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Faculty Association Membership and Governance
The Woodbury University Faculty Association (WUFA)

The membership of the Woodbury University Faculty Association consists of all full-time faculty whose primary responsibility is teaching, chairing a department, or serving as a librarian.

In addition, membership includes adjunct faculty whose primary responsibility at Woodbury University is teaching and who are under current appointment. All members of the Faculty Association have equal voting privileges, except for the President of the Faculty Association who has no vote in the Association except to break a tie.

The Association holds at least one meeting per semester except during summer session. Special meetings may be called within fourteen days upon written request from the President of the University, ten members of the Association, or the Senate.

Please Note: The Faculty Association Bylaws and Constitution are available online at the portal, http://my.woodbury.edu/Faculty/Pages/Home.aspx

Category: Faculty Association
- Bylaws
- Constitution
Introduction

The faculty of Woodbury University have on the one hand the rights and privileges which inhere in their profession and have on the other the obligation to exercise their best judgment in enforcing professional standards, and in determining their collective and individual responsibilities and duties in accordance with the mission and goals of the University.

I. CATEGORIES OF APPOINTMENT
   A. Faculty Defined

   The faculty of Woodbury University consists of all members of the full-time faculty (those who hold both full-time faculty appointments and faculty rank), and the adjunct faculty.

   1. The full-time faculty are professional educators whose appointment at Woodbury is their principal employment and whose professional commitment includes responsibilities for the quality of the educational programs and for university service related to, and in support of, the instructional programs, as well as for classroom instruction. For full-time faculty, outside activity that contributes to professional maintenance or advancement and community advancement is generally acceptable, but employment by other educational institutions or other institutions that results in reduced performance at Woodbury will be precluded. Full-time faculty are usually appointed for duty in established departments or schools of instruction. Regular full-time faculty are appointed to renewable terms and are eligible for rank advancement.

   2. Visiting faculty are full-time faculty members, as defined above and with the same responsibilities and privileges, but appointed for a limited term not to exceed three years and are not eligible for rank advancement. If visiting faculty are subsequently appointed to a regular faculty position, their time as visiting faculty is counted towards service as regular full-time faculty.

   3. Interim faculty are full-time faculty members, as defined above and with the same responsibilities and privileges, but are emergency appointments to fill a sudden vacancy in a faculty position. They are appointed only until the position is successfully filled through a regular search process and are not eligible for rank advancement. If they are appointed to a regular faculty position, their time as interim faculty is counted towards service as regular full-time faculty.

   4. Participating adjunct faculty members are educators who contribute beyond their teaching. They have a formal relationship with the institution that may include taking part in helping to shape and to monitor the effectiveness and delivery of the curriculum, participation in governance, and in advising students. Participating adjunct faculty are usually appointed for duties in established departments or centers of instruction. Specific titles for participating adjuncts may be assigned as appropriate, e.g.
Participating Professor of Practice, Coordinator of Instruction, Director of the Writing Center, Creative Director, Artist in Residence.

5. Adjunct faculty members are educators who carry less than a full-time load for a teaching year (see section II.C). They do not receive salary during any term in which they do not teach, but they do participate in sick leave on a pro rata basis.

6. Deans, though teaching is not their primary responsibility can hold faculty rank.
   a. Newly hired Deans from outside the University must have been selected through a search committee and process that are consistent with the Academic Hiring Procedures outlined in Appendix A. They must have been given the rank of Full Professor based on their application. Rank is recommended to the Provost and President by the search committee and the personnel committee.
   b. Full-time faculty members who are separately selected and appointed to serve in the roles of deans of schools or colleges are appointed to administrative positions. Acceptance of the administrative appointment automatically generates a leave-of-absence without pay from his or her current faculty position. Even though the dean is in an administrative role, he or she may still be identified with the professorial rank and discipline earned prior to the administrative appointment.
   c. Though they may hold faculty rank, Deans are not members of the Woodbury University Faculty Association and do not have voting rights in that organization. [See also III]

B. Faculty Rank

Faculty at Woodbury University may hold the rank of:

- Lecturer
- Senior Lecturer
- Assistant Professor
- Associate Professor
- Full Professor

Adjunct faculty members hold the rank of Lecturer or Senior Lecturer.

1. The Faculty Personnel Committee, the Faculty Senate, and the Faculty Association regularly review the criteria for each rank. See Section VI for current rank criteria.

2. Newly appointed full-time faculty (regular, visiting and interim) have their credentials evaluated by the Faculty Personnel Committee, which decides rank and level within rank.

3. Regular full-time faculty rank advancement: Current faculty who wish to apply for promotion submit an application to the Dean of Faculty at the beginning of the Spring semester. Visiting full-time faculty are not eligible for rank advancement.

4. Newly appointed adjunct faculty have their credentials evaluated by the appointing department chair, who decides rank and level within rank. Adjunct faculty at the rank of lecturer who seek advancement to the rank of senior lecturer should apply directly to the appointing department chair for consideration. An application should include an
updated copy of the candidate’s curriculum vitae, a detailed summative statement from the faculty member, linked to evidence provided in the application, showing how she or he meets the qualifications for senior lecturer, and at least three letters of recommendation from university faculty familiar with the applicant’s work.

C. Faculty Contracts and Letters of Appointment

Each faculty member’s letter of appointment specifies clearly the contractual term of service. Should any faculty member become unable to perform his or her duties as specified in the letter of appointment, the contract shall terminate no later than the end of the academic year in which the faculty member is no longer able to render service.

Newly hired full-time faculty, whether regular, visiting or interim, are normally appointed for an initial one-year term. Typically terms of appointment coincide with terms of contract, such that one-year contracts are given for one-year appointments. In exceptional cases the term of the contract may differ from the term of the appointment such that a multi-year contract may contain a one-year term. See items below for conditions of each of the possible appointment terms.

All full-time faculty are expected to hold at least a Master's degree or a terminal degree appropriate for the field in which they will be teaching. A few exceptions to the degree requirement may be made to obtain the expertise of some specialists or persons with outstanding backgrounds (see section V.D for conditions on hiring faculty without terminal degree requirements). The types of appointments that may be granted are as follows.

1. One-year appointments: These appointments are usually granted to persons for their initial periods of service with the University, whatever their qualifications. One-year appointments are renewable for regular and visiting faculty. Faculty continuing beyond three one-year appointments shall normally be appointed to renewable three-year terms with an exception for some full professor. One-year appointments are renewable no more than five times for regular faculty appointments, two times for visiting faculty appointments, and not at all for interim appointments.

2. One-year appointments held within multi-year contracts:
   In the event that new full-time faculty are offered contract terms longer than one year when initially hired, the initial term of the contract will be equal to the number of one-year appointments held within the multi-year contract. The faculty member must still submit an annual review package to the personnel committee following the same review process as a regular one-year appointment. For example, an initial two-year contract with satisfactorily completed annual reviews will be counted as two one-year appointments. The term of the initial contact will not be considered to be a multi-year appointment. Upon completion of the multi-year contract holding the multiple one-year appointments, the faculty member is subject to the same processes of other one-year initial appointments.

3. Three-year appointments: These appointments are usually granted to those who have satisfactorily served in three one-year appointments as judged by annual reviews of the personnel committee. Visiting and interim faculty contracts may be
counted as part of the three (3) one-year contract appointments if the faculty member has been reviewed by the personnel committee annually.

4. Five-year appointments: These appointments are usually made for full professors whose continued work in teaching, professional development, service, and additional factors represent excellence. The faculty member must first complete a three-year appointment to be eligible for a subsequent five-year appointment.

Letters of Appointment
5. Letters of Appointment for full-time faculty are prepared in two copies, one of which should be retained by the faculty member and the other returned to the Provost with an endorsement showing whether or not the faculty member accepts its terms. Upon receipt, the President signs the letter of appointment and has a copy placed in the faculty member’s file in the Office of Academic Affairs. A Letter of Appointment contains all the terms of employment set forth, either explicitly or, where appropriate, by reference to this statement of personnel policy, or to other University documents available to the faculty.

