

College of Liberal Arts and Sciences
FACULTY HANDBOOK
2017-2018



CMU
Central Methodist

UNIVERSITY

Approved by the Faculty, October 2, 1996
Approved by the Board of Trustees, October 18, 1996

Amended by the Faculty, October 1, 2003
Approved by the Board of Trustees, October 18, 2003

Non-substantive Changes Approved by the Faculty, March 3, 2003
Non-substantive Changes Proposed and Submitted to the Faculty,
June 2004

Non-Substantive & Substantive Changes Approved by the Faculty,
September 1, 2004
Amendments Approved by the Board of Trustees, October 23, 2004

Non-Substantive Amendments and Textual Emendments, April 18, 2005
Approved additions from the 2006-07 Academic Year
September 13, 2007

Approved additions from the 2007-2008 Academic Year,
through April 1, 2009

Non-Substantive Amendments and Textual Emendments, June 1, 2009

Non-Substantive Amendments: March 2, 2011

Non-Substantive Amendments and Textual Emendments: March 7, 2012

Amendment by the Faculty, April 4, 2012
Approved by the Board of Trustees, April 28, 2012

Amended by the Faculty, March 6, 2013
Approved by the Board of Trustees, May 4, 2013

Non-Substantive Amendments and Textual Emendments, July 1, 2014, July 1, 2015

Sections II through IV Amended by the Faculty February 1, 2017
Approved by the Board of Trustees, October 13, 2017

**The Faculty Handbook is updated
in the office of the Provost,
in accordance with Faculty action.**

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CENTRAL METHODIST UNIVERSITY VALUES, MISSION, & EDUCATIONAL GOALS

VALUES

Central Methodist University affirms its Wesleyan heritage and its unique place as the only United Methodist-related University in Missouri. The location of its main campus in a small, historic, rural community provides an opportunity for students to live and to learn in a safe setting. The University values its strong liberal arts tradition, providing a foundation for excellent professional programs. CMU and its outreach activities foster an environment in which a diverse student body can develop intellectually, socially, and spiritually. College life emphasizes honesty, integrity, civility, and a strong sense of personal responsibility as integral elements of character and leadership. Central Methodist University nurtures a spirit of community and caring among students, faculty, and staff.

MISSION

Central Methodist University prepares students to make a difference in the world by emphasizing academic and professional excellence, ethical leadership, and social responsibility.

CMU'S Guiding Vision Statement and the University Learning Principles

Central Methodist University will be recognized and valued as an institution delivering distinctive academic programs of excellence, nested within a robust and supportive campus environment, preparing students for making a living and living a life.

To ensure that educational experiences at CMU engender the ideals incorporated in the mission and vision statements, the faculty, administration, and trustees adopted new university wide learning principles and associated outcomes in Spring of 2016. Six of the nine outcomes will be used to assess the general education program (blue text). The remaining higher order outcome will be assessed at the senior, graduating student level.

These are:

Communication (articulate, multimodal, professional)

- Students are articulate, able to speak and write clearly and effectively.
- Students are multimodal, able to interpret and express ideas through multiple modes of communication.
- Students are professional, able to adapt to and interact with others in a confident, responsible, and engaged manner.

Curiosity (discover, analyze, create)

- Students can discover, explore, and seek solutions based on accumulated knowledge and current research.
- Students can analyze, evaluate, interpret, and summarize data.
- Students can create and innovate using critical thinking and collaborative skills.

Community (serve, respect, lead)

- Students will serve others and be ethical and informed citizens.
- Students will understand and respect diversity, including other's viewpoints, positions, and beliefs.
- Students will lead creatively and collaboratively to produce positive changes in the broader world.

OUR UNITED METHODIST HERITAGE

“Unite the pair so long disjointed – knowledge and vital piety.” These words from Charles Wesley provide the basis for (United) Methodism’s involvement in higher education. John Wesley, Charles’ older brother and the founder of Methodism, was the catalyst for uniting religious studies with the traditional liberal arts since John and Charles had grown up in an environment that stressed both religious and traditional educational formation. Thus, the Wesleyan heritage has from the beginning incorporated both the religious and the liberal arts aspects of education.

When Jesus was questioned by a young lawyer as to what was the greatest commandment in the law, Jesus answered, “Love the Lord with all your heart, with all your soul, and with all your mind...and You shall love your neighbor as yourself.” (Matthew 22:37, 39) *To love God with one’s mind* implies an intellectual love of God. It has always been the nature of the church to express itself through this form of love and worship of God. It is from this understanding that the Methodist Church launched its involvement in higher education on December 24, 1784, at the Christmas Conference in Baltimore, Maryland. The newly formed Methodist Church passed a resolution authorizing the establishment of Cokesbury College in Abingdon, Maryland. This event marked the beginning of a commitment to higher education by the church that has continued for over 200 years. Since that time more than 1500 academies, colleges, and universities have been established by the (United) Methodist Church. In those years some have closed, some have merged with other colleges, and some have become state-supported institutions. Today in America there are 123 colleges, universities, and schools related to the United Methodist Church.

On April 13, 1853, Central Methodist University was founded by Nathan Scarritt and David Rice McAnally. The University was chartered on March 15, 1855, and the first classes were held September 18, 1857, with one building on one acre of ground, 144 students, and three faculty members. In what was to become a prophetic statement, Nathan Scarritt said, “Let our motto be, One Methodist College in Missouri, and Only One” Over the years eight other Methodist colleges and more than 100 other schools were established in Missouri. Today the words of Scarritt have come to fruition. There is only one United Methodist-related college in the State of Missouri, Central Methodist University.

Throughout two centuries of church-related higher education, our “Wesleyan tradition has endeavored to avoid narrow sectarianism” (*A College-Related Church* by the National Commission on United Methodist Higher Education). That is, United Methodist institutions are committed to values-centered inquiry, critical thinking, and a liberal arts curriculum. The (United) Methodist Church has stressed four major concepts that have been the basis for the church to continue its support and involvement in higher education. Our Wesleyan

heritage and traditions are defined by these five concepts:

1. Education should be available to all people regardless of social standing, ethnic identity, or gender.
2. Education should appropriately relate faith and reason.
3. Education should help individuals make full use of their capabilities and experience for service. Therefore, liberal and classical learning is critical, as well as professional and vocational training, and neither is subservient to the other.
4. Liberal and classical learning is critical, as well as professional and vocational training. Neither is subservient to the other.
5. Education should aim at high standards of student achievement based on deep concern for what is best for the person. (*To Give the Key of Knowledge* by the National Commission on United Methodist Higher Education).

Today there are new issues and challenges facing all levels of education. The over 200-year tradition of the United Methodist Church and what it believes vital in education continue to inform the current policy of church-related higher education. The United Methodist Church is involved in higher education because it is the nature of the church to express itself in the intellectual love of God. The Wesleyan heritage has supported the ideal of uniting knowledge and vital piety within a diverse community from the beginning. This nature and this ideal are clearly reflected in the statements of values, mission, and educational goals of Central Methodist University.

CREED FOR CENTRAL METHODIST UNIVERSITY

Approved by the Faculty, November 13, 2002

The Central Methodist University community, consistent with its United Methodist heritage, strives for academic excellence, individual achievement, and social responsibility.

As members of that community we believe in:

seeking knowledge, truth, and wisdom;

Knowledge refers to the accumulation of facts or ideas. But mere knowledge of facts cannot inform us as to what constitutes the truth. To seek truth means to go beyond the simple facts; it requires that we recognize that facts alone cannot determine what is good or just, that we must be open to other ways of seeking and knowing truth. Habits of the mind should move us beyond knowledge towards wisdom, which requires an understanding that decisions and actions should be based on both knowledge and the will to do good.

valuing freedom, honesty, civility, and diversity;

For the academic enterprise to be successful there must be the free, open, and civil exchange of diverse ideas, opinions and information. Ideas and opinions must be shared and compared in order for the best to emerge. Learning is the heart of the academic enterprise and it is only possible when all parties assume the responsibilities appropriate to their roles. Academic integrity consists of the accurate depiction of the actual work or performance of any person. Academic integrity and academic honesty require that each person accept the obligation to be truthful in all academic endeavors. Civility is upholding the values of respect, kindness, and diplomacy in our direct and indirect interactions with others. Diversity is recognizing differences between people and perceiving these differences as an asset in the community.

living lives of service and leadership; and

The uniting of knowledge and active faith is a cornerstone of Wesleyan tradition. Academic excellence coupled with acts of kindness and service to the local and global community are indicators of character development on the CMU campus. There are many styles of leadership. Servant leadership, as exemplified in the life of Jesus, is a model for the CMU community.

taking responsibility for ourselves and the communities in which we live.

Being a part of CMU affects not only ourselves, but also the community in which we live. We must all be responsible for our actions and their consequences, but we should also be dedicated to one another. As individuals and as a community we must demonstrate responsible life choices with a deep concern for the common good.

SECTION I: BY-LAWS OF THE FACULTY

A. Purpose and Jurisdiction

The Faculty has primary responsibility and jurisdiction in the areas of curriculum, instruction, and those aspects of student life relating to the educational process, in accordance with the By-Laws of Central Methodist University. The Faculty shall prescribe, subject to the approval of the President and the Board of Trustees, requirements for admission, courses of study, academic standards, standards of eligibility for participation in student activities, the nature of degrees to be conferred, conditions of graduation, and methods of the conduct of the educational work of the College of Liberal Arts and Sciences. The Faculty recommends to the Board of Trustees candidates for degrees. The Faculty has jurisdiction over such other matters as are subsumed under the committee structure of the Faculty. The Faculty shall also exercise concern with matters relating to professional competence, ethics, and status.

B. Membership

The Voting Faculty consists of all persons of faculty rank (as defined in Section IV.C.7.a-c as well as persons of faculty rank going through step-down retirement) who are in the service of the College of Liberal Arts and Sciences. Tenured faculty who accept administrative appointments retain membership. The President, the Provost, the Vice President for Institutional Advancement, the Vice President for Finance and Administration, the Vice President for Information Services, and the Vice President for Institutional Growth and Student Engagement are also members of the Voting Faculty. Emeriti faculty, Adjunct/visiting faculty, other administrative personnel, and the President of the Student Government shall have attendance and floor privileges at regular meetings of the Faculty, but not the voting privilege.

C. Officers

1. The officers of the Faculty are the President, the Provost, and the Secretary of the Faculty. The President is the Chair of the faculty.
2. The Secretary of the Faculty shall be an elected officer of the Faculty and shall record the actions of the Faculty as prescribed in the By-Laws of the College of Liberal Arts and Sciences.
 - a. The Secretary of the Faculty shall be elected annually at the April meeting and shall take office at the first meeting in the fall.
 - b. The Secretary of the Faculty shall be responsible for the minutes of the Faculty meetings, in which shall be recorded the significant points of Faculty discussion and debate, and all actions taken.

D. Faculty Representative(s)

A member (or members) of the Faculty shall be elected annually to represent the Faculty at regular meetings of the Board of Trustees. The representative(s) will:

- A. Provide a written report to the Board from the CLAS Faculty during the spring meeting.
- B. Provide written reports of Board actions to the Faculty following each regular Board meeting.
- C. Service as representative can meet the Faculty requirement for Committee service.

E. Meetings

The Faculty shall exercise its voting privileges on matters of academic policy and procedure at regular and special meetings. The meetings also serve to keep members of the Faculty informed of activities of individuals and committees, administrative plans and policies and to provide an opportunity for offering opinions and recommendations regarding policies of the College of Liberal Arts and Sciences.

