplinary action consideration will be given to the harassment complaint as a whole, the record of the accused individual(s), and the totality of the circumstances, including the nature of the conduct and the context in which it occurred. If possible, the university official will seek the agreement of concerned parties in the resolution of a sexual harassment complaint.

### **Confidentiality**

Any form of sexual harassment is a sensitive issue that may potentially affect any member of the university community. Every attempt will be made to maintain the confidentiality of the parties involved in an allegation and the nature of the allegation. Decisions to release information will be made on a need-to-know basis and include consideration for the university's legal obligation to investigate allegations when such allegations are brought to the university's attention and/or to take corrective action. Once a complaint has been resolved, the record will be maintained as confidential.

### **Non-Retaliation**

Any attempt by a faculty, staff or student to penalize or retaliate in any way against a person bringing a sexual harassment allegation is prohibited. Retaliation may be any behavior, attitude or conduct which is believed to be the result of filing a complaint and adversely affects an individual's employment or creates an intimidating, hostile or offensive environment. A complaint of retaliation will be treated as a separate incident and investigated as such.

### **Protection of the Accused**

During the investigation of a formal complaint, the accused will be informed of the allegations, the identity of the complainant, the facts surrounding the allegations, and will be given the opportunity to respond. Persons interviewed during the investigation process will be advised that the investigation is confidential and they may be personally liable for the unauthorized release of any information. In the event the allegation is not substantiated all reasonable steps will be taken to restore the reputation of the accused if damaged by the investigation process. A complainant found to have been intentionally dishonest in making an allegation, or to have made an allegation maliciously, is subject to the full range of the university's disciplinary procedures from official reprimand to dismissal. The university reserves the right, however, to report a complaint to the police and/or prosecutor if the complaint involves possible commission of a misdemeanor or felony.

## **Consensual Relationships and Charges of Sexual Harassment**

There exists a unique relationship between students and faculty/staff members, with the faculty/staff member serving as educator, counselor, employer and/or evaluator. Because this relationship has the possibility of being abused or may have the appearance of being abused, the university views it as inappropriate and inadvisable for a faculty/staff member to engage in romantic relations with students enrolled in their classes or subject to their supervision, even when both parties appear to have consented to the relationship. In keeping with this position of the university, if charges of sexual harassment are made, it will not be a defense to allege that the relationship was consensual.

### **General**

It is clear in the EEOC rules that the employer, its agents, or supervisory employees are responsible for acts of harassment in the workplace/school where the employer, its agents, or supervisory employees knew or should have known of the conduct, unless the employer can show that it took immediate and appropriate corrective action. All forms of harassment are a serious matter; it is the responsibility of each administrator to assure that this policy and the consequences for harassing behavior are communicated to all students and staff and faculty members in their respective areas.

### **Distribution**

The university shall communicate this policy to faculty and staff by including it in their respective handbooks which are available online. The university shall communicate this policy to students by inclusion in the student handbook that is available online. This policy is also available on the university policy page found at <http://www.anderson.edu/hr/forms/policies>.

DATE OF ADOPTION: April 16, 1997

UPDATED: August 1, 2014

UPDATED: July 15, 2015

## APPENDIX G

### SUMMER SCHOOL COMPENSATION POLICY

#### Compensation Scale for Scheduled Courses

The following serves as the basis for computing summer school compensation for full-time faculty members in relation to regularly scheduled courses (face-to-face, blended/hybrid, online). Audit students are counted on a three-to-one basis in determining the minimum of seven students. The appropriate index is applied against the faculty member's annual salary for the previous contractual year to determine the exact compensation based on teaching load and class enrollment. Scheduled classes of less than three enrollees may proceed and be so compensated only with approval of the department chair and if the full schedule of class sessions is maintained.

<b>Number of Students</b>	<b>Pay Per Credit Hour</b>
1 Student	\$100
2 Students	\$200
3 Students	\$300
4 Students	\$400
5-10 Students	\$850
11-15 Students	\$950
16-20 Students	\$1050
21-25 Students	\$1150
26-30 Students	\$1250
31+ Students	\$1300

Summer school compensation for an adjunct faculty member or full-time staff person teaching a regularly scheduled and credit bearing course is determined in the same manner as that for a full-time faculty member,

#### Tutorial and Reading Courses

A tutorial course typically includes fewer than three students. While meeting less frequently than a regularly scheduled course, it maintains an approved schedule of frequent and substantive student/teacher meetings. Compensation is at the rate of \$100 per student credit hour.

A reading course typically involves an arranged learning experience with an individual student. A student must have a cumulative grade point average of 2.50 to be eligible and normally cannot enroll in more than one such course per summer (the offering of such courses during regular semesters is discouraged and, when offered for student convenience, are not compensated beyond the regular contract salary). Compensation is at the rate of \$100 per credit hour per student for up to four students.

*Revised effective Summer 2017*

#### Compensation for internships and practicums (effective Summer 2018)

Because internships and practicums vary in credit hours depending on the major, instructors will be paid \$100 for each credit hour taken by students.