6. Letters of Appointment for adjunct faculty are sent to the faculty before the start of each term. The Letter of Appointment contains all the terms of employment set forth, either explicitly or, where appropriate, by reference to this statement of personnel policy, or to other University documents available to the faculty. Appointment of adjunct faculty is subject to enrollment.

D. Faculty Seniority

Faculty seniority is determined by the following criteria:

- Rank
- Years in rank at Woodbury
- Years in rank
- Years at Woodbury

If there is a tie based on rank, then the next determining criterion is years at Woodbury and so forth down the list. Seniority is used to determine allocation of office space and other similar issues.

II. CONDITIONS OF APPOINTMENT

A. Definition of Teaching Year

Full-time and participating adjunct faculty are appointed by the teaching year. The teaching year, to which basic salaries apply, is two semesters teaching full time. The teaching year begins one week before classes start in the Fall, and ends the day grades are due in the Spring semester. Non-participating adjunct faculty are appointed by the semester or term, beginning with the first day of class and ending on the day grades are due.
B. Faculty Pay Periods
Salaries for full-time and participating adjunct faculty are paid in twenty-four (24) semi-monthly installments. Salaries for non-participating adjunct faculty are paid every two weeks during the term in which they are teaching. All payments are made beginning with the first full pay period after the start of classes and contingent upon receipt of all substantiating employment documents (see paragraph F below.)

C. Teaching Load
The normal teaching load for full-time faculty is 24 units of lecture, or the equivalent, per teaching year. For the purposes of equivalency, 1 unit of studio/lab equals 1.5 units of lecture, assuming that all studio/lab courses are 2 academic hours per academic unit. Faculty may average the load between Fall semester and Spring semester to meet their teaching obligations. Summer term may be used to satisfy the teaching load requirements with permission from the department chair.

D. Office Hour Availability Requirements
1. All full-time and participating adjunct faculty members post and keep one office hour for every 4 units of course time per week, during which they are available for consultation with students. Full-time faculty are required to maintain a minimum of three office hours per week over at least two separate days.
2. Though not required, part-time adjunct faculty members may keep office hours on a similar basis proportionate to their teaching loads. Adjunct faculty must be available to students for course questions via email or phone.
3. Advising faculty members post and keep additional office hours during advising and registration necessary to accommodate their student advising load.
4. Faculty with administrative responsibilities post and keep an additional one hour to accommodate student administrative needs.
5. Posted hours must reasonably reflect the hours most convenient for the students.

E. Committee and Meeting Requirements
1. Full-time faculty members are expected to serve on at least one faculty governance or administrative committee.
2. Participating adjunct faculty members’ University and committee responsibilities will be stipulated in their letters of appointment.
3. Adjunct faculty are not expected to serve on faculty or administrative committees. Adjunct and participating adjunct faculty may nominate themselves or be nominated for election to the Faculty Senate or appointment to any of the appointed committees of the Faculty Association or for service on ad hoc committees.
4. Fulltime faculty members may nominate themselves or be nominated for election to any elected WUFA committee or appointment to any of the appointed committees or for service on ad hoc committees.
5. All full-time and participating adjunct faculty members are expected to attend departmental, school/division and university faculty meetings.
F. Official Transcript and Employment Documentation Requirement
Initial and continued employment is contingent upon substantiating official transcripts, satisfactory references, required documentation (W-2 and I-9), and employment history, and no one will be continued who has been, or is, disqualified by any educational institution for cause. The Faculty Personnel Committee should immediately consider all cases involving the above questions or matters of non-accredited degrees. The above statement concerning non-accredited degrees does not preclude the hiring or retention of specialists or persons of outstanding backgrounds.

G. Faculty Serving in Administrative Capacity Equivalency and Compensation
If a member of the full-time faculty also serves in an administrative capacity, adjustments in his or her compensation and teaching load are worked out in accordance with a policy prepared and published by the President of the University. Such policy must be compatible with the principles set forth herein. (See Appendix B)

H. Stipulations on Outside Activities
The full-time faculty are professional educators whose appointment at Woodbury is their principal employment. Outside activity that contributes to professional maintenance or advancement and community advancement is generally acceptable, but employment by other educational institutions or other institutions that results in reduced performance at Woodbury is precluded. Faculty members are required to declare outside activities during their annual update as stipulated in section V.B.2.

III. CONDITIONS OF APPOINTMENT FOR FACULTY WITH ADMINISTRATIVE RESPONSIBILITIES
Full-time faculty members who are separately selected and appointed to serve as full-time administrators are automatically granted a leave of absence from their faculty positions during the time of their full-time administrative assignments. Even though the individual is in an administrative role, he or she may still be identified with the professorial rank and discipline earned prior to the administrative appointment. Time spent in the role of a university-level administrator with a concurrent leave of absence without pay from a Woodbury faculty appointment may accrue years of service at Woodbury as it applies to seniority and other faculty-related considerations if identified in the appointment letter to the administrative position. Time spent in leaves of absence without pay will not count toward eligibility for sabbatical leave. However, after a minimum of three years of service in the administrative role, the Provost may grant a minimum of a one-semester sabbatical prior to the administrator’s return to his or her faculty position to prepare for re-entering the classroom. Such sabbaticals shall conform with the established policy found in section VIII.

C. Pay rates for these full-time administrative appointments will be commensurate with salaries for similar positions at similar universities and are not connected to the faculty salary scale. (See Appendix B)

IV. POLICIES FOR APPOINTMENTS AND REAPPOINTMENTS
A. Personnel Committee Review of Faculty

The Faculty Personnel Committee reviews and evaluates the performance and qualifications of all persons under consideration for full-time faculty appointment and reappointment and reports its recommendations to the Provost.

B. Faculty Search Policy

Actions on full-time appointments are initiated by the appropriate department, school, or the Provost. Positions must be advertised regionally or nationally, as determined by the Provost, the appropriate dean and departmental faculty. Advertisements must clearly indicate the responsibilities of the position, the minimum credentials for holding the position and the nature of Woodbury University's contract system (i.e., non-tenure granting).

Schools must use search committees to evaluate candidates for full-time positions. Search committees are established by department heads for faculty appointments and by deans for department chair appointments. Search committees for deans who will have faculty rank are established by the Provost and include some or all of the department chairs of the school or division. Criteria for deans with faculty rank must include qualifying for faculty rank according to the conditions below. Chairs of search committees are determined within the committee.

The Provost carries the committee’s recommendation to the Faculty Personnel Committee, which then evaluates the candidate for placement at rank and level. The Provost makes the final approval, and provides an explanation to the Personnel Committee for any variance from the Committee’s recommendation.

See Appendix A for detailed search procedure checklist.

C. Personnel Committee’s Review of Faculty Search Committee Decisions

In considering the nomination of a person to be appointed full-time for the first time, the Faculty Personnel Committee determines that the search committee has reasonably observed the principles of non-discrimination and that all conditions for faculty appointment have been met, and establishes the rank and years of service of the candidate to be appointed.

Search committees should maintain in their records names of all persons who were nominated or who applied for a vacancy, and such records should include for each unsuccessful candidate a brief statement of the reason or reasons why he or she was not selected.

D. Faculty Degree Requirements

Applicants for full-time appointments must have a doctoral degree or an appropriate terminal degree at the time of hire. Candidates in process of completing the required doctoral or terminal degree may be conditionally hired and placed at the rank of lecturer, pending timely completion of degree requirements. In a field in which there may be no standard terminal degree recognized, deans or chairs of the related departments may submit appropriate documentation to the Faculty Personnel Committee that:
1. demonstrates the absence of a professional standard for terminal degree at comparable institutions, and;

2. shows the candidate for appointment to have a substantial body of work that meets all the following requirements:
   a. demonstrates the application of professional or theoretical knowledge in that discipline
   b. demonstrates substantial contribution to a body of knowledge in that discipline
   c. has been peer-reviewed by regionally or nationally recognized organizations

Upon employment, the University, in conjunction with the applicable search and personnel committees, either agrees that the faculty member has the appropriate degree to qualify for future rank advancement, or the University must stipulate in writing what additional degree is required for future rank advancement. If the University fails to send such a letter, it is assumed that the candidate’s degree is the appropriate terminal degree.