1. Time of meetings

- a. The first meeting of the academic year shall be at the call of the President. Thereafter, regular meetings of the Faculty shall be held monthly at a time to be determined at the first Faculty meeting of the academic year and will be chaired by the Provost.
- b. Special meetings of the Faculty may be called by the President or the Provost at their discretion, or upon the written request of ten members of the Faculty.
- c. The President or the Provost may call meetings of the Faculty of the summer school to treat matters relating to the summer program. Matters of general faculty policy or curricular revision fall outside the jurisdiction of this body.

2. Visitors

Visitors may attend a Faculty meeting upon invitation of the President or of the Provost, or by vote of the Faculty.

3. Quorum

Members of the Faculty are expected to attend the regular and special meetings of the Faculty. Two-thirds of the voting members of the Faculty, not including members on leave, shall constitute a quorum at any meeting.

4. Parliamentarian

There shall be a Parliamentarian appointed by the Provost at the first meeting of the academic year.

5. Rules of order

Except as specified otherwise, the current edition of *Robert's Rules of Order* shall

apply as interpreted by the Parliamentarian.

6. Agenda

Any Administrative officer or individual faculty member may submit agenda items to the Provost five (5) days prior to a Faculty meeting.

7. Advance notice

Any proposed policy or curricular change shall be in the hands of the membership a week in advance of the meeting in which it is to be considered.

8. Voting procedures

- a. Questions before the Faculty shall be decided by voice or by a show of hands at the option of the Provost. If the ruling of the Provost on a voice vote is challenged, voting shall be by a show of hands.
- b. A secret ballot (i.e., using a secure, confidential method of voting--handwritten, electronic, or otherwise) will be taken when:
 - i. any five faculty members request a secret ballot at a meeting; or
 - ii. any five faculty members present a written request to any member of the Committee on Nominations, who will so advise the chair of the Faculty meeting. The five names appended to the request will not be revealed; or
 - iii. there are elections involving a choice between persons by name, unless there is but a single nominee for an office. Elections shall be decided by a majority vote of those present and voting.
- c. Members of the Committee on Nominations will serve as tellers.

9. Records

When not in use, the permanent minutes of the Faculty shall be kept in a secure file in the Provost's Office. Any member of the Faculty may have access to the permanent minutes during the regular office hours. Such persons, however, shall be responsible for the confidentiality and security of these records.

10. Proceedings confidential and binding

- a. Actions adopted by the majority of the Faculty are binding upon all members; it is the professional obligation of each member to enforce the rules, regulations, and procedures so established.
- b. No information concerning any confidential actions taken by the Faculty shall be released to the public except by the President or the Provost or through the Secretary of the Faculty upon instruction from the President.

11. Forums

While members of the Faculty may meet together in forums or discussion sessions or in other informal and voluntary gatherings for a worthy purpose of common interest or concern, Faculty business shall be conducted only in regular or special meetings of the Faculty as prescribed above.

F. CLAS Faculty Committees

CLAS/CGES Joint Committees are Learning Resources, Assessment, and Educator Preparation.

1. Function

Some committees deal with policy and some with implementation. However, the proper place for the transaction of Faculty business is in the monthly Faculty meeting, and committees will not only be given the opportunity to report, but also will be expected to report to the Faculty at these prescribed times. The Faculty thus retains its role as the corroborating body.

2. Election

- a. Faculty members shall serve no more than six consecutive years on any one committee unless there is a compelling need for continuity in committee membership as determined by the Committee on Nominations.
- b. Committee members shall serve as elected by the Faculty and appointed by the President.
- c. Not all members of the Faculty shall necessarily serve on College of Liberal Arts and Sciences committees at any one time.
- d. As a general rule, simultaneous assignment to more than one committee shall be avoided, although this guideline shall not prejudice the selection of any member of the Faculty for the Committee on Nominations.
- e. Each committee may invite College of Liberal Arts and Sciences personnel for consultation on relevant committee business, and all members of the university community are encouraged to cooperate upon receipt of such invitations.
- f. Committee elections shall be made annually, with nomination and selection of the Committee on Nominations being made during the March meeting of the Faculty. All nominations for membership on this Committee shall be made from the floor of the Faculty meeting. During the April meeting of the Faculty, the Committee on Nominations shall present nominations for all other committee positions, at which time the Faculty shall make its selections. Membership on the Committee on Nominations shall become effective immediately following election. In all other cases, committee membership shall become effective with the beginning of the academic year. In the fall, the Committee on Nominations shall submit nominations to the Faculty for any vacancies on the university committees, and the Student Government shall submit its selection of students for appointment to committees.
- g. At any time, interested parties may take suggestions to the Committee on Nominations with reference to committee preference, assignment, or

nomination.

- h. Selection procedures shall always provide for the privilege of nomination from the floor.
 - i. The Committee on Nominations, when nominating, and the Faculty, when selecting or recommending, shall use care to have proper representation from the major academic disciplines of the College of Liberal Arts and Sciences, particularly so in cases where broad representation is essential to the well-functioning of a committee.
 - j. Ad Hoc committees may be appointed by the President, and shall be Faculty Committees.
 - k. The President and the Provost are ex officio members of all committees except the Committee on Nominations.
- 3. Organization**
- a. The faculty member whose name appears first alphabetically in each committee shall convene the committee for its first meeting, at which time a chair and a secretary shall be elected to serve for that year. Any faculty member of the committee may serve as chair except in the case of the Committee on Educator Preparation.
 - b. Each committee shall keep regular minutes, a copy of which shall be filed with the Provost at the end of the academic year.
 - c. Each committee shall report to the Faculty annually and at other times as may be appropriate. Committee recommendations and reports to the Faculty shall be distributed in advance of the Faculty meeting at which they are to be presented.

4. Committees

a. *Committee on Academic Affairs*

The Committee on Academic Affairs shall review and make recommendations to the Faculty on matters affecting curriculum and academic planning. The voting membership of this committee shall consist of a representative from the library as appointed by the Provost, and seven faculty members (one from each Division) selected by the Faculty. There shall be two student members selected by the Student Government Association.

b. *Committee on Academic Standards and Admissions*

The Committee on Academic Standards and Admissions shall be concerned with the academic standards of the College of Liberal Arts and Sciences and with the maintaining of those standards. This Committee shall periodically compare the academic standards of the College of Liberal Arts and Sciences with other comparable colleges in an effort to improve the academic program of the College of Liberal Arts and Sciences. This Committee shall receive individual petitions asking for waiver from or exceptions to the stated academic regulations of the College of Liberal Arts and Sciences. It will decide on individual cases that may be brought to it by the Vice President for Enrollment Management regarding the admission and re-admission of students. This Committee shall make recommendations on the following:

- i. the admission policies of the College of Liberal Arts and Sciences;
- ii. the policies relating to readmission of students previously excluded for academic reasons;
- iii. the policies relating to probation, exclusion, and retention of students;
- iv. the program of academic counseling.

The committee shall include the Vice President for Institutional Growth and Student Engagement. The voting membership of the Committee shall be five faculty members selected by the Faculty.

If it becomes necessary to consider petitions during summer periods, the Chair of the Committee and/or the Provost may select other faculty members to replace temporarily any committee members who may be unavailable; whenever possible, such replacements shall be chosen from the newly elected members of the Committee.

c. *Committee on Cultural Affairs*

The Committee on Cultural Affairs shall plan the special cultural programs of

the College of Liberal Arts and Sciences for the school year, make arrangements, using a specified budget, for the appearance of the performers, and promote Faculty and student interest in the lectures and concerts. The membership of this Committee shall be four faculty members selected by the Faculty and two students selected by the Student Government Association.

d. Committee on Faculty Personnel

The Committee on Faculty Personnel shall:

- i. be concerned with the growth and improvement of the Faculty, both as a body and as individuals. It shall review matters that influence and determine professional growth and security, and it shall present appropriate recommendations to the administration or to the Faculty on matters relating to that growth and security. It is expected that recommendations and proposals relating to the whole Faculty and emanating from the Committee will be discussed with all pertinent parties. The Faculty must review and take action before such considerations become final.
- ii. serve as the official agency of the Faculty in any situation in which the administration or a faculty member seeks consultation with the Faculty on matters of professional interest. Such consultation may be requested by the administration or a faculty member in cases where sanctions are to be or have been used against a faculty member.
- iii. serve as the official agency of the Faculty in Preliminary Proceedings Concerning the Fitness of a Tenured Faculty Member by conducting an informal investigation. In such cases the Provost shall not sit on the Committee. The Committee will effect an adjustment, if possible, and, if none is effected, determine whether in its view formal proceedings to consider dismissal of the faculty member should be started.
- iv. serve as the official agency of the Faculty in the development and recommendation of all policies and materials utilized in the assessment of faculty professional work in the areas of teaching, research and creative endeavors, and service to the College of Liberal Arts and Sciences. Materials include, but are not limited to the development and implementation of the following:
 - Student Evaluation of Instruction (SEI)
 - Student Advising Assessment Questionnaire
 - Negotiated Evaluation Agreement Agreed upon criteria and professional responsibilities negotiated between the Division Chair, the faculty member, and the Provost.

- The Annual Faculty Self-Report and Assessment (required of all full-time faculty on an annual basis)
 - The Faculty Evaluation and Assessment materials utilized by the Division Chair, peer evaluators, and the Provost of all faculty participating in the prescribed formal evaluation process. Refer to Section IV.E of this Handbook.
- v. Serve as the official agency of the Faculty in the development and recommendation of all policies and materials related to considerations and procedures for the awarding of tenure and promotion in rank of full-time faculty.

The voting membership of this Committee shall be seven faculty members, one from each division, with at least four having tenure.

e. Committee on Honors

The Committee on Honors shall administer and carry out a continual evaluation of the Honors Program of the College of Liberal Arts and Sciences. It shall also determine graduation honors, and select students for inclusion in Who's Who in American Colleges and Universities.

The Honors Committee shall include the Vice President of Institutional Growth and Student Engagement (ex officio) and one honors student selected by the Committee on Honors. The voting membership of the Committee shall be the Director of the Honors Program and four faculty members selected by the Faculty.

f. Committee on Learning Resources--CLAS/CGES Joint Committee

The Learning Resources Committee shall be concerned with the review of the activities of and the policies pertaining to the Library and Instructional Technology. It shall interpret the problems and policies of the Library and Instructional Services to the Faculty and to the students, and in turn make suggestions for improvement of Library and Instructional Technology. It shall study Library and Instructional Technology needs in view of the academic program and work with the Provost on matters of general Library and Instructional Services policies and the integration of these programs with other academic activities of the University. It represents the Faculty in the apportionment of library materials funds, insofar as they are allocated to the divisions.

The Committee shall include the Provost, the Director of Smiley Library, one representative from Information Services, one representative from the Center for Learning and Teaching, and one representative of the College of Graduate and Extended Studies (to be selected by the Provost). Two student members shall be selected by SGA. The voting membership shall be four faculty members.

g. Committee on Nominations

The duties of the Committee on Nominations shall be as follows:

- i. to keep the committee structure of the Faculty under study and review;
- ii. to supervise and encourage the committees of the Faculty with a view to effective and responsible performance of their functions;
- iii. to serve as a nominating committee for the selection of faculty members for the committees of the Faculty and for Faculty Secretary;
- v. to decide in marginal cases to which committee a subject should be referred;
- vi. to assist the Chair in preparing an agenda for Faculty meetings;
- vii. to serve as tellers at Faculty meetings for the Academic year.
- viii. to nominate at least two full-time faculty members from the College of Liberal Arts and Sciences for election by the Faculty of the CLAS at their first regularly scheduled meeting each fall of two to serve on the Governance Committee in the College of Graduate and Extended Studies. (Note: the CLAS Faculty representative serves on the Governance Committee in the College of Graduate and Extended Studies as an ex officio member.)