E. Minimum Faculty Rank Requirements

1. Education
   a. Lecturer: Master’s degree from an accredited institution
   b. Senior Lecturer: Master’s degree from an accredited institution
   c. Assistant Professor: A terminal degree from an accredited institution
   d. Associate Professor: A terminal degree from an accredited institution
   e. Full Professor: A terminal degree from an accredited institution

   An equivalent of accomplishment, as defined in item IV-D of the Faculty Personnel Policy, may substitute for any degree as listed above.

2. Teaching Experience
   a. Lecturer: No teaching experience is required.
   b. Senior Lecturer: A minimum of six years successful part-time teaching is required. A minimum of three of these years must be with a Master’s degree.
   c. Assistant Professor: No teaching experience is required.
   d. Associate Professor: A minimum of six years successful full-time teaching is required. A minimum of three of these years must be with a terminal degree.
   e. Full Professor: A minimum of eleven years successful full-time teaching is required. A minimum of three of these years must be with a terminal degree.

   Years of teaching must be completed, not in progress, before a faculty member is eligible to apply for rank advancement.

3. Teaching Equivalency
   For those who have not been on full-time contracts, part-time teaching experience may be counted according to the equivalents given below. A minimum of one calendar year of teaching experience will be credited for each calendar year taught.
6 (3-unit) semester courses = 18 units = one year teaching experience
9 quarter courses = one year teaching experience
(1.5 quarter units = 1 semester unit)
3 semester-unit studio course = one 3-unit semester course
6 semester-unit studio course = two 3-unit semester courses

For those who have related business or professional experience, three
years of relevant experience may, upon recommendation of the search
committee and at the discretion of the Faculty Personnel Committee, be
credited for one year of teaching experience, to a maximum of three years
of teaching-experience equivalent.

F. Deadlines for Notification of Renewal and non-Renewal of Appointment

The Faculty Personnel Committee conducts its reviews and evaluations of individuals under
consideration for reappointment in sufficient time that the committee may give the Provost
notice of the committee’s action at least one month prior to the deadline for notification of
those who will not be re-appointed.

Full-time faculty normally receive notification in writing of the terms and conditions of
renewed appointments no later than the eighth week of the term for those on special
appointments and no later than the first day of the third month prior to the expiration of their
appointments for all others. In addition, full-time faculty on multi-year appointments normally
receive notice in writing of adjustments in their salaries and benefits, if any, no later than
the first day of the third month prior to the beginning of the teaching year. Adjustments to
the Faculty Salary Schedule will normally be made in January of each academic year. The
current salary schedules are available on the faculty portal page under “faculty resources”
at http://my.woodbury.edu/Faculty/Pages/Home.aspx

Those who will not be re-appointed should receive notification of that fact in writing no later
than the dates specified in the following schedule:

1. For those on special appointments, before the eighth week of the term for
which their appointments are effective;
2. For those on annual appointments who are in the first year of such
appointments, at least three months in advance of the expiration of their
appointments;
3. For those on annual or longer appointments who have served more than one
year, at least six months in advance of the expiration of their appointments.

V. FACULTY EVALUATION

A. Woodbury University's Understanding of Faculty Evaluation

The University seeks to provide and maintain an environment conducive to professional
and personal development for faculty as well as for students. This environment is the major
responsibility of the University community whose members encourage each other toward
excellence and individuality in teaching performance, professional growth, and service to
the University. We have a right, therefore, to expect from each other competence,
scholarship, and service. An evaluation that is formalized as a serious commitment to the
University is a way of institutionalizing and protecting this right. Evaluation is not a matter of
sanction but rather an invitation to further development.

Evaluation as a Shared Responsibility
The University recognizes the unavoidable sensitivity in any system of accountability. But
the University also accepts the need to formalize some kind of assessment of performance
and scholarship that documents the information needed in decision-making for retention of
the faculty and for continued professional development. Not to maintain a systematic
method of collecting personnel data is irresponsible and increases the possibility of arbitrary
decisions.
The University is aware of the difficulties inherent in assessing performance in the
professions of teaching and scholarship. It is, therefore, appropriate that the assessment of
performance be based on the most complete body of information obtainable.
Assessment of faculty is not only within the domain of administrative decision-
makers, but also is the responsibility of everyone in the University – self, students,
colleagues, and administrators. A system of student evaluation of faculty is already
in place.

B. Performance Review and Annual Update
The evaluation of professional performance must allow for the individuality of the person
being assessed. For this reason, the primary responsibility for assembling and presenting
data about performance and professional development rests with the individual faculty
member. In addition to assessment of faculty for contract renewal and rank advancement,
the means of transmitting this information is the annual update, a document of self-
evaluation and personal planning. This annual report on professional accomplishment
includes:

1. Performance Review
In the Fall Semester of the last year of a multi-year contract or a third one-year contract,
or in the Spring Semester of a one-year contract, full-time faculty are required to have a
Performance Review with the department chair, or in the case of department chairs, a
Performance Review by their respective deans. In addition, faculty may request a review
at any time (not to exceed one per year). The review must be parallel to all of the criteria
for rank promotion. The reviewer is responsible for writing the performance review,
which must be signed by both parties. The performance review must clearly state the
recommendation of the document’s author. The faculty member under review has the
right to append a statement. A copy of the final review document is to be submitted to
the Office of Academic Affairs for placement in the permanent file.

2. Annual Update
Each year, on or before the beginning of the Spring semester, each full-time faculty
member must submit to their department chair or dean in the case of department
chairs an Annual Update for the prior calendar year (January through December).
This update consists of a listing of all activities delineated as rank criteria in the
Faculty Handbook. This should include teaching, professional development, and
University service. The person in receipt of the annual update will distribute copies to the dean of the appropriate school and the Office of Academic Affairs.

The performance review and annual update may duplicate appropriate parts of a contract renewal or rank advancement package, but must be distributed as described above.

VI. APPLICATION FOR CONTRACT RENEWAL
A. Contract Renewal Submittal Deadlines

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<thead>
<tr>
<th>Type of Application</th>
<th>Deadline</th>
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<tbody>
<tr>
<td>1-year renewal applications</td>
<td>First day of Spring semester</td>
</tr>
<tr>
<td>Initial 3-year renewal applications</td>
<td>October 1</td>
</tr>
<tr>
<td>3-year renewal applications</td>
<td>October 1</td>
</tr>
<tr>
<td>5-year contract renewal applications</td>
<td>October 1</td>
</tr>
</tbody>
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B. Criteria for Evaluating Faculty for Reappointment
In evaluating an individual for reappointment, the Faculty Personnel Committee shall carefully weigh his or her performance against the following criteria:

Teaching and Advising
1. Excellence in teaching, evaluating and counseling students
2. Objective studies or comparisons such as student ratings and other quantitative criteria as may be desired
3. Conscientious observance of the standards of professional ethics

Professional and Scholarly Activities
4. Competence in a field of knowledge or professional practice and its importance to teaching
5. Achievements in demonstrating intellectual or creative ability and its importance to teaching

University Service
6. Conscientious performance of University duties as outlined in Conditions of Appointment

C. Contract Renewal Application Portfolio Contents
Newly appointed and continuing regular or visiting faculty applying for contract renewal submit their applications to the Dean of Faculty. The Dean of Faculty notifies the deans of the appropriate schools and the Provost upon receipt of all applications.

The contract renewal portfolio includes:
1. A cover letter requesting contract renewal and specifying the type of contract for which the applicant is eligible to apply.
2. An updated copy of the candidate’s curriculum vitae.
3. A reflective formative self-evaluation comprised of three sections outlined in the Rank Advancement policy: Teaching Requirements, University Service Requirements, and Professional and Scholarly Requirements. The self-evaluation must cover accomplishments and achievements in these areas as well as areas for further development and growth. Part of the purpose of the self-evaluation is to ensure that candidates who will become
eligible for rank advancement are making progress toward it; therefore, candidates should refer to the Rank Advancement policy (VII D-F) for explanation of these categories. The entire self-evaluation should not exceed 1500 words.

4. A Performance Review from the appropriate department chair and a letter of recommendation from the appropriate dean. If the applicant is a chair, his/her dean writes the performance review and selects another chair to write a recommendation letter. If the applicant is a librarian, she/he receives a performance review from the University Librarian and a letter of recommendation from a faculty member in the applicant’s subject specialty. The University Librarian receives a performance review from the Provost. The performance review and the letter of recommendation must clearly state the recommendation of the documents’ authors. A detailed description of the Performance Review and the process involved may be found in section V.B.1.

5. Course evaluations for all courses prior to the contract renewal request. Copies of course evaluations are held in the office of Academic Affairs. They are also available through the Office of Institutional Research; contact IR@woodbury.edu

6. Course release and stipend agreements, and evidence that the requirements of those agreements have been met.

7. The sabbatical report from any sabbatical completed since the last contract renewal.

8. Whatever other materials the applicant feels will be informative to the Personnel Committee.

D. Review Process

The Faculty Personnel Committee evaluates the materials and sends its recommendation to the applicant and the Provost for review and approval. If the applicant chooses s/he may append a statement within one week of receipt and with a maximum 500 words. A letter is then sent to the applicant from the Office of Academic Affairs stating the results of the contract renewal process. All recommendations are sent on to the applicant with the decision letter.

VII. APPLICATION FOR RANK ADVANCEMENT

A. Rank Advancement Application Submittal Deadline

Application portfolios are due the first day of Spring semester.

B. Rank Advancement Application Portfolio Contents

The application includes:

1. A copy of the latest criteria for the rank for which the faculty member is applying. (See section IV E. for rank requirements)
2. An updated copy of the candidate’s curriculum vitae
3. A detailed summative statement from the faculty member, linked to evidence provided in the application, showing how she or he meets each of the qualifications for that rank.
5. Substantial evidence to validate the claims to teaching effectiveness, university service and professional development in the applicant’s statement. (See below for criteria.)
6. Other materials as requested by the Faculty Personnel Committee and approved by the Faculty Association.
7. Any other materials the applicant feels will be informative to the Personnel Committee.
8. Peer Review Requirements. (See below.)
9. Signature Checklist for Application for Promotion. (See form in Appendix C)

C. Rank as Determined by the Ideals of a Teaching Scholar
Distinction among ranks is made by evaluating the faculty member’s potential or progress toward achieving or fulfilling the ideals of a teaching scholar. Teaching scholars should be recognized scholars in their fields, should serve as role models for junior faculty, and should fulfill the requirements of all three categories listed below (D through F) to this level of achievement. The distinction among ranks is as follows:

1. The Lecturer shows potential toward achieving the ideals of the teaching scholar.
2. The Senior Lecturer demonstrates accomplishment in achieving many of the ideals of the teaching scholar.
3. The Assistant Professor shows potential toward fulfilling the ideals of the teaching scholar.
4. The Associate Professor demonstrates significant progress toward achieving the ideals of the teaching scholar.
5. The Full Professor demonstrates the highest level of fulfillment of the University’s ideals of the teaching scholar.

D. Teaching Requirements

Teaching Evaluation: The teaching scholar demonstrates the highest level of teaching skills. Documentation of the faculty member’s teaching skills must include the following:

1. Student evaluations from all classes taught since the faculty member’s last promotion.
2. Additional documentation may include reviews, recommendations from colleagues, outcome evaluations, independent assessment of student work, or other similar items.
3. Academic commitment: The teaching scholar demonstrates a commitment to the academic process at the university. Documentation of the faculty member’s academic commitment should include descriptions of instructional activities that are beyond those generally required and that have occurred since the faculty member’s last promotion. Such activities may include:
   a. Development of new courses or curricula
b Development of new methods of teaching

c Development of a series of field trips

d Development of instructional materials above those generally required

e Development of other significant pedagogical activities

4. Teaching Development: The teaching scholar demonstrates enhanced performance in the classroom. Documentation of the faculty member’s enhanced performance may include descriptions of how the activities listed below have improved the classroom experience or improved the faculty member’s skills as a teaching scholar. Only those activities having occurred since the faculty member’s last promotion are considered for rank advancement.

Note the distinction between this category and category F, Professional and Scholarly Requirements. Category F focuses on professional and scholarly activities the faculty member has completed, whereas this category is for describing how those activities have enhanced the classroom experience.

E. University Service Requirements

The teaching scholar shows consistent leadership in areas central to the mission and functioning of the University and commitment to higher education as a profession. Documentation in support of these activities may include the following:

1. Serious involvement in Faculty Association and university committees. "Serious" involvement implies participation beyond minimum Faculty Association requirements. This could include additional committee assignments beyond the minimum required, chairing committees, or serving as an officer or senator of the Faculty Association.

2. Representing the faculty on university committees.

3. Advising a student organization or active participation in other student activities (not just attendance at these activities).

4. Active participation in Woodbury faculty development activities, University initiatives, or community functions (not just attendance at these functions).

5. Participation in community, civic, service, or charitable organizations.

F. Professional and Scholarly Requirements

The teaching scholar demonstrates professional growth. These are activities that go beyond those related to the classroom or to teaching skills. Instead, they demonstrate that the faculty member is actively working to contribute to his or her profession and to establish a "presence" in his or her field.

Listed below are three areas of activities that contribute to professional growth and accomplishment. Although fulfilling all three, or even two, categories is not required, it is expected that the teaching scholar demonstrate a breadth and depth of activity, showing serious accomplishment and committed involvement. In some cases, a specific activity or accomplishment may have the attributes of more than one category.
To demonstrate that the professional development is an ongoing pursuit, only activities that have occurred or have been completed since the faculty member’s last promotion may be included for rank advancement.

a. Serious involvement in professional and/or educational associations. This could include serving as an officer in a professional or educational organization, an editor for the organization’s journal, or participating in the organization of a conference. "Serious" implies that you are committed to these services by active and extended participation.

b. Scholarly activities leading to publication or presentation. This category includes publication of books, articles in journals, and presentations in professional, educational, or public settings that present research or other scholarly activities.

c. Creative endeavors and presentation or publication of works of art or design. This category includes activities that lead to the production and presentation of works of art (including film and design) and performances (performing arts). Documentation should include representative samples and professional recognition of the work.

G. Peer Review Requirements

To ensure that candidates for promotion in rank present the best possible case to the Faculty Personnel Committee, formative reviews (discussions that provide constructive feedback) are conducted so that candidates can improve their applications and be alerted to any shortfalls prior to submitting their promotion materials. Therefore, applicants for promotion must complete the following:

1. Solicit the advice of at least two members of the faculty of the rank they are seeking, preferably faculty within their own department or school with experience on the Personnel Committee. The candidate must present these faculty members with his or her promotion portfolio and give them sufficient time to review the materials and discuss them with the candidate. The candidate must then obtain the signatures of both these faculty members on the form below. The signatures are acknowledgments, not endorsements.

2. Notify their department chair and dean (or dean only in the case of a department chair) of their decision to seek promotion. The candidate must then obtain the signatures of the dean and chair on the form below. The signatures are acknowledgments, not endorsements.

3. Secure at least two letters of recommendation from Woodbury faculty and at least one letter from non-Woodbury faculty acquainted with their educational or professional work. Ideally, these faculty should be of the rank that the candidate is pursuing. The letters of recommendation should directly address criteria outlined in the Promotion Policy. Additional letters from administrators and/or professionals knowledgeable of the candidate’s work may also be included. Letters of recommendation may be solicited.
from one’s department chair and/or dean, but failure to seek such a letter will not be prejudicial to the candidate’s application.