The Committee's work should be done in consultation with the Provost. The annual report of this Committee shall be made available to the Provost. The membership of this Committee shall be five members of the Faculty selected by the Faculty.

h. Committee on Religious Life

The Committee on Religious Life will assist in coordinating religious programming (both educational and devotional) at the University, working closely with the Center for Faith and Service. Committee will receive regular reports from, and in turn provide feedback and support to, the Center for Faith and Service and its Director and staff. The Committee will promote respect for the University's connection to the United Methodist Church, including coordinating religious activities on campus to help ensure an

environment of respect. They will oversee scheduling for periodic Religious Perspectives Week events, as well as other activities that encourage religious diversity. The voting membership will be three faculty members selected by the Faculty, the Director of the Center for Faith and Service, and two students selected by the Student Government Association.

The following members will serve ex officio with voice but without vote: the pastor(s) of Linn Memorial United Methodist Church and Saint Paul United Methodist Church, the Provost of the University (or a designated representative), the Vice President for Institutional Growth and Student Engagement (or a designated representative), and a student representative from each student religious organization registered and in good standing with the Office of Student Development.

i. Committee on Student Life

The Committee on Student Life shall be concerned with various phases of student life and activity at the College of Liberal Arts and Sciences. It shall review policies and practices in student organizations and activities and shall make recommendations relative to the interpretation and execution of such policies and practices. This Committee may receive suggestions and recommendations from the Student Government Association and organizations of students, and after review, may make recommendations for study and possible action. In this sense, the Committee serves as the advisory board for the student body.

The membership of this Committee shall consist of the Vice President for Institutional Growth and Student Engagement, a man and a woman from the Student Development staff (selected by that Vice President), and three students selected by SGA. Voting membership shall be three faculty members selected by the Faculty.

j. Committee on Educator Preparation CLAS/ CGES Joint Committee

The Committee on Educator Preparation shall be concerned with the operation of an effective program of educator preparation and certification. The Committee shall oversee, review, revise, and develop academic policies and procedures relating to educator preparation, including but not limited to admission to the educator preparation program; advancement through the program including entrance into the professional block; communicating program policies, procedures, and changes to the various certification and

campus programs. All appropriate curricular and other recommended changes will be submitted to the Academic Affairs or Academic Standards Committee, as appropriate, for further Faculty approvals.

The membership of this Committee shall be the Chair of the Division of Professional Education, the Director of Clinical Experiences, and four other CLAS faculty members (one from Business & Economics; one from English, Foreign Languages, Philosophy, & Religion; one from Natural Science, Mathematics, & Computer Science; and one from Social Sciences) selected by the Faculty, and one each from Early Childhood Education, Elementary Education, Physical Education & Health, Fine & Performing Arts Education, and Special Education, provided these areas are not represented by an ex officio position. The Provost will also serve on this committee. Members of the committee from the regional campuses will include the Regional Deans of each regional campus, one member of the Clinical Experience faculty, and one full-time Education faculty. In addition, the Administrative Assistant of the Division of Professional Education shall serve as the Secretary to the Committee. The Chair of the Division of Professional Education will serve as Chair of the Committee.

Committee on Educator Preparation: voting members

CLAS Faculty

- i. Chair of the Division of Professional Education, Chair, ex officio
- ii. Director of Clinical Experiences, ex officio
- iii. One faculty member from Business & Economics
- iv. One faculty member from English, Foreign Languages, Philosophy, & Religion
- v. One faculty member from Natural Science, Mathematics, & Computer Science
- vi. One faculty member from Social Sciences
- vii. One faculty member from Early Childhood Education
- viii. One faculty member from Elementary Education
- ix. One faculty member from Physical Education & Health
- x. One faculty member from Fine & Performing Arts Education
- xi. One faculty member from Special Education
(maximum of 11 faculty from CLAS)

Faculty from CMU-Park Hills and CMU-Union

- i. Regional Deans from each campus (2), ex officio

- ii. One faculty member from Clinical Experiences
- iii. One full-time Education faculty member (maximum of 4)

Non-faculty attendee

- i. Administrative Assistant of the Division of Professional Education (CLAS)
- ii. Provost (ex officio)

k. Committee on Assessment--CLAS/CGES Joint Committee

The Committee on Assessment shall research, develop, review, and recommend procedures/policies to assess student learning in and beyond the classroom at Central Methodist University.

The voting membership of this committee shall consist of one representative of the College of Graduate and Extended Studies (to be selected by the Provost) and six faculty members selected by the faculty (two at large members, and one from each of the following areas:

- i.* Humanities/Library/Arts;
- ii.* Natural Sciences/Mathematics/Nursing;
- iii.* Social Sciences/Business;
- iv.* Education/Music/Physical Education/Academic Services.

There shall be two student members selected by the Student Government Association.

l. Institutional Research Board (IRB)

The purpose of the IRB is to protect the rights and welfare of animal subjects and human participants in research activities conducted by Central Methodist University faculty and students. The IRB ensures that proposed research includes humane treatment of animals; that physical, psychological, and social risks to research participants are minimized; and that the risks are commensurate with the importance of the research and/or the knowledge to be gained.

The IRB membership shall include a member of the administration and at least four (4) faculty, one each from Social Sciences, Philosophy or Religion, Nursing, and the Natural Sciences. The Committee may include an attorney not affiliated with CMU.

Federal Definition of Research: *Research* is a systematic investigation--including research development, testing, and evaluation--designed to develop or contribute to generalized knowledge. Activities which meet this definition constitute research for purposes of this policy, whether or not they are conducted or supported under a program which is considered research for other purposes. For example, some demonstration and service programs may include research activities (from 45 CFR 46.102).

The following research requires IRB review prior to initiation:

- i.* research involving human participants: *Human participant* means a living individual about whom an investigator (whether professional or student) conducting research obtains (1) data through intervention or interaction with the individual, or (2) identifiable private information (from 45 CFR 46.102);
- ii.* research using records gathered on human participants;
- iii.* research involving human tissue; and
- iv.* research involving animals.

The IRB shall review all proposals that meet the criteria for both research and human or animal participant's involvement, as specified in the introduction.

- i.* In reviewing each case, the IRB is responsible for assessing whether each project:
- ii.* utilizes methods of data collection that are appropriate to the objectives of the research;
- iii.* minimizes potential physical and psychological harm to participants;
- iv.* justifies potential risks to participants by examining them in relation to potential benefits of the research project;
- v.* protects the privacy of participants;
- vi.* contains provisions to obtain informed consent from the participants;
- vii.* avoids deception to the participant except when methodological requirements necessitate; and
- viii.* includes notifications to the participants of their right to withdraw from the study without penalty, and their right to discuss the conduct and outcome of the study with the principal investigator.

The principal investigator may be requested to appear before the IRB to answer questions about the research project. After determining the risk level of the research project, a vote of the IRB is taken. A study requires approval of $\frac{3}{4}$ of the voting members. If approval is not given, the research proposal is

returned to the principal investigator for revision.

Records

All records of proceedings by the IRB will be kept in the Office of the Provost. Decisions will be communicated by the chair of the IRB to the principal investigator in a timely manner.

m. Committee on Sustainability

The Committee on Sustainability shall oversee the Campus Sustainability Policy as it applies to academics, operations, activities, planning, construction, administration, and outreach. The CMU Sustainability Committee will establish short- and long-term procedures and mechanisms, including an oversight structure, to review the status of each element of this policy and to ensure its implementation, with the goal of integrating informed and evolving practices for sustainability with the Central Methodist University's mission statement. The CMU Sustainability Committee will meet twice a semester--once in the beginning and once at the end--and will report issues and progress to the University President after each meeting.

The CMU Sustainability Committee will be composed of three interested faculty members, three staff members (one of which includes the plant operations director) and three students.

n. Committee on General Education

The committee on General Education will be responsible for the oversight of the general education program, including both curricular approval and assessment. All curricular changes to the general education program will first be submitted to the general education committee and subsequently to the Committee on Assessment and the Committee on Academic Affairs. Further, the Committee on General Education will facilitate assessment of the general education program through collection and analysis of data, and making recommendations regarding the general education program.

The voting membership of this committee shall consist of the Provost (ex officio) and seven faculty members (one from each Division). There may be one student member as selected by the Student Government Association.

G. Amendment of By-laws and Suspension of Rules of Order

1. Proposed amendments to the By-Laws shall be circulated in written form at least

twenty-one days prior to submission for adoption. An affirmative vote of two-thirds of the members present shall be required for adoption. Amendments approved by the Faculty will be presented to the President for the President's recommendation to the Board.

2. By a vote of two-thirds of the members present, any of the rules for conducting meetings specified in Article V of these By-laws may be suspended for the transaction of business at that meeting.

SECTION II: FACULTY QUALIFICATIONS

A. Faculty Credentials

The following credential requirements meet or exceed the requirements for undergraduate and graduate faculty as established by the State of Missouri, the Higher Learning Commission and other pertinent accreditation and licensure organizations. Documentation of faculty credentials, including transcripts, certifications, and/or resumes documenting pertinent work experience will be maintained in the records room of the Office of the Provost, and must be submitted prior to hiring.

Qualified faculty members are identified primarily by credentials, but other factors, including but not limited to equivalent experience* may be considered in addition to the degrees earned by the institution in determining whether a faculty member is qualified. Instructors (excluded for this requirement are teaching assistants enrolled in a graduate program and supervised by faculty) possess an academic degree relevant to what they are teaching and at least one level above the level at which they teach, except in programs for terminal degrees or when equivalent experience is established. In terminal degree programs, faculty members possess the same level of degree.

For all cases, the institution is responsible for justifying and documenting the qualifications of its faculty. Based on this standard, Central Methodist University has developed two pathways by which a faculty member is credentialed to teach: 1) Standard Qualification for Faculty Credentialing, or 2) Non-Standard Pathway for Faculty Credentialing. All faculty qualification credentials are housed with the Office of the Provost.

B. Standard Qualification for Faculty Credentialing:

- a. Faculty members who teach courses that are requirements for a **bachelor degree** should have a minimum of an earned master's degree from a regionally accredited institution, which will include 18 graduate semester hours related to the teaching. Specific program courses may require faculty preparation and/or experience beyond the minimum qualifications.
- b. Instructors teaching in **graduate programs** should hold the terminal degree determined by the discipline and have a record of research, scholarship or achievement appropriate for the graduate program. In terminal degree programs, faculty members possess the same level of degree.
- c. Graduate teaching assistants must have a master's in the teaching discipline or 18 graduate semester hours in the teaching discipline, direct supervision by a

faculty member experienced in the teaching discipline, regular in-service training, and planned and periodic evaluations.

- d. Special certification/education/faculty supervision are acceptable to meet the “minimum threshold of experience” in order to teach a specified course.

Examples of this qualification for an undergraduate course might be:

- A Red Cross swimming instructor certificate to teach swimming courses
- A Juris Prudence Doctorate (law) degree to teach Business Law
- A PGA (Professional Golf Association) card to teach golf

C. Non-Standard Pathway for Faculty Credentialing:

According to HLC faculty credentialing practices, an institution may measure tested experience, including the breadth and depth of experience outside the classroom in real-world situations, as a qualification for a faculty member to teach a particular course.

Central Methodist University defines the minimum thresholds of experience to teach a course via the ***Non-Standard Pathway for Faculty Credentialing*** matrix. The matrix is used to provide the interpretation that justifies the qualifications. Related work experience in the field, professional licensure and certifications, honors and awards, continuous documented excellence in teaching, or other demonstrated competencies and achievements may be used to establish qualifications. Documentation of credentials cited to substantiate qualifications to teach in the field must be submitted with the form. CMU will document in personnel files all faculty, adjunct, part-time or others who will be allowed to teach on the basis of tested experience to show they are minimally qualified.

1. A faculty member who possesses a master’s degree in a different discipline than the course to be assigned may be approved to teach a course if that person has successfully completed 18-graduate hours related to the discipline to be taught.
2. A faculty member who has no more than six credit hours remaining to complete the credentials requirement and is continuously enrolled during the fall and spring semesters in required college courses may be approved to teach in the appropriate discipline.
3. A faculty member who does not possess the minimum academic credentials as outlined in the standard pathway may be approved to teach in the appropriate discipline if the faculty member has equivalent experience* which is justified and documented. The non-standard pathway of faculty credentialing matrix will be completed by the institutional representative and approved/signed by the Provost.

*Equivalent experience: A mix of documentation that establishes equivalent academic competency via coursework, assessment by examination, and/or professional experience.

SECTION III: ACADEMIC DUTIES

A. Professional Ethics

Central Methodist University endorses the “Statement on Professional Ethics,” promulgated by the American Association of University Professors (AAUP) in April of 1966 and updated in 1987. All faculty members should strive to make these recognized standards of the profession an integral part of their professional and personal lives.

1. Professors, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognize the special responsibilities placed upon them. Their primary responsibility to their subject is to seek and to state the truth as they see it. To this end professors devote their energies to developing and improving their scholarly competence. They accept the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. They practice intellectual honesty. Although professors may follow subsidiary interests, these interests must never seriously hamper or compromise their freedom of inquiry.
2. As teachers, professors encourage the free pursuit of learning by their students. They hold before them the best scholarly standards of their discipline. Professors demonstrate respect for the student as an individual, and adhere to their proper role as intellectual guides and counselors. Professors make every reasonable effort to foster honest academic conduct and to assure that their evaluation of students reflects students’ true merit. They respect the confidential nature of the relationship between the professor and student. They avoid any exploitation, harassment, or discriminatory treatment of students. They acknowledge significant academic or scholarly assistance from them. They protect students’ academic freedom.
3. As colleagues, professors have obligations that derive from common membership in the community of scholars. They respect and defend the free inquiry of their associates. In the exchange of criticism and ideas, professors will show due respect for the opinions of others. Professors acknowledge their academic debts and strive to be objective in their professional judgment of colleagues. Professors accept their share of faculty responsibilities for the governance of their institution.
4. As members of their institution, professors seek above all to become effective teachers and scholars. Although professors observe the stated regulations of the institution, provided the regulations do not contravene academic freedom, they maintain their right to criticize and seek revision. Professors give due regard to their paramount responsibilities within their institution in determining the amount and character of work done outside it. When considering the interruption

or termination of their service, professors recognize the effect of their decision upon the program of the institution and give due notice of their intentions.

5. As members of their community, professors have the rights and obligations of any citizen. They measure the urgency of these obligations in the light of their responsibilities to their subject, to their students, to their profession, and to their institution. When they speak or act as private persons, they avoid creating the impression that they speak or act for their college or university.

As citizens engaged in a profession that depends upon freedom for its health and integrity, professors have a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.

B. Attendance

1. General attendance policies (faculty): Faculty are to meet all scheduled classes. Absence from classes is permitted for reason of illness and for professional activity authorized by the divisional chair.
2. Baccalaureate and commencement convocations: All full-time faculty are required to attend baccalaureate and commencement exercises and any other formal convocation on campus for which an academic procession occurs, unless specifically excused by the provost. Faculty are expected to provide their own academic regalia.
3. Meetings: Attendance at Faculty meetings is obligatory. By virtue of their position, university teachers become members of certain committees, which require their presence and participation when they meet for business or study or decisions. As a matter of general policy, such committee meetings are usually scheduled during the daytime (i.e. before 6:00 p.m.), but since it is not always possible to find time during the day when everyone can freely attend, some meetings must of necessity be scheduled in the evenings. Likewise, it is general policy for each committee, at the beginning of each academic year, to determine and fix the time for its meetings and to record this time on the official calendar of the College of Liberal Arts and Sciences, to avoid conflicts.

Divisional meetings are arranged by the various Division Chairs, and such meetings are usually informal in nature. While the demands-of divisions vary greatly with respect to the need for divisional meetings, at least three divisional meetings per semester are considered the minimum for efficient administration.

C. Office Hours and Advising

All faculty members are expected to hold sufficient office hours to advise students.

Shortly after the beginning of each semester, the Faculty will be requested to submit a Faculty Schedule Card, and office hours are to be given on that card. It is required that specific hours, rather than a general statement about availability, be indicated. It is required that a minimum of five hours per week be scheduled, and it is expected that these hours will normally be kept. Office hours are to be posted on office doors. It is also expected that faculty members make themselves available to students for additional unscheduled hours during the week, as needs arise.

D. Grading, Grade Reporting, and Grade Changes

Teachers are not required, in any class, to give a certain percentage of A, B, C, D, or F grades; such arbitrary percentage grading is contrary to University policy. This statement does not mean that a teacher may not employ the curve system in arriving at test or course grades.

The right of the student to appeal a grade is recognized, but in all steps of that appeal, the faculty member must be consulted, and the burden of proof is upon the student.

A student who feels he/she has been unfairly graded may appeal the grade first to the faculty member involved; second to the appropriate Division Chair; third to the Provost; and finally to the Committee on Academic Standards and Admissions.

In cases of appeal to the Committee on Academic Standards and Admissions, a grade change may be made only by a 2/3 majority of the Committee voting for it. Student members will not sit on the Committee during consideration of grade appeal cases. Any grade change will be based on a fair and objective evaluation of the student's achievement in relation to the aims of the course, and will be documented with a written statement filed with the Registrar.

E. Workload

Clear, fair, and equitable formulas and criteria for the determination of assigned instructional and non-instructional professional load for full- and part-time faculty are established in collaboration with the Provost, Division Chairs, and the Committee on Faculty Personnel and forwarded to the President for approval.

Division Chairs, in consultation with the Provost, are responsible for the accounting of all assigned and non-assigned load assignments to faculty in their divisions. If there is occasion when the faculty member and the Division Chair cannot negotiate an agreement that is satisfactory to both, they may appeal to the Provost for final determination of the annual teaching and assigned non-instructional load. Adjustments to previously agreed upon assignments must be approved by the Provost.

Recognizing that instructional load has many variables, some of which are specific to a Division, the Division Chairs in consultation with the Provost will consider mitigating circumstances such as average class size or curricular needs in the determination of appropriate individual load assignments.

The College of Liberal Arts and Sciences strives for an equitable distribution of teaching load and other responsibilities of the Faculty. The traditional full-time instructional and assigned non-instructional professional load is set at twelve (12) load hours each semester. Each full-time faculty member is expected to be engaged in professional growth, to be active in research/publication and/or creative activity as appropriate, and service to the College of Liberal Arts and Sciences.

Traditional full-time faculty engaged in instructional and/or non-instructional professional activities as assigned by the Provost exceeding twenty-four (24) load hours during consecutive fall and spring semesters in a single academic year will be compensated with overload payment proportionate with their overload at the same rate of remuneration for adjunct faculty.

1. Defining faculty roles and criteria in the evaluation and assessment of professional responsibilities
 - i. Teaching
(utilizing materials from *developing a faculty evaluation system*, by raoul a. Arreola, ph.d., 1995 anker publishing company, inc. Bolton, MA)
 - i. Teaching may be defined from two perspectives as an interaction between a teacher and a student conducted in such a way that:
 - teachers create an environment for student learning,
 - teachers guide student learning,
 - ii. Integrated and interactive dimensions
 - content expertise is defined as (1) “that body of skills, competencies, and knowledge in a specific subject area in which the faculty member has received advanced experience, training, or education,” and (2) the instructor’s use of skills, competencies, and knowledge to make appropriate professional decisions regarding course content, rigor, and pedagogy.
 - instructional delivery skills and characteristics are “those human interactive skills and characteristics which (1) make for clear communication of information, concepts, and attitudes, and (2) promote or facilitate learning by creating an appropriate affective learning environment.”
 - instructional design skills are “those technical skills in (1) designing,

sequencing, and presenting experiences which foster student learning, and (2) designing, developing, and implementing tools and procedures for assessing student-learning outcomes.”

- course management skills are “those bureaucratic skills in operating and managing a course including, but not limited to: (1) timely grading of examinations and assignments, (2) timely completion of reporting to registrar’s office, (3) maintaining published office hours, (4) providing and managing resources required for the teaching of the course.” (5) effectively communicating grade information to students throughout the semester.

b. Scholarly research/creative endeavors

Each full-time faculty member is expected to be engaged in professional growth, to be active in research/publication and/or creative activity as appropriate.

i. Publications

- books
- journal or magazine articles
- monographs
- developing software/media
- reviews

ii. Performances/exhibitions

- presenting recitals and exhibitions
- staging, directing, or acting in dramatic, musical, theatrical, and dance productions
- exhibiting painting, sculptures, and other creative arts

iii. Presentations

- invited/contributed presentations
- invited/contributed papers

iv. Ongoing research

- basic scientific investigations, both theoretical and applied
- investigation of educationally relevant problems

v. Professional recognition

- awards and honors
- achieving advanced degrees, certification, etc.

vi. Other agreed upon scholarly activities

c. Service

Each full-time faculty member is expected to be engaged in service to the College of Liberal Arts and Sciences, service to the profession and/or service to the community.

- i. Faculty and university service
 - advising students on programs of study
 - serving on university committees
 - chairing or sponsoring student activities/groups
 - participating in new student orientation activities
 - participating in student recruitment
 - serving as division chair or other administrative/ management capacity
 - ii. Professional service
 - activity in professional organizations
 - consulting to organizations, corporations, universities/colleges
 - iii. Public or community service
 - participating in local, state, or national civic activities and organizations
 - applying academic expertise in the local, state, or national community without pay or profit. If remuneration is received for services, it/they will be listed under professional service category above
 - other agreed upon service activities
4. Additional teaching assignments: Additional teaching assignments are offered but not required by the chair of the division and the provost. Additional salary is paid for such assignments.
 5. Special assignments: The duties of a teacher may include special assignments necessary for the academic operation of the College Of Liberal Arts and Sciences. Such special assignments may include assisting in registration procedures and serving on special committees. Accepting other assignments is optional with the faculty member.
 6. Outside consulting or other work: Faculty members may engage in outside professional consulting or other work which does not interfere with the proper discharge of their contractual responsibilities to the College Of Liberal Arts and Sciences.

Care must be taken to ensure the avoidance of ethical and legal conflicts of interest between the faculty members' commitments to the College Of Liberal Arts and Sciences and their consulting work, and in each instance, the provost must be informed.

SECTION IV: ACADEMIC RIGHTS

A. General Statement of Faculty Rights

As an independent, church-related, liberal arts educational institution, Central Methodist University recognizes and upholds the following rights of faculty members:

1. the right to be covered by clear and mutually binding terms of appointment;
2. the right to be remunerated for services in accordance with rank, longevity, performance, and responsibility;
3. the right to equal consideration with others in the matter of promotion;
4. the right to receive tenure, if on a tenure-track appointment, after a specified period of probation, provided, of course, that no contrary reasons pertain in any way;
5. the right to due process in matters of dispute, including the right of ultimate appeal to the Board of Trustees as specified in grievance procedures;
6. the right to an equitable distribution of teaching loads;
7. the right to share in the University's provisions for Faculty welfare;
8. the right to participate in the functions and powers of the Faculty as an official body in the administration of the University;
9. the right to assume the University's protection in matters of academic freedom;
10. the right to examine, in the presence of an appropriate member of the University administration, their personnel files. Appropriate processes, in accordance with the Faculty Handbook (G2, Sec. 5), may be followed to correct or amend information that may be inaccurate or incomplete.