4. See Appendix C for copy of Rank Advancement Application Peer Review signature sheet.

H. Review Process
The Dean of Faculty notifies the chair of the applicant’s department, the dean of the applicant’s division, and the Provost upon receipt of the application.
The Faculty Personnel Committee evaluates the materials and sends its recommendation to the applicant and the Provost for review and approval. If the applicant chooses s/he may append a statement within one week of receipt and with a maximum 500 words. A letter is then sent to the applicant from the Office of Academic Affairs stating the results of the rank advancement process. All recommendations are sent on to the applicant with the decision letter.

VIII. BENEFITS AND LEAVES OF ABSENCE

A. Reference Statement to University Policy and Procedures:
Woodbury University faculty have the same benefits as all other employees of the institution. These are described in detail in the University Policy and Procedures Manual.

B. Adjunct Faculty Sick Leave
Adjunct faculty shall accrue sick leave on a proportionate basis (one class per term per course). A substantiating physician's statement is required in case of illness or disability of more than one week.

C. Sabbatical Leaves
Applications for sabbatical leave are due November 15.
Sabbatical leaves for full-time faculty may be provided for purposes that serve the interests both of the faculty and the University; namely for the professional growth and intellectual enrichment of the faculty toward achieving or maintaining the ideals of the teaching scholar.
1. The number of sabbatical leaves each year will be governed by the availability of funds.
2. Sabbatical leaves may be granted for one semester with full pay or two semesters with one-half pay, or a sabbatical may consist of a one-year half-time appointment with full pay.
3. Appointments of sabbatical replacements will not be made for faculty who are on leave for one term, except as the needs of the university require. A fulltime faculty member is eligible for a sabbatical leave after six academic
years of fulltime service.

4. Sabbatical eligibility begins on the first day of the first full academic year in which a faculty member serves. Eligibility for a subsequent sabbatical is counted beginning with the first full academic year (calculated beginning in the fall semester) after the faculty member returns from sabbatical. Whether the sabbatical is taken in the fall or spring or both, the count of six academic years begins the following fall.

5. If the university administration requests that a faculty member postpone a sabbatical, the administration must put in writing when the count for a subsequent sabbatical begins, and it must have written agreement from the faculty member.
   a. Approved sabbaticals may be put off at the written request of the dean for one academic year with the clock running. This must be approved in writing by the Faculty Development Committee and the Provost.
   b. The clock running means that one’s eligibility for subsequent sabbatical remains the same as if the sabbatical had been taken when originally approved. This policy stipulates that the maximum clock run is one year.
   c. If the faculty member does not take the postponed sabbatical in the approved academic year, then the “reserved year” is forfeited.
   d. Request for postponement may also be made by the faculty member, in consultation with the administration/dean and for the benefit of the university’s operations.
   e. For leaves of absence without pay, the Personnel Committee may recommend that up to one year of service be counted toward sabbatical eligibility based upon significant faculty achievement during that leave. Otherwise, time spent in leaves of absence without pay will not count toward eligibility for sabbatical leave.
   f. A faculty member must notify her or his immediate administrative supervisor when applying for a sabbatical.

6. The eligible faculty member submits a request for sabbatical leave to the Dean of Faculty no later than November 15th prior to the academic year in which his or her leave will occur. The Dean of Faculty forwards copies of the request to the appropriate dean of the academic division and the Provost. Requests must include a completed sabbatical application form with a detailed statement of the purpose of the leave, a plan for study or professional activities during the leave, and an estimate of what will be achieved. The Faculty Development Committee evaluates the materials and sends its recommendations to the Provost for review and approval. A letter is then sent to the applicant by the Office of Academic Affairs stating the results of the decision. All recommendations are sent on to the applicant with the decision letter by December 15.

7. Since sabbatical leave is granted for the benefit of the university as well as for the benefit of the individual, the recipient of a sabbatical leave obligations
him- or herself to return to the university for a period of at least one full academic year (calculated beginning in the fall semester) after the leave. By the end of the academic year following the year in which the sabbatical was taken, the recipient must submit a brief (maximum 3 pages) written report to the Provost and the Dean of Faculty summarizing activities and achievements while on leave. A presentation to the Woodbury community in a venue approved by the Provost and the Dean of Faculty may serve as a substitute for the written report. The report must also be submitted with the faculty member’s next contract renewal or rank advancement application.

See Appendix D for Sabbatical Application Form.
D. Leave of Absence:
A full-time faculty member may apply for a leave of absence without pay. A leave without pay may be granted for up to one year and should be requested by December 1, whenever possible, prior to the academic year in which the leave is desired. Such a leave will be granted only under the following conditions:

1. The purpose of the leave will benefit the University as well as the faculty member, or is for exceptional personal needs.
2. The responsibilities of the faculty member can be covered in a manner acceptable to both the academic program and the University.
3. The faculty member at his or her own expense may continue payment for some fringe benefits as allowed by the benefit program.
4. It is the responsibility of the faculty member to:
   a. Document to the University the value of the proposed leave.
   b. Discuss with the department chair or dean the feasibility of adequate coverage of his/her responsibilities.
   c. File with the Provost a written recommendation from the department chair or dean in support or non-support of the leave.
5. The condition of the leave and the future relationship of the faculty member to the University must be set down in writing and signed by the Provost and the faculty member requesting the leave.
6. The Provost discusses the proposed leave with the faculty member and the appropriate department chair or dean, adds his/her written recommendation to the file, makes the final decision and informs the Faculty Personnel Committee of that decision.
7. Time spent in leaves of absence without pay suspends the faculty member’s contract for the corresponding amount of time, and does not accrue years of service at Woodbury. Time spent in leaves of absence without pay will not count toward eligibility for sabbatical leave.

E. Faculty Attendance at Professional Meetings and Activities
The University through its departmental budgets shall endeavor to provide assistance for full-time faculty to attend appropriate professional meetings and other activities where the desirability of attendance has been determined by the relevant department chair and dean to be in the interests of the University and where the member's absence will not be a serious detriment to the educational process.
For those wishing only to attend such meetings, the University may pay one-half the transportation costs by the most economical feasible means and one-half the per diem cost for two days attendance at the meeting. For those who are participants in or contributors to sessions of a professional meeting, the University may pay the full transportation costs by the most economical feasible means and full per diem for two days, depending upon funding limits established in departmental budgets. The amount of any assistance received from other sources may be deducted from the amount that would otherwise be advanced by the University.
IX. RETIREMENT POLICY

There is no designated age at which retirement becomes mandatory. However, as stated in section V. B., all faculty are subject to annual reviews with the immediate supervisor.

Phased Retirement
Phased retirement is not an employee entitlement; it is voluntary for both the University and the employee, and all the terms or arrangements (including expectations for teaching, advisement, and other normal faculty duties) will be mutually agreed upon and documented. Phased retirement may be available to faculty members who are at least 59 years of age and have been employed at the University full-time for at least ten years. All other employment contracts with the University are void at the time one initiates a phased retirement contract, and participants retire at the end of the agreed-upon period.

Phased retirement allows for no more than half of a full-time load for the normal contractual year for a period of one to five years, with the amount of load and length of service to be negotiated as part of the contract. Participants may not increase their teaching load after the initial agreement is made. Persons in phased retirement receive full-time benefits (to the extent permissible by law, regulations of the benefit carrier, and the Internal Revenue Code) and a salary proportionate to their full-time salary and the percent of service load negotiated. Salary increases for which the individual would have qualified as a full-time faculty member will be provided at the proportional rate in effect at the time such increase would ordinarily be granted. During the period of phased retirement the faculty member retains all rights, privileges and responsibilities of a full-time faculty member, except that eligibility for sabbaticals and paid leaves (other than sick leave and vacation, if applicable) is relinquished.

Exceptions and Disclaimers
The University retains the right to allow exceptions to the Phased Retirement program. The program may be reviewed, modified or terminated at any time without affecting already existing arrangements. Participation in the Phased Retirement plan does not confer any additional employment rights upon the participant.

Procedure
1. An individual desiring to initiate phased retirement will submit a written request through her or his dean or unit head to the Provost no later than October 1 of the intended final full-time contract year.
2. The dean or unit head will consult with the department head and others as appropriate to evaluate the request in terms of planning, personnel needs, support requirements, and other pertinent factors.

3. The Provost will review the proposed agreement terms with the Director of Human Resources or her/his designee for benefit and program review.

4. The Provost will approve, not approve, or suggest a modification to the recommendation, and present the recommendation to the President for approval.

5. The Provost will report the President’s decision to the dean or unit head, the Director of Human Resources, and to the person submitting the request.

6. All terms and conditions will be stipulated in writing and signed by the applicant and the President. As with all contracted positions, continued satisfactory performance is expected.

X. POLICIES FOR TERMINATIONS, DISMISSALS FOR CAUSE, APPEALS AND GRIEVANCES

A. Termination of Faculty
   Non-renewal of contract according to the policies and standards set forth above.

   1. Termination without prejudice: The University may elect not to renew a faculty member’s contract without prejudice to his/her reputation because of decisions to curtail or abandon a program or programs due to financial exigency provided that:

      a. The Faculty Association and its appropriate committee or committees have been consulted with due process about the questions of educational policy involved in the curtailment or abandonment of a program or programs or;

      b. The Board of Trustees formally declares that a bona fide condition of financial exigency exists and presents evidence of such financial exigency to the Executive Committee of the Faculty Senate.

   Before terminating an appointment for such reasons, the University must make every effort to place the affected faculty member in other areas in which she/he can offer evidence of professional preparation.

   In the extraordinary event that an appointment is terminated for such reasons before the end of a contract period, the University must not fill the affected
faculty member's place within a period of two years unless the released faculty member has first been offered the position and has had a reasonable time to accept or reject the offer.

B. Termination of Faculty Prior to Expiration of Appointment
The University may dismiss a faculty member for cause before the expiration of his or her appointment only on the following grounds:

1. Incompetence;
2. Neglect of duty or other good cause;
3. Personal conduct that indicates an unfitness for association with students or for the instruction of students; or
4. Flagrant or repeated conduct contrary to University regulations or conduct which is intended to prevent or which directly incites others to prevent anyone from performing his or her duties or from carrying on his or her lawful business with the University.

C. Procedure for Dismissal of Faculty Prior to Expiration of Appointment
The following procedure is followed in any action to dismiss a faculty member for cause before the expiration of his or her appointment.

1. The Provost gives written notice of the proposed action and the reasons therefore to the faculty member concerned, either in person or by registered mail to his or her last known address. At the same time, the faculty member is given information in writing about any regulations that he or she is charged with violating and informed of his/her right to appeal to a Termination for Cause Committee, an ad hoc committee of the Faculty Association.

2. If the faculty member desires a hearing by a Termination for Cause Committee, he or she submits a written request for a hearing to the Dean of the Faculty and to the Provost within fourteen days of notification of the action.

3. The faculty member designates one member of the Termination for Cause Committee while the Executive Committee of the Faculty Senate designates the other two members, all of whom are faculty at Woodbury University. These members meet promptly to elect a chair and to set a time and place for the hearing. The time of the hearing must not be more than fourteen days from the date of written request of the faculty member.

4. No hearing is held unless the faculty member concerned files a request for a hearing and presents his or her answer to the University's charges.
within the specified time.

5. If requested as described above, the hearing is held at the specified time and place, and conducted subject to the following procedures:

   a. The faculty member concerned has the right to be present at all times when evidence is being presented or oral argument is being made, and he or she has the right to confront any and all witnesses against him/her.

   b. The faculty member concerned may be assisted and represented by counsel of his or her choice. The University may be represented by the Provost, or the chair/dean of the division/school affected, and/or by counsel, who also has the right to be present whenever evidence is being presented or oral argument being made.

   c. The hearing need not be conducted according to technical rules of evidence. Any pertinent oral or documentary evidence may be received but the committee, as a matter of policy, provides for the exclusion of irrelevant and unduly repetitious evidence. The faculty member concerned and the University may submit oral or documentary evidence, rebuttal evidence, and oral and written argument on the evidence and on the merits of the case; both sides may inspect documentary evidence offered by the other; and both sides may conduct such cross-examination of witnesses as may be required to obtain a full disclosure of the facts.

   d. The hearing committee uses its good offices to assist any interested party to obtain the testimony of witnesses capable of giving pertinent evidence or documents relevant to the matter. Particularly in cases where neglect of duty has been charged, the committee should hear testimony from other faculty in the same field of scholarship and teaching, either at Woodbury University or at other institutions.

   e. A full stenographic or electronic recording of the hearing must be maintained and made available only to the parties directly concerned.

   f. There is no disclosure by the hearing committee or by any of its members of the evidence received during the hearing nor of the deliberations of the committee, except as follows:

      i. At the conclusion of the hearing, as promptly as is consistent with proper deliberation, the committee must formulate its findings
based upon substantial evidence and its recommendations.

ii. The committee must file with the Provost a written statement of its findings and recommendations, including stenographic or electronic records.

iii. The committee must deliver to the faculty member concerned a written statement of its findings and recommendations.

g Thereafter, the President of the University reviews the committee’s findings and recommendations and, in light thereof, makes final disposition of the case.

6. Whenever dismissal actions are in process, the faculty member concerned may be suspended from the performance of his or her University duties pending the hearing if immediate harm to him- or herself or to others is threatened by the continued performance of those duties. Such suspension shall be without loss of salary.

7. Whenever, for reasons of vacation or unforeseen complications, variations in these procedures become necessary, such variations are adopted only after mutual agreement of all parties concerned and must be in writing.

D. Faculty Appeal of Committee Actions

The ad hoc Faculty Appeals Committee’s responsibility is to ensure that the personnel committee’s actions regarding rank advancement and contract renewal or the faculty development committee’s actions regarding sabbatical or faculty development awards are in compliance with procedures outlined in the Faculty Handbook and committee policies. The purpose of the appeals committee is not to review the recommendations of the personnel committee or the faculty development committee.

The committee reviews actions regarding rank promotion, contract renewal, sabbatical leave, and faculty development awards when requested to do so by an applicant for any of those four decisions.

1. Appeals procedure
   a. The appellant makes a written request for an appeal to the Senate within ten business days from the date of written notification of the committee’s action.
   b. The Senate appoints an ad hoc Appeals Committee within four business days of receiving the request for an appeal.
   c. Within five business days from the Senate’s appointment of the committee, the Appeals Committee informs the appellant of a hearing date to be scheduled within the following ten business days.
   d. The Appeals Committee determines the length and number of meetings necessary to hear the case.
   e. Committee members’ term of service is one appeal per academic year. In
case of multiple appeals, separate committees are selected for each appeal.

2. The Appeals Committee reviews the processes of the Faculty Personnel Committee or the Faculty Development Committee, but does not act in their stead. It is not the purpose of the Appeals Committee to repeat the process undertaken by the other committees, but to evaluate the process of the Personnel Committee or the Faculty Development Committee.

3. Minutes of the hearing must be maintained and made available only to the appeals committee, personnel committee representative or faculty development committee representative, appellant, and Provost. The committee deliberations shall not be recorded. Video and audio recordings are not permitted in deliberations or hearings.

4. Process:
   a. At the first meeting, the appellant makes an opening statement outlining the nature of the appeal. The appellant may be accompanied by one person of his or her choosing from the Woodbury community. That person may make that opening statement if the appellant chooses.
   b. The representative of the Faculty Personnel Committee (selected by the Faculty Personnel Committee) or the representative of the Faculty Development committee (selected by the Faculty Development committee) describes the process followed by the committee.
   c. In its deliberations, the Appeals committee determines whether:
      • the Faculty Personnel Committee or the Faculty Development Committee acted according to the process established in the Faculty Personnel Policy,
      • the committee’s recommendation was a result of bias or a predisposition against the candidate
      • the committee’s recommendation is reasonably within the standards faculty have set for themselves as a community of teaching scholars.