B. Academic Freedom and Tenure

Appointments with tenure may be terminated by the University only for reasons of (1) retirement; (2) incompetence; (3) moral turpitude; (4) demonstrable financial exigency.

1. Academic freedom, responsibility, and tenure

Central Methodist University has a strong tradition of intellectual freedom within the bounds of good citizenship. Its faculty members, by their courage, reasonableness, loyalty, and strength of purpose, have helped to produce a spirit of open communication that is cherished and perpetuated. [In the following quotations, insertions, ellipsis, and number changes have been used to make them gender-neutral.]

Central Methodist University subscribes to the following statement of the General Conference of the Methodist Church, 1952: "Our role is not to suppress ideas, but to open channels of communication, so that [all] can come to know the thoughts of their neighbors, and so that the best thoughts of all...can come to be the possessions

of all [humankind].”

The University is committed to the 1940 Statement of Principles on Academic Freedom and Tenure (American Association of University Professors and Association of American Colleges, 7-8 November, 1940) relative to academic freedom:

The purpose of this statement is to promote public understanding and support of academic freedom and tenure and agreement upon procedures to assure them in colleges and universities. Institutions of higher education are conducted for the common good and not to further the interest of either the individual teacher or the institution as a whole. The common good depends upon the free search for truth and its free exposition.

Academic freedom is essential to these purposes and applies to both teaching and research. Freedom in research is fundamental to the advancement of truth. Academic freedom in teaching is fundamental for the protection of the rights of the teacher in teaching and of the student to freedom in learning. It carries with it duties correlative with rights.

Tenure is a means to certain ends; specifically: (1) freedom of teaching and research and of extramural activities and (2) a sufficient degree of economic security to make the profession attractive to men and women of ability. Freedom and economic security, hence, tenure, are indispensable to the success of an institution in fulfilling its obligations to its students and to society.

Academic Freedom

- a. *Teachers are entitled to full freedom in research and in the publication of the results, subject to the adequate performance of their other academic duties, but research for pecuniary return should be based upon an understanding with the authorities of the institution.*
- b. *Teachers are entitled to freedom in the classroom in discussing their subjects, but they should be careful not to introduce into their teaching controversial matter which has no relation to their subjects. Limitations of academic freedom because of the religious or other aims of the institution should be clearly stated in writing at the time of the appointment.*
- c. *College or university teachers are citizens, members of a learned profession, and officers of educational institutions. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special positions in the community impose special obligations. As persons of learning and educational officers, they should remember that the public may judge their profession and their institutions by their utterances. Hence they should at all*

times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not speaking for their institutions.

Academic Tenure

After the expiration of a probationary period, teachers or investigators [on a tenure-track appointment] should have permanent or continuous tenure, and their service should be terminated only for adequate cause, (incompetence, moral turpitude), or under extraordinary circumstances because of financial exigencies.

In the interpretation of this principle it is understood that the following represents acceptable academic practice:

- a. The precise terms and conditions of every appointment should be stated in writing and be in the possession of both institution and teacher before the appointment is consummated.*
- b. Beginning with appointment to the rank of full-time instructor or a higher rank, the probationary period should not exceed seven years, including within this period full-time service in all institutions of higher education; but subject to the proviso that when, after a term of probationary service of more than three years in one or more institutions, a teacher is called to another institution, it may be agreed in writing that the new appointment is for a probationary period of not more than four years, even though thereby the person's total probationary period in the academic profession is extended beyond the normal maximum of seven years. Notice should be given at least one year prior to the expiration of the probationary period if the teacher is not to be continued in service after the expiration of that period.*
- c. During the probationary period, a teacher should have the academic freedom that all other members of the Faculty have.*
- d. Termination for cause of a continuous appointment, or the dismissal for cause of a teacher previous to the expiration of a term appointment, should be considered by both a faculty committee and the governing board of the institution. In all cases where the facts are in dispute, the accused teachers should be informed before the hearing and in writing of the charges and should have the opportunity to be heard in their own defense by all bodies that pass judgment upon their cases. There should be a full stenographic record of the hearing available to the parties concerned. In a hearing about charges of incompetence, the testimony should include that of teachers and other scholars, either from their own or from other institutions. Teachers on continuous appointment who are dismissed for reasons not involving moral turpitude should receive their salaries for at least a*

year from the date of notification of dismissal whether or not they are continued in their duties at the institution.

Termination of a continuous appointment because of financial exigency should be demonstrably bona fide.

Interpretations

At the conference of representatives of the American Association of University Professors and of the Association of American Colleges on November 7-8, 1940, the following interpretations of the 1940 Statement of Principles on Academic Freedom and Tenure were agreed upon:

- a. That its operation should not be retroactive.*
- b. That all tenure claims of teachers appointed prior to the endorsement should be determined in accordance with the principles set forth in the 1925 Conference Statement on Academic Freedom and Tenure.*
- c. If the administration of a college or university feels that one or more teachers have not observed the admonitions of Paragraph (c) of the section on Academic Freedom and believes that their extramural utterances have been such as to raise grave doubts concerning their fitness for their positions, it may proceed to file charges under Paragraph 4 of the section on Academic Tenure. In pressing such charges, the administration should remember that teachers are citizens and should be accorded the freedom of citizens. In such cases the administration must assume full responsibility and the American Association of University Professors and the Association of American Colleges are free to make an investigation.*
- d. Faculty should be permitted to have with them an adviser of their own choosing who may act as counsel.*

C. Rights of Faculty Within Divisions

As a member of a division, each faculty member has the right:

1. to be consulted in recruitment and selection of new members for the division;
2. to take part in decisions about course listings, revision of course contents, selections of texts, schedules, library acquisitions, and disbursement of funds;
3. to have a sufficient number of division meetings per semester (not fewer than three) to accomplish the above.

D. The Term of Division Chairs

Chairs may serve on a rotating basis. The term for holding the position of chair will be three years. Normally, a person may serve no more than two consecutive terms.

Exceptions to this policy require the approval of the President. Criteria for chair selection:

1. Before individuals can serve as chair they must serve for three consecutive years

- in the College of Liberal Arts and Sciences (a sabbatical year counts as a year of service).
2. All members of the division who have served the College of Liberal Arts and Sciences for three consecutive years are to be considered as candidates for the position of chair.
 3. Chair replacement will be determined by members of each division in consultation with the Provost and the approval of the President of Central Methodist University.
 4. Though years of service will be considered in this decision-making process, years of service in and of themselves will not determine who will succeed as chair.
 5. Members of the division have the right to decline the position of chair if they do not choose to serve.
 6. As it is recognized that individuals assuming the role of chair are taking on an additional number of responsibilities, chairs will be compensated for their service by assigning non-instructional professional load to be agreed upon between the prospective chair and the Provost.

Non-instructional professional load provided Division Chairs will not be extended to individuals beyond their tenure as chair. (Criterion number six above will not apply to the Division of Nursing as *Missouri State* Board of Nursing Minimum Standards for Accredited Programs of Professional Nursing (2008) require a full-time Division Chair.)

SECTION V: PERSONNEL DECISIONS

A. Criteria Used in Personnel Decisions

The criteria used in making appointments, reappointments, promotions, and awarding tenure at the College of Liberal Arts and Sciences include the following:

1. professional competence, including teaching, advising, professional effectiveness, experience, and training;
 - a. Perform academic duties relevant to the discipline-specific profession to include but not limited to planning, teaching, grading assessments, conducting labs, and mentoring;
 - b. Be an effective academic advisor;
 - c. Participate in Faculty Development opportunities;
 - d. Stay current in the chosen teaching area; and
 - e. Engage in processes for both program level and institutional level assessment.
2. loyalty to Central Methodist University as evidenced by service to the institution;
 - a. Represent Central Methodist University and its endeavors in a professional manner;
 - b. Connect all University endeavors to CMU's Mission Statement;
 - c. Respect CMU's relationship with the United Methodist Church;
 - d. Participate in recruitment and retention.
3. decorum, professionalism, and effectiveness in working with colleagues and students;
 - a. Participate in committee/task force service;
 - b. Observe regular office hours or otherwise be available to students, faculty and staff;
 - c. Comply with deadlines for all reporting periods, including entry of grades and submission of annual reports;
 - d. Attend monthly meetings of the faculty: "Attendance at Faculty meetings is obligatory." (Faculty Handbook, 2.B.3); and
 - e. Attend division meetings.
4. effectiveness as an adult role model in a Christian learning community.

The most heavily weighted criterion in making personnel decisions is teaching effectiveness. However, original work, research, and initiative in developing teaching techniques are encouraged and regarded. The President, aided by the counsel and recommendations of the Provost, the Committee on Faculty Personnel, and Division Chairs, makes personnel recommendations to the Board of Trustees for action.

B. Faculty Status (Tenure Track and Non-Tenure Track)

1. At the time a vacancy for a faculty position occurs, or at such time as an additional faculty position is needed, the Provost in consultation with the President will determine whether the position will be filled by a person on tenure track or non-tenure track;
2. The status pertaining to tenure track or non-tenure track will be stated in the initial agreement of employment and in every annual agreement of employment thereafter;
3. A faculty member may request a change in status from tenure track to non-tenure track or from non-tenure track to tenure track by invoking the following procedure:
 - a. The faculty member requesting a change in status shall submit a written request to the Provost and to the full-time members of his/her division;
 - b. The other full-time members of the division shall consider the request and vote whether to approve or disapprove it. If a majority approves the request, the procedure shall continue with steps c-f below; otherwise, the procedure shall end with step b. In either case, the division's recommendation shall be sent to the Provost and to the faculty member;
 - c. The Provost shall submit to the President the faculty member's request, all recommendations, and pertinent documents;
 - d. The faculty member shall, in a timely manner, receive copies of all documents pertaining to his/her request including the Division Chair's and Provost's recommendations;
 - e. The President shall approve or deny the request for change in status and inform the faculty member of the decision;
 - f. If a request for change to tenure track is approved, no more than three (3) years of non-tenure-track service may be counted toward the probationary period (see Section IV.E this Handbook).

C. Faculty Selection and Rank

1. The notice of appointment to the Faculty of Central Methodist University is by letter from the President or the Provost.
2. The notice states the specific salary, rank, and other agreed upon conditions of employment between the University and faculty member.
3. In determining the rank of a new faculty member the Provost will consult with the appropriate division. Consideration will be given to the formal requisites for each rank as listed below. Matters of equivalent status will be determined by the Provost in consultation with the appropriate Division Chair and the Committee on Faculty Personnel.
 - a. *Instructor*: Master's degree (at least 18 hours) or its equivalent in the discipline in which the Instructor proposes to teach. In programs subject to

professional accreditation that require clinical teaching and/or clinical supervision and/or clinical direction, faculty must have one degree rank above the degree area in which the instructor proposes to teach.

- b. *Assistant Professor*: Master's degree or its equivalent in the discipline in which the Assistant Professor proposes to teach and at least three years of full-time college teaching or its equivalent; or an earned doctorate or its equivalent.
- c. *Associate Professor*: An earned doctorate or its equivalent and at least four years of full-time college teaching; or academic training beyond the Master's degree and at least seven years of full-time college teaching.
- d. *Professor*: An earned doctorate or its equivalent and at least seven years of full-time college teaching.

4. Other Ranks

- a. *Adjunct/Visiting Professor*

Adjunct/Visiting Professors have term appointments to fulfill specific teaching duties. Their academic backgrounds and degrees may not be those ordinarily regarded as qualifying a person for a faculty appointment but their professional degrees or non-academic experience are deemed to qualify them to teach certain specific courses.