A simple majority vote determines decisions.

5. A written recommendation is issued to the Provost and to the appellant by the Appeals Committee within 10 business days of the completion of the hearing.

E. Grievance Procedure

1. Grievances of the faculty are the responsibility of the Faculty Personnel Appeals Committee, the Termination for Cause Committee, and the Executive
Committee of the Faculty Senate. Those grievances pertaining to denial of promotion, non-reappointment, termination and dismissal for cause are outlined above. All other grievances such as those having to do with salaries, assignments of teaching duties, assignment of space and other facilities, and propriety of conduct are covered by the procedures that follow.

2. If any faculty member feels that he/she has cause for grievance in any matter other than denial of promotion, non-reappointment or dismissal, he/she may petition the Executive Committee of the Senate for redress.

3. The petition sets forth in detail the nature of the grievance and shall state against whom the grievance is directed. It contains factual data, which the petitioner deems pertinent to his/her case, and indicates whether the petitioner will rest his/her case on the data submitted or wishes a hearing before the committee.

4. If the petitioner indicates that he/she will rest the case on the data submitted with the petition, the committee may, after weighing the evidence:
   a. Determine that no justifiable case exists for a grievance and so inform the petitioner;
   b. Seek to bring about a settlement of the issue, which will be satisfactory to both parties;
   c. Determine that a settlement within the scope of its authority and responsibility is not possible or appropriate and report its findings and recommendations to the President of the University through the appropriate administrator and to the petitioner.

5. If the petitioner requests a hearing the procedures set forth above will be followed.

6. The final decision in grievance matters rests with the President of the University and the Board of Trustees. The final decision will be in writing and will be directed to the Executive Committee and to the parties involved in the grievance.

7. All hearings and/or interviews pertaining to the grievance are private unless requested in writing by all parties to the complaint that they be held in public and unless such request is unanimously approved by the committee.

8. Any person accused of unethical conduct will be given the opportunity to answer all accusations. The person charged has the right to confront witnesses, to present evidence in his/her own behalf, and to be represented by advisors of his/her own choice.

9. When the above procedures are deemed by the Executive Committee to be inappropriate to a given complaint, the committee may modify the procedures provided the modifications are mutually agreeable to the parties to the complaint.
Appendix A - Academic Hiring Checklist and Procedures

The Board of Trustees has delegated its sole employee, the President of the University, the responsibility and full authority for all hiring within the University. The President has delegated academic hiring authority to the Provost. The following guidelines are meant to ensure that candidates recommended to the Provost have been fully evaluated by the faculty, the administration, and the university community.

Search committees must be formed for the hiring of all regular full-time faculty. Each committee should include those faculty best equipped to evaluate candidates for a particular position. The committee derives a short list of applicants and recommends the finalist for the position to the Dean of the school. In the case of an unresolvable dispute within the committee, the Dean will meet with the committee and hear both cases. The committee may also choose to forward to the Dean two suitable candidates. The Dean will then decide on a single recommendation to forward to the Faculty Personnel Committee.

Preparing to Search

1. Program Chair forwards request to search to Dean.

2. Dean recommends search to Provost.

3. Provost recommends search to President.

4. President makes final decision approving or denying search request.

5. President’s decision communicated to
   
   • Provost
   • Dean
   • Program Chair
   • Dean of Faculty/Chair of Faculty Personnel Committee
   • Human Resources


Generating the Advertisement

1. Program Chair writes ad in consultation with area faculty and Dean. (See “Advertising” below.) The ad goes forward with a signed Employee Requisition Form generated by the Program Chair. The form is available from HR or in the Policies and Procedures Manual.

2. Dean recommends ad to Provost.

3. Provost approves ad.

4. HR receives signed Employment Requisition Form.

5. HR generates ad copy.
7. HR sends ad for final approval to Program Chair, Dean, Provost.

8. Approval given, or ad returned to HR for revision.


**Search Committee**

1. Program Chair, in consultation with Dean, forms search committee. (See “Search Committee Membership”.)

2. At its first meeting, committee chooses a chair from among its members.

3. Search committee chair meets with the dean of faculty to review guidelines, processes and necessary documents.

4. Search committee reviews guidelines for searches, evaluation criteria, develops a screening tool, and organizes the search salary.

5. Search committee chair forwards to the dean of faculty the position advertisement, the search committee membership, and a target timeline for completing the search.

**Screening and Interviews**

1. Applications are collected by HR, which keeps a list of all applicants.

2. Applications are given to Search Committee Chair.

3. Search Committee screens all applications. (See “Guidelines and legal considerations for screening of applicants”.) Telephone or video conference interviews may be used to narrow the pool to a short list of finalists.

4. Search Committee invites finalists to campus and advises them of the public presentation required.

5. HR requests unofficial transcripts of finalists, unless they were required as part of the initial application.

6. Final candidates interview with various stakeholders and give public presentation. (See “Campus Visit”.)

7. HR notifies unsuccessful candidates that the position has been filled.

**The Hire**

1. Search Committee makes written recommendation for hire, based on criteria for the position, including a recommendation for rank placement, with supporting documentation.

2. “Search committees should maintain in their records names of all persons who were nominated or who applied for a vacancy, and such records should show for each
unsuccessful candidate a brief statement of the reason or reasons why he or she was not selected.” (Faculty Handbook, Section C, V. C)

3. Search Committee chair submits recommendation(s) to the Dean for approval.

4. If the Search Committee submits more than one name, the Dean will decide among them.

5. Dean forwards the search committee’s recommendation, credentials, and supporting documentation of the selected finalist to the Faculty Personnel Committee.

6. Personnel Committee assigns rank and forwards the entire packet to the Provost.

7. Provost recommends the hire to President.

8. President communicates final decision to Provost.

9. Provost informs Search Committee Chair, Dean, Dean of the Faculty, Personnel Committee and forwards appropriate materials to HR.

10. Search Committee Chair contacts successful applicant for verbal agreement; advises applicant to send official transcripts for all degrees to Provost; provides to candidate Release and Authorization Form for background check.

11. HR prepares and sends contract after background check and official transcripts have been received.


13. Copies of the signed contract sent to
   - Dean
   - Program Chair
   - Dean of Faculty/Chair of Faculty Personnel Committee.

14. Search Committee Chair sends letters to unsuccessful finalists.

**Advertising**

The advertisement should specify minimal and preferred degree and experience levels, the field of teaching and scholarship, and any responsibilities particular to the position. The advertisement should request materials from applicants based on generally accepted practice (cover letter, curriculum vitae, contact information for 3 references) as well as individual program needs.

Additional requirements might include: letters of reference (as opposed to simple contact information); unofficial transcripts (official transcripts must be supplied upon hiring); one page statement of teaching philosophy; statement of research interests; any published or unpublished research (including a research paper based on the candidate’s dissertation); teaching evaluations; samples of course syllabi; DVD of classroom teaching; evidence of effective
teaching and scholarship; exhibition record; 20 slides of own work or digital portfolio; 20 slides of student work; URLs to samples of work completed.

Advertisements for open positions should be broadcast as widely as finances permit. Searches for full-time members of the faculty should be conducted at the national level and at a time in the academic calendar that meets national standards. Human Resources maintains a list of places for job postings, but the Program Chair, Dean or members of the faculty may also suggest advertising venues specific to the discipline, such as listservs, professional publications, or professional conference placement services.

**Search Committee Membership**

The search committee should be fair and balanced, with members best suited to evaluate for the position advertised. The committee will have 3 (minimum) to 7 (maximum) members. At least one member must be faculty from outside the School/Institute/Library. The committee may include a student member and/or an adjunct faculty member.