- b. *Professor Emeritus/a*

The special status of Professor Emeritus/a shall be awarded by the Board of Trustees to those persons who meet the following qualifications:

- i. have completed at least ten (10) academic years of ranked faculty service to the University and held the rank of Associate Professor or Professor at retirement (in exceptional circumstances, documented by the appropriate Division Chair and the Provost, candidates may be advanced who do not meet the qualifications);
- ii. have fulfilled the responsibilities of a faculty member with consistency and effectiveness;
- iii. have retired or have provided notification of retirement from service to the University;
- iv. have received a positive recommendation for such appointment from the appropriate division, the Committee on Faculty Personnel, the Provost, and the University President.

Emeritus/a faculty also shall have the right to the following privileges:

- i. use of the Library with faculty privileges;
- ii. use of office space and/or laboratories if available and recommended by the Division Chair and approved by the Provost;
- iii. participation in commencements and other academic processions;

- iv. use of faculty identification card and related privileges;
- v. attendance at University events and use of services under the same conditions at the same cost as other academic faculty;
- vii. inclusion in the University catalog; and
- viii. attendance and floor privileges at regular meetings of the Faculty, but no voting privilege.

D. Basis for Annual Salary Increases

Increases in salary and promotions in rank are not merely a matter of routine or of seniority; they may also constitute a recognition of merit according to the criteria set forth in Section V.A of this Handbook. It is general policy that a promotion in rank is accompanied by a corresponding increase in salary.

Annual salary increases of faculty members at College of Liberal Arts and Sciences will be based upon:

1. availability of net revenue to fund increases in the salary pool,
2. merit,
3. academic degree attained, and
4. adjustments made necessary by changes in rank or professional status. In addition to salary increments based on the above criteria, a temporary stipend may be paid for performance of specific duties.

Merit pay increases shall be based upon systematic evaluation of the faculty utilizing criteria, procedures, materials, and tools prescribed by the Committee on Faculty Personnel. It is the responsibility of the administration to determine the corresponding salary increments. It is assumed that the administration will seek faculty input before making the decision. Occasionally salary adjustments must be made which do not fit neatly into categories (2), (3) and/or (4). It is recognized that the competitive nature of the market for the professional services of faculty members may require salary adjustment in order to retain a worthy faculty member. In such cases, a recommendation for adjustment must be made by the Division Chair and the Provost to the President.

E. Procedures for Granting Tenure

Step 1 Notification:

At the beginning of the next-to-last year of a faculty member's probationary period, the Provost shall inform him/her in writing of the procedure to be followed for obtaining tenure.

Step 2 Application:

The faculty member seeking tenure shall make formal application in writing to the Provost. All applications for tenure in any given academic year must be filed by October 1 of that year. The Provost shall establish and maintain a file of all appropriate supportive materials to be provided by the applicant. This file shall be available to all persons asked to make a recommendation on the application, and to the faculty member applying for tenure. This file shall be completed by February 15 and available to all persons asked to make a recommendation on the application, and to the faculty member applying for tenure.

Step 3 Review Process:

- a. The Chair of the Division will be responsible for making recommendation concerning the application. This recommendation is to be made in consultation with all faculty members in that division. The Division Chair's recommendation must be accompanied by appropriate documentation, including the accounting of a formal vote by all tenured faculty in that division. Tenured faculty on one-semester or one-year leave shall be eligible to vote and shall be sent a ballot by mail if they are not on campus. *Such procedures shall ensure complete confidentiality of individual recommendations and votes.* A copy of the Division Chair's recommendation and supporting materials will be placed in the faculty member's tenure file. The Division Chair's recommendation is to be presented to the Chair of the Committee on Faculty Personnel and is due no later than the first Monday in March of the academic year in which the applicant is applying for tenure.
- b. The Committee on Faculty Personnel will conduct a poll of all tenured faculty. The committee will establish procedures for conducting the poll. Such procedures shall ensure the complete confidentiality of individual votes. For a period of at least two weeks prior to the conclusion of the vote, all supporting materials shall be made available for examination by any tenured faculty member. Tenured faculty on one-semester or one-year leave shall be eligible to vote and shall be sent a ballot by mail if they are not on campus. Faculty members taking leaves of more than one year's duration shall not vote. The votes will be tallied by the Committee on Faculty Personnel and the results added to the applicant's file.

After consideration of all materials, the Chair of the Committee on Faculty Personnel will send the President formal notice of recommendation and all supporting materials on or before the first Monday in April of the academic year in which the applicant is applying for tenure. The notice will indicate the formal confidential vote of the committee with a recommendation in support, or not in support, of the application.

- c. The Provost is required to present to the President a separate and independent

written recommendation on or before the first Monday in April of the academic year in which the applicant is applying for tenure indicating support, or non-support, of the application. A copy of the separate and independent recommendations of the Provost and the Committee on Faculty Personnel sent to the President of the University will be sent to the faculty member applying for tenure.

Step 4 Appeal:

In cases in which the Provost and/or the Committee on Faculty Personnel recommend against tenure, the faculty member may appeal to the President. The appeals must be received by the President by the second Friday in April. After consultation with the Provost and Chair of the Committee on Faculty Personnel and consideration of cases of an appeal, the President will recommend for or against tenure. Notification of the President's decision will be sent to the faculty member by the last business day in April. (Note: In cases where either the Provost or the Committee on Faculty Personnel and the President recommend against tenure, tenure will not be granted. This decision is final.)

Step 5 Presidential Recommendation:

If the President recommends for tenure, all recommendations along with supporting material submitted by the faculty member, the Division Chair, and the Provost, and the results of the poll of the tenured faculty will be sent to the Board of Trustees.

Step 6 Board Review:

The Board of Trustees will review the recommendation in the manner it establishes, and will vote to grant tenure or to deny the application for tenure. The decision by the Board of Trustees is final.

Step 7 Notification:

Notification of the decision by the Board of Trustees shall be conveyed to the faculty member involved and to his/her Division Chair by the President of the University by the second Friday in May.

F. Procedures for Granting Promotion in Rank

Granting promotion in rank to a faculty member is a decision that has long-range implications for the faculty member, colleagues on the faculty, and the institution. For this reason, careful deliberation must take place concerning the promotion in rank decision, and substantial agreement among faculty members, administrators, and the Board of Trustees must be reached prior to the granting of promotion in rank.

A faculty member wishing to receive promotion in academic rank is encouraged to seek advice from the Division Chair, the Provost, and colleagues on the Faculty regarding the appropriateness of application and useful supporting material. Faculty members who are denied promotion in academic rank or withdraw their first application may apply again.

The faculty member must wait two (2) years before reapplication unless an accelerated process has been agreed upon in writing with the Provost. If promotion in academic rank is not granted after the second application or the application is withdrawn a second time, the faculty member will not be eligible for further considerations of promotion for at least two (2) years.

1. Minimum formal requisites for promotion after 5 (five) years at previous rank at CMU:
 - a. *Assistant Professor*: Master's degree or its equivalent in the discipline in which the Assistant Professor proposes to teach
 - b. *Associate Professor*: academic training beyond the Master's degree which could include an earned doctorate or its equivalent
 - c. *Professor*: an earned doctorate or its equivalent.

To ensure that proper concern for the individual and the institution is exercised, the following procedures are established:

Step 1. Notification:

At any time a full-time member of the Faculty is eligible to apply for promotion, the Provost shall inform him/her in writing of the procedure to be followed for application for promotion in rank. Non-tenured, tenure-track faculty applying for both tenure and promotion in rank may qualify for promotion in rank only if tenure is granted. For those faculty simultaneously applying for both tenure and promotion, they may be awarded tenure without promotion in rank. Tenured faculty members may apply for promotion in rank provided that a five-year period has elapsed since any previous promotion.

Step 2. Application:

The faculty member seeking promotion in rank shall make formal application in a memo to the Provost. All applications for promotion in rank in any given academic year must be filed by October 1 of that year.

The Provost shall establish and maintain a file of all appropriate supportive materials to be provided by the applicant. This file shall be completed by February 15 and available to all persons asked to make a recommendation on the application, and to the faculty member applying for promotion in rank.

Step 3. Review:

1. The Chair of the Division will be responsible for making recommendation concerning the application. This recommendation is to be made in consultation with all faculty members in that division. The Division Chair's recommendation must be accompanied by appropriate documentation, including the accounting of a formal vote by all tenured faculty in that division. Tenured faculty on one-

semester or one-year leave shall be eligible to vote and shall be sent a ballot by mail if they are not on campus. *Such procedures shall ensure complete confidentiality of individual recommendations and votes.* A copy of the Division Chair's recommendation and supporting materials will be placed in the faculty member's tenure file. The Division Chair's recommendation is to be presented to the Chair of the Committee on Faculty Personnel and is due no later than the first Monday in March of the academic year in which the applicant is applying for tenure.

2. The Committee on Faculty Personnel will conduct a poll of all tenured faculty. The committee will establish procedures for conducting the poll. Such procedures shall ensure the complete confidentiality of individual votes. For a period of at least two weeks prior to the conclusion of the vote, all supporting materials shall be made available for examination by any tenured faculty member. Tenured faculty on one-semester or one-year leave shall be eligible to vote and shall be sent a ballot by mail if they are not on campus. Faculty members taking leaves of more than one year's duration shall not vote. The votes will be tallied by the Committee on Faculty Personnel and the results added to the applicant's file.

After consideration of all materials, the Chair of the Committee on Faculty Personnel will send the President formal notice of recommendation and all supporting materials on or before the first Monday in April of the academic year in which the applicant is applying for tenure. The notice will indicate the formal confidential vote of the committee with a recommendation in support, or not in support, of the application.

3. The Provost is required to present to the President a separate and independent written recommendation on or before the first Monday in April of the academic year in which the applicant is applying for tenure indicating support, or non-support, of the application. A copy of the separate and independent recommendations of the Provost and the Committee on Faculty Personnel sent to the President of the University will be sent to the faculty member applying for tenure.

Step 4. Appeals:

In cases in which the Provost and/or the Committee on Faculty Personnel recommend against promotion, the faculty member may appeal to the President. The appeals must be received by the President by the second Friday in April.

Step 5. Presidential Recommendation:

After consultation with the Provost and Chair of the Committee on Faculty Personnel and consideration of cases of an appeal, the President will recommend for or against promotion. If the President recommends for promotion, all recommendations along

with supporting material submitted by the faculty member, the Division Chair, and the Provost, and the results of the poll of the tenured faculty will be sent to the Board of Trustees. If the President recommends against promotion, promotion will not be granted. This decision is final. Notification of the President's decision will be sent to the faculty member by the last business day in April.

Step 6. Board Review:

The Board of Trustees will review the recommendation in the manner it establishes, and will vote to grant promotion or to deny the application for promotion. The decision by the Board of Trustees is final.

Step 7. Notification:

Notification of the decision by the Board of Trustees shall be conveyed to the faculty member involved and to his/her Division Chair by the President of the University by the second Friday in May.

G. Evaluation

1. Purposes

The primary purposes of faculty evaluation are to develop a program for professional growth of teachers, to guide the teacher in relationship with the total university program, and to promote effective teaching and advising. It is also used in the determination of merit increases, the awarding of tenure, *promotion*, and the continuing employment of the individual faculty member.

Each faculty member will be evaluated on teaching and advising effectiveness, service to the College of Liberal Arts and Sciences, professional growth and recognition, and effectiveness as a role model in a learning community (*See Section II E1 and E2, Section IV A in this Handbook*).

There are a number of factors which must be present before evaluation can take place. Included in these are:

- a. mutual understanding of the evaluation process;
- b. an agreement at the beginning of the evaluation period concerning the work to be done by the faculty member;
- c. adequate information on the performance of the faculty member; and
- d. honest discussion between the faculty member, the Division Chair, and the Provost regarding problems and successes. When deemed necessary by the Chair or requested by a faculty member, an impartial third person chosen at the discretion of the Provost will be present during any face-to-face meeting between a faculty member and the division chair for matters concerning evaluation.

This *Faculty Evaluation System* is intended to:

- a. establish a guide for faculty performance standards that is based on a set of values;
- b. recognize professional achievement in teaching, advising, research, publications, creative activities, and professional service;
- c. involve systematic faculty input as an integral part of the design and construction of the system;
- d. evaluate information received in relation to the values of the faculty and Central Methodist University;
- e. maintain an evaluation system that is directly tied to faculty development and improvement of faculty performance. The evaluation system must be considered by the Faculty as being fair and useful, valid, and a valuable resource tool in making decisions of tenure, promotion, and improvement of faculty productivity;
- f. provide resources and opportunities which enable faculty to develop and improve their performance; and
- g. provide a process for faculty assessment that is used *in conjunction with other information* to be considered in the process for determination of recommendations for re-employment, awarding of tenure, and the awarding of promotion in rank.

2. Assessment procedure

The formal program must be explicit in defining the areas of concern, the recommendations and prescription for change, and means and criteria utilized in the evaluation. Evaluations will be conducted annually until satisfactory improvement is achieved. Two sequential “unsatisfactory” evaluations may result in disciplinary actions as outlined in Section V.I. of this Handbook.

Evaluations may be appealed by the faculty member directly to the Division Chair, and if resolution cannot be reached, to the Provost in accordance with the Faculty Handbook Section on Grievances. At the discretion of the Provost, the Chair may be included in the discussion.

Copies of all portfolios, student, peer, and Division Chair evaluations will be retained in the faculty member’s file in the office of the Office of the Provost for future reference concerning personnel decisions for tenure, promotion, and renewal of employment and other faculty rewards.

3. Appeal procedure

The faculty evaluation policy at the College of Liberal Arts and Sciences recognizes the possibility of error in judgment by evaluators and, therefore, provides an appeal procedure for faculty members.

Faculty members who feel that inaccurate and improper evaluation has taken place may request a conference with the Division Chair first, and if resolution cannot be reached, then with the Provost to attempt to reach an acceptable solution. At the discretion of the Provost, the Chair may be included in the discussion..

If no acceptable solution is reached at this conference the faculty member may file a grievance as prescribed in Section V of this Handbook.

4. Procedures And Frequency For Faculty Evaluation

Annual Evaluations

- a. All full-time faculty not being formally evaluated as per a scheduled evaluation, or as candidates for promotion and/or tenure, will engage in an annual evaluation process (see table below) administered by the Division Chair (or by the Provost for all Division Chairs). Procedures are specified in the Faculty Evaluation Plan.

What	Who	When
New Faculty Evaluations	Submitted by faculty in their 1st through 4th years of service.	February 1
Comprehensive Five-Year Evaluation	Submitted by faculty in their 5th year of service, and every fifth year thereafter.	February 1
Annual Evaluations	Submitted annually by all other faculty who are not scheduled to submit formal evaluations	April 1

H. Termination of Term Appointments

If a decision is made not to renew the term appointment of any Faculty member, he or she is assured of notification on the following schedule:

- 1. not later than March 1 of the first through fifth years of academic service; and
- 2. at least twelve (12) months before the expiration of an appointment after five or more years in the College of Liberal Arts and Sciences.

Faculty not continuing past the current year are to notify the Provost or the President by April 15 of the current year.

I. Faculty Dismissal Proceedings

The following quoted portion of this section is from the AAUP – 1958 Statement on Procedural Standards in Faculty Dismissal Proceedings:

Any approach toward settling the difficulties which have beset dismissal on many United States campuses must look beyond the procedure into setting and cause. A dismissal proceeding is a symptom of failure; no amount of use of removal process will help strengthen higher education as much as will the cultivation of conditions in which dismissals rarely, if ever, occur.

Just as the board of control or other governing body is the legal and fiscal corporation of the College, the Faculty are the academic entity. Historically, the academic corporation is the older. Faculties were formed in the Middle Ages, with managerial affairs either self-arranged or handled in course by the parent church. Modern college faculties, on the other hand, are part of a complex and extensive structure requiring legal incorporation, with stewards and managers specifically appointed to discharge certain functions.

Nonetheless, the faculty of a modern college constitute an entity as real as that of the faculties of medieval times, in terms of collective purpose and function. A necessary precondition of a strong faculty is that it have first-hand concern with its own membership. This is properly reflected both in appointments to and in separations from the faculty body.

A well-organized institution will reflect sympathetic understanding by trustees and teachers alike of their respective and complementary roles. These should be spelled out carefully in writing and made available to all. Trustees and faculty should understand and agree on their several functions in determining who shall join and who shall remain on the faculty. One of the prime duties of the administrator is to help preserve understanding of those functions. It seems clear that a close relationship exists between the excellence of colleges, the strength of their faculties and the extent of faculty responsibility in determining faculty membership. Such a condition is in no way inconsistent with full faculty awareness of institutional factors with which governing boards must be primarily concerned.

In the effective college, a dismissal proceeding involving a faculty member on tenure, or one occurring during the term of an appointment, will be a rare exception, caused by individual human weakness and not by an unhealthy setting. When it does come, however, the college should be prepared for it, so that both institutional integrity and individual human rights may be preserved during the process of resolving the trouble. The faculty must be willing to recommend the dismissal of a colleague when necessary. By the same token, presidents and governing boards must be willing to give full weight to a faculty judgment favorable to a colleague.

Procedural Recommendations

1. *Preliminary Proceedings Concerning the Fitness of a Faculty Member.*

When reason arises to question the fitness of a college faculty member who has tenure or whose term appointment has not expired, the appropriate administrative officers will ordinarily discuss the matter with him/her in personal conference. The matter may be terminated by mutual consent at this point; but if an adjustment does not result, the Committee on Faculty Personnel elected by the Faculty and charged with the function of rendering confidential advice in such situations will informally inquire into the situation to effect an adjustment, if possible, and if none is effected to determine whether in its view formal proceedings to consider dismissal should be instituted. If the Committee on Faculty Personnel recommends that such proceedings should begin, or if the President of the institution, even after considering a recommendation of the Committee on Faculty Personnel favorable to the faculty member, expresses the conviction that a proceeding will be undertaken, action will commence under the procedures which follow: (1) except where there is a disagreement, a statement with reasonable particularity of the grounds proposed for the dismissal will then be jointly formulated by the President and the Committee on Faculty Personnel; (2) if there is disagreement, the President or his/her representative will formulate the statement.

2. *Commencement of Formal Proceedings.*

The formal proceedings will be commenced by a communication addressed to the faculty member by the President of the institution, presenting the faculty member with the statement, and informing him/her that, if he/she so requests, a hearing to determine whether he/she will be removed from his/her faculty position on the grounds stated will be conducted by a Faculty Hearing Committee at a specified time and place. In setting the date of the hearing, the President will allow the faculty member sufficient time to prepare his/her defense. The faculty member will be informed, in detail or by reference to published regulations, of the procedural rights that will be accorded to him/her. The faculty member will state in reply whether he/she wishes a hearing. If so, the faculty member will answer in writing, not less than one week before the date set for the hearing, the statements in the President's letter.

3. *Suspension of the Faculty Member.*

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

4. *Hearing Committee.*

A committee of seven faculty members shall hear the case. The Faculty representative

to the Board of Trustees shall serve as an ex officio member. The other members of the Committee shall be chosen on the basis of their objectivity and fairness. The Faculty itself shall, at a special meeting called by the President, select three members of the Committee, and thereafter the President shall select the other three members of the Committee.

5. *Hearing Committee Proceeding.*

The Faculty Hearing Committee will consider both the “statement of grounds for dismissal already formulated, and the faculty member’s response written before the time of the hearing.

If the faculty member has not requested a hearing, the Committee shall consider the case on the basis of the obtainable information and decide whether the faculty member should be removed; otherwise, the hearing shall go forward. The Faculty Hearing Committee, in consultation with the President and the faculty member, should exercise its judgment as to whether the hearing will be public or private. If any facts are in dispute, the testimony of witnesses and other evidence concerning the matter set forth in the President’s letter to the faculty member should be received.

The President will have the option of attending the hearing. He/she may designate an appropriate representative to assist in developing the case. The Faculty Hearing Committee will determine the order of proof, will normally conduct the questioning of witnesses, and, if necessary, will secure the presentation of evidence important to the case.

The faculty member will have the option of assistance by counsel, whose functions will be similar to those of the representative chosen by the President. The faculty member would have the additional procedural rights set forth in the 1940 Statement of Principles on Academic Freedom and Tenure, and will have the aid of the Committee, when needed, in securing the attendance of witnesses. The faculty member (or his/her counsel) and the representative designated by the President will have the right, within reasonable limits, to question all witnesses that testify orally. Appearance in person by all witnesses should be required whenever possible. The faculty member will have the opportunity to be confronted by all witnesses adverse to him/her who appear in person. Use of written and notarized statements by either side in the proceeding will be permitted if the attendance of a witness is not possible. Copies of written statements which are to be used at the hearing and which have been taken prior to the beginning of proceedings against a faculty member shall be sent to the chair of the Hearing Committee and to the opposing party at least 15 days prior to the date of the said hearing, thereby giving the other party opportunity to contact the

witness and obtain supplemental statements. If written testimony of any witness is proposed to be taken subsequent to the institution of proceedings against the faculty member and used at the hearing, the party proposing to obtain such written statement must give at least 5 days written notice of the time and place said statement is to be taken, and the opposing party and his/her representative shall be permitted to be present at such time and place to ask supplemental questions as may be pertinent. All evidence at the hearing itself should be duly recorded and preserved so that, if desired by either party, a transcript may be prepared.

6. *Consideration by Hearing Committee*

The Faculty Hearing Committee, in conference, will reach a decision based on the hearing. "Before doing so, it will give opportunity to the faculty member (or his/her counsel) and the representative designated by the President" to present oral arguments. If written briefs would be helpful, the Faculty Hearing Committee may request them. The Faculty Hearing Committee "may proceed to decision promptly, without having the record of the hearing transcribed, when it feels that a just decision can be reached by this means; or it may await the availability of a transcript of the hearing if its decision would be aided thereby.

It should make explicit findings with respect to each of the grounds for removal presented," and will give reasons for each finding. The President and the faculty member will be notified, in writing, of the decision and will be given a copy of the record of the hearing. Any decision for dismissal must be reached by a majority of at least four votes.

7. *Consideration by the Board of Trustees.*

The President will transmit to the Board of Trustees the full report of the Faculty Hearing Committee, stating its action. If the Board of Trustees "chooses to review the case, its review will be based on the record of the previous hearing, accompanied by the opportunity for argument, oral or written or both, by the principals, at the hearing, or their representatives. The decision of the Faculty Hearing Committee will either be "sustained or the proceeding be returned to the Faculty Hearing Committee with objections specified. In such a case, the Faculty Hearing Committee should consider taking account of the stated objections and receiving new evidence if necessary. It should frame its decision and communicate it in the same manner as before. Only after study of the Committee's reconsideration should governing body (the Board of Trustees) make a final decision overruling the Faculty Hearing Committee.

8. *Publicity*

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

J. Other Sanctions

When the use of a sanction is deemed necessary, every attempt is to be made to guarantee fairness to the faculty member, including reasonable notice and an informal hearing prior to application of a sanction. In addition, either a faculty member or an administrator shall have the right to seek the consultation of the Committee on Faculty Personnel in a case where sanctions are to be or have been used.

If and when, in the judgment of an appropriate Division Chair, the conduct of a faculty member is contrary to the guidelines of the Handbook or a reasonable level of decorum, the Division Chair may so inform the faculty member by means of an oral or written reprimand and/or so inform the Provost.

If and when, in the judgment of the President and the Provost, the conduct of a faculty member is contrary to the above guidelines, they may apply those of the following sanctions which are commensurate with the severity of the offense:

1. issue an oral reprimand;
2. issue a written reprimand;
3. require restitution (pay for damage done to individuals or the institution);
4. suspend prospective benefits for a stated period (e.g., suspension of "regular" or "merit" increase in salary, suspension of promotion eligibility);
5. suspend from service for a stated period, without other prejudice.

A faculty member shall have the right of appeal to the Provost, the President, and the Board of Trustees; he/she shall also have the right to institute grievance procedures.

SECTION VI: GRIEVANCE PROCEDURES

A faculty member who wishes to lodge a grievance against another faculty member, a chair of a division, or an administrator shall proceed as follows:

1. Every effort to resolve the difficulty in conference between the parties involved shall be made.
2. If no resolution of the grievance is possible by the parties' conferring, the person lodging the grievance shall either:
 - a. seek consultation with the Committee on Faculty Personnel, which shall hear the grievance and mediate, attempting a resolution thereby; or
 - b. ask the Committee to appoint a subcommittee to hear the grievance and mediate.
3. If this mediation is unsuccessful and if the person wishes to pursue it further, the person shall:
 - a. File a formal grievance with the Committee on Faculty Personnel, which grievance shall consist of a written statement setting forth the details of the matter and the data supporting it.
 - b. The Committee on Faculty Personnel, acting as the agent of the Faculty, shall investigate the matter, informing (in writing) the person or persons against whom the grievance has been made and receiving evidence from both parties. All parties involved will have the option of attendance when the Committee sits on the grievance, but the Committee will determine the order of proof, will normally conduct the questioning of witnesses, and if necessary, will secure the presentation of evidence. If the grievance involves an administrator, the President or the Provost or the appointed representative of either shall be an ex officio member of the Committee. A decision setting forth reasons, after the Committee has considered the matter, will be sent to both parties.
4. If the decision of the Committee on Faculty Personnel is unacceptable to either party,
 - a. either party may ask the Committee to report the matter to the Faculty to seek its decision; and/or
 - b. either party may ask the Committee to refer the grievance and all pertinent information to the Board of Trustees through the President. Prior to sending the matter to the Board, the President shall mediate between the Committee and the parties involved, attempting a resolution thereby; if the President be a party to the grievance, the matter shall proceed directly to the Board. The decision of the Board is final.

If either option be taken, the Committee shall proceed as asked. However, only exceptional cases should proceed beyond step 3.

SECTION VII: COMPENSATION AND BENEFITS

A. Contracts and Salary Checks

Contracts and letters of reappointment are to be delivered to the Faculty April 1 of each academic year and are to be returned no later than 30 days after receipt. Salaries of those on nine-month contracts are paid in twelve installments on the first of each month. If employment is terminated, the contract balance is paid out in a lump sum at the end of the last month of work. Overload checks for the fall semester will be issued beginning no later than the end of the 4th week following the start of the spring semester. Spring overload checks will be issued monthly during the spring semester. Refer to the *Employee Handbook* for further details.

B. Pension Plan

The College of Liberal Arts and Sciences participates in the TIAA (TIAA.org) retirement plan. The University will pay an amount equal to at least 3% of salary into the plan, every month. The University will contribute additional matching funds that depend on the employee contribution as shown in the table below. Further details of the program may be obtained from Human Resources. Refer to the Retirement Plan policy in the Employee Handbook for further details.

Employee Contribution	CMU Base Contribution	CMU Additional Match	Total Savings Level
0%	3%	0%	3%
1%	3%	1%	5%
2%	3%	1.5%	6.5%
3%	3%	2%	8%
4%	3%	2.5%	9.5%
5%	3%	3%	11%
6%	3%	3.5%	12.5%
7%	3%	4%	14%
8%	3%	4.5%	15.5%

C. Insurance

All full-time faculty of the College of Liberal Arts and Sciences are provided with medical insurance, dental insurance, disability insurance, and life insurance policies by the Board of Trustees. The same medical and dental insurance, with premiums being paid by payroll deduction, is available for families of Faculty. Refer to the Insurance policy in the Employee Handbook for further details.

D. Sick Leave Policy

Sick leave, including pregnancy, is granted only in the event of actual sickness and the faculty member may be required to furnish proof of sickness in order to receive the time off with pay.

In case of death in the immediate family, faculty members may be allowed paid time off not to exceed 5 consecutive work days for each occurrence.

For absence from employment at the College of Liberal Arts and Sciences due to long term illness or injury (not applicable to Workman's Compensation Coverage), full-time faculty will be granted sick leave at the rate of 11.25 days per year of service to the College of Liberal Arts and Sciences up to a maximum of 120 working days. In accordance with the Family Medical Leave Act of 1993, faculty members may be granted extended leave without pay for up to 12 weeks within a 12-month period, and be able to retain all prior service benefits with the College of Liberal Arts and Sciences. Refer to the Sick Leave-Faculty and FMLA policies in the Employee Handbook for further details.

For absence from employment at the College of Liberal Arts and Sciences due to long-term illness or injury (not applicable to Workman's Compensation Coverage), special approval may be granted on an individual basis by the President.

E. Tuition Waiver

All dependent children and spouses of full-time employees may receive a waiver for undergraduate tuition charges each semester. Employees may be required to submit their previous year's tax return for verification of dependent child status. For further interpretation of "dependent child status" benefits, see the Financial Aid handbook or the Director of Financial Aid. Spouses will receive one-half tuition waiver for classes in the graduate program. There is not a limit on the number of classes they may take. Fees for student government, science labs, computer, library, and any private lessons will still be due from all dependents and spouses.

"Dependent Child" shall be understood to include:

1. the full-time employee's biological or adopted children who begin their degree program before the age of 25, for as long as they are continuously enrolled in the degree program.
2. the full-time employee's step children (but not foster children) who are legal dependents as defined by the IRS.

Dependent children of a full-time employee who dies, who are receiving this benefit at that time, shall be allowed to complete their degree program as long as enrollment is

continuous.

Under special circumstances, not specified above, a full-time employee may apply for this benefit.

The Director of Financial Assistance shall be responsible for making initial rulings on the application of the tuition waiver to a particular case. Employees may appeal this ruling to the Financial Aid Committee.

Upon approval of their supervisor, full-time employees are eligible to take undergraduate and graduate classes with tuition waived on a space-available basis. The time taken off work to attend class must be made up. All miscellaneous fees are due from employees. Employees must meet the graduate program's admission guidelines.

After one year of continuous service, part-time staff employees, working at least 20 hours per week, are eligible for full-time tuition waiver for undergraduate courses or one-half tuition waiver for graduate classes. This applies only to the employee. All employees applying for a tuition waiver must also complete the federal aid application. For details on the federal aid application process, contact the Office of Financial Assistance. All federal aid received must be applied toward the tuition and room fees incurred if living on campus or toward tuition if living off campus.

No continuing education class charges will be waived for employees, spouses, or dependents.

CMU is a member of the Council of Independent Colleges (CIC) network of colleges and universities willing to accept tuition-free students from families of full-time employees of other CIC institutions. See attachment "B" in the Central Methodist University *Employee Handbook* available in the Business Office for a list of guidelines, procedures, and participating institutions. For the most updated list of participating institutions or to apply for the CIC program, contact the Office of the Provost.

Refer to the Educational Assistance Program policy in the Employee Handbook for further details.

F. Leaves

1. Sabbatical Leaves

Sabbatical leaves may be given to faculty members in accord with the following considerations:

- a. Faculty members must have been in continuous employment for seven years at

the College of Liberal Arts and Sciences to be eligible for sabbatical leave.

- b. They must present a written request by December 1 of the previous academic year that includes a program of study, travel, or research that should benefit both themselves and the University in their future work at the College of Liberal Arts and Sciences.
 - c. They will be allowed full pay for a leave of one semester, or half pay for two semesters, or half-time for two semesters at full pay.
 - d. Sabbatical leaves can be given at any particular time only if there is reasonable assurance that arrangements can be made to ensure that there will be a smooth operation of the division involved.
 - e. Since only a limited amount of money can be budgeted for sabbatical leaves in any one year, various factors--such as length of service since the last sabbatical or educational leave--will have to be considered in selecting candidates for sabbatical leaves in any year.
 - f. Faculty members receiving a sabbatical leave are normally expected to return to the College of Liberal Arts and Sciences for a period of two years' service following their leaves.
2. Educational Leaves
The Trustees of the University may grant an educational leave for approved study for one year within seven years. These leaves provide for one-half salary for the academic year. These awards are normally made to assist faculty toward an advanced degree. Faculty members seeking such a leave agree to remain with the College of Liberal Arts and Sciences a minimum of two years following an educational leave of absence.
 3. Leaves Of Absence
Leaves of absence without pay may be arranged, subject to the approval of the faculty member, the Division Chair, and the administration.

G. Admission to Athletic Events

Admission to all athletic events of the University is free for faculty and dependents.

H. Faculty Development

All full-time College of Liberal Arts and Sciences faculty members are eligible for Faculty Development Funds. These funds are intended to be used for professional development, which may include professional organizational memberships, professional travel, professional journals and publications, and other purchases approved by the Division Chair. Refer to the Faculty Development policy in the Employee Handbook for further details.

I. Faculty Enhancement Grants

The Faculty Enhancement Grant provides supplemental funding in addition to the faculty member's annual receipt of Faculty Development Funds. A Faculty Enhancement Grant may be used to engage in professional growth and/or to enhance pedagogical approaches in the faculty member's chosen discipline. Refer to the Faculty Enhancement Grants policy in the Employee Handbook for further details.

J. Faculty Voluntary Phased Retirement Program (Step Down)

The Voluntary Phased Retirement Program is intended to assist eligible senior faculty in the transition from full-time teaching, scholarship and service duties to retirement. CMU reserves the right to limit participation in this program if needed due to financial restrictions or possible compromise of academic quality. Refer to the Faculty Voluntary Phased Retirement Program in the Employee Handbook for further details.

SECTION VIII: REVISIONS

The Board of Trustees has ultimate responsibility and authority in all legal and policy matters affecting Central Methodist University, including the Faculty Handbook. However, consistent with past practice, revisions to the Handbook involve a consultative process among the faculty, the administration, and the Board. Under demonstrably exigent circumstances, as declared by the Board, the consultative process may be limited to the time frame for calling meetings of the Board as provided in the By-laws of the University. Such consultation will involve the members of the Committee on Faculty Personnel and the Faculty Representative to the Board, who will be heard at the Board meeting.

The Faculty may propose revisions to the College of Liberal Arts and Sciences Faculty Handbook for consideration by the Board. Proposed revisions of Sections II through VI shall be circulated in writing to all faculty members at least seven days prior to a regular or special Faculty meeting. A majority vote of the faculty members present and voting shall be required for adoption of proposed revisions to those sections of the College of Liberal Arts and Sciences Faculty Handbook. Proposed revisions to Section I of the College of Liberal Arts and Sciences Faculty Handbook (the By-laws) shall be circulated at least twenty-one days prior to a regular or special Faculty meeting. A vote of two-thirds of the members present and voting shall be required for adoption of proposed revisions to Section I of the College of Liberal Arts and Sciences Faculty Handbook.

Amendments approved by the Faculty shall be presented to the President for the President's recommendation to the Board.