**Guidelines and legal considerations for screening of applicants**

The suitability of individual applicants is based on criteria from the position as advertised, and the position description. Questions should be related to the applicants’ qualifications for the position. Avoid any questions or evaluation based on age, race, gender, marital status, sexual orientation, religion, national origin, citizenship, disability (unless specific physical abilities are a requirement of the position), pregnancy, or plans to have children. Regard the entire campus visit as part of the interview, including informal conversations over lunch, during the tour, etc., and take care not to ask questions which may later be construed as discriminatory. Likewise, the same care should be taken to avoid prohibited questions when checking the candidates’ references.

All candidates are given the same opportunities to present themselves. For phone interviews (or when telephoning references), the committee will generate a list of questions that is adhered to in each phone conversation. If one candidate is given the questions ahead of time in order to prepare, all candidates must be given the list ahead of time in order to prepare.

For the in-person interview stage, the campus experience provided each candidate should be as equivalent to all others as possible. Provide each candidate with the same material, whether electronic or hard copy. Provide equivalent travel and lodging arrangements. Provide equivalent opportunities to meet with the committee, to meet with other faculty, to present their work to an audience, and to have some informal time with interested members of the department (over lunch or dinner, for example).

Regarding questions of immigration status, it is the responsibility of Human Resources to require and obtain proof of the applicant’s eligibility to work in the U.S. The search committee can ask simply if the applicant is legally authorized to work in the U.S. on a full-time basis.

**Campus Visit**

The Search Committee Chair will notify the campus community of the date and time of each candidate’s public presentation, and encourage attendance. In addition to meeting with the Search Committee, the campus visit should include meetings (individually or grouped) with:
• Provost
• Dean of the school
• Program Chair
• Dean of Faculty
• students

and

• a tour of the campus
• a brief tour of the library, which includes a meeting with the librarian

Exceptions

Exceptions to the above procedure must be approved by the Provost and the Dean of Faculty.
Appendix B – Policy on Faculty Serving as Administrators; Policy on University Employees Working University Overloads

Fulfills the Faculty Handbook Request for a “Policy Regarding Faculty Serving in Administrative Capacity Equivalency and Compensation”

Woodbury University

August 8, 2013

Woodbury University Faculty Serving in Administrative Capacities

Consistent with Section C.II.G of the Faculty Handbook, this policy is established to provide guidance regarding compensation in situations where full-time faculty members at Woodbury University are selected to serve in administrative capacities.

University-Level Administrators—University administrators perform administrative duties that serve students, faculty, and staff across multiple schools and colleges. Full-time faculty members who are separately selected and appointed to serve as full-time administrators are automatically granted a leave of absence from their faculty positions during the time of their full-time administrative assignments. Even though the individual is in an administrative role, he or she may still be identified with the professorial rank and discipline earned prior to the administrative appointment. Time spent in the role of a university-level administrator with a concurrent leave of absence without pay from a Woodbury faculty appointment may accrue years of service at Woodbury as it applies to seniority and other faculty-related considerations if identified in the appointment letter to the administrative position. Time spent in leaves of absence without pay will not count toward eligibility for sabbatical leave. However, after a minimum of three years of service in the administrative role, the provost may grant a minimum of a one-semester sabbatical prior to the administrator’s return to his or her faculty position to prepare for re-entering the classroom. Pay rates for these full-time administrative appointments will be commensurate with salaries for similar positions at similar universities and are not connected to the faculty salary scale.

Deans—Full-time faculty members who are separately selected and appointed to serve in the roles of deans of schools or colleges are appointed to administrative positions. Acceptance of the administrative appointment automatically generates a leave-of-absence without pay from his or her current faculty position. Even though the dean is in an administrative role, he or she may still be identified with the professorial rank and discipline earned prior to the administrative appointment. Time spent in the role of dean with a concurrent leave of absence without pay from a Woodbury faculty appointment may accrue years of service at Woodbury as it applies to seniority and other faculty-related considerations if identified in the appointment letter to the administrative position. Time spent as dean does not typically count toward eligibility for a faculty sabbatical leave. However, after a minimum of three years of service as dean, the provost may grant a minimum of a one-semester sabbatical prior to the dean’s return to his or her faculty position to prepare for re-entering the classroom. Pay rates for deans will be commensurate with salaries for similar positions at similar universities as determined by the provost and are not connected to the faculty salary scale.
**Associate Deans & Assistant Deans**—Associate deans and assistant deans may be administrative appointments, or they may continue to be faculty appointments compensated in a manner similar to department chairs. Full-time faculty members who are separately selected and appointed to serve in the roles of associate dean or assistant dean and are appointed to an administrative position generate a leave of absence without pay in the same manner as deans. Full-time faculty members who are compensated through a combination of assigned time for administrative duties and stipends remain in their faculty positions and retain all of the rights and privileges of full-time faculty members.

**Department Chairs**—Department chairs are faculty members who serve in administrative roles with appropriate authority and responsibility to organize and carry out the mission of the departments in cooperation with their school dean and associate/assistant deans. Chairs serve at the pleasure of their dean. In general, department chairs are responsible for (a) faculty development and retention, (b) curriculum and instruction, (c) leading and representing the academic department, and (d) student support. Chairs are responsible for overseeing coordinators and department faculty, requiring the chair to monitor and mentor faculty development and productivity. Chairs participate in the performance-evaluation process for full-time faculty as defined in the Faculty Handbook, and chairs perform the annual performance evaluation for all classifications of adjunct faculty. The chair ensures that the curriculum is current and instructional standards are met. The chair serves as the communication link between the department and the rest of the university. The chair is responsible for supporting students in majors and/or courses housed in his or her department.

The magnitude of the multiple functions performed by department chairs varies considerably from department to department. Among the factors that vary are the following: (a) the number of faculty members in the department, (b) the mix of faculty among various faculty classifications, (c) the number of students pursuing degree programs offered by the department, (d) the number of students enrolled in department courses, (e) the mix of students between undergraduate and graduate programs, (f) the presence or absence of discipline-based accreditations standards, (g) the number of program coordinators in the department, (h) the varying roles and responsibilities assigned to program coordinators, (i) the research programs that require administrative oversight in which the department is engaged, and (j) the centers or institutes overseen by the department.

In addition to their base faculty salaries, department chairs will be compensated through a combination of (a) an extended appointment—typically requiring the equivalent of a one-third-time, one-half-time, or two-thirds-time presence on campus during the summer months, (b) assigned time during the academic year that will reduce the number of courses assigned by the dean to the chair to teach, and/or (c) an additional stipend as appropriate. If an additional stipend is paid during the academic year, the amount of the stipend as a percentage of the full base faculty salary will identify the percent over full time to be used in ensuring the faculty member's additional assignments do not exceed 133 percent of full-time. Chair compensation will be established by the school dean with oversight by the provost to ensure relative equity across the schools and colleges and with consideration of the expectations of the chair's role and the magnitude of the various elements of the specific appointment.

For guidance purposes, the standard chair stipend, which as of August 2013 equaled $13,000, should generate an expectation of approximately a half-time presence on campus during the summer months. On-campus work schedules are defined by the dean. Compensation during the academic year is typically in the form of assigned time (course release) of 3 or 6 instructional units.
per semester depending on the size and complexity of the specific chair’s role. In exceptional circumstances with large numbers of faculty, students, or complexity of programs, the course release may be larger.

Other Administrative Assignments—Other administrative assignments may also generate stipend payments for administrative duties that are not a part of the established expectations for individual faculty members. These stipends are proposed by deans and require approval by the provost who holds the responsibility to ensure relative equity across the schools and colleges and within and between the various faculty classifications. If paid for activities performed during fall and/or spring semesters, the dean must also identify an equivalent number of units that may be used to help ensure the faculty member’s additional assignments to not exceed 133 percent in any month of the academic year.

(Reviewed by Cabinet August 7, 2013; approved by the president August 7, 2013)

Woodbury University Employees Working Woodbury University Overloads

Limits on Additional Assignments—Woodbury University employees may be employed by the university to perform additional duties for additional pay up to the limit of 133 percent of full-time in any month or months. Academic administrators in the roles of Dean, Associate Vice President for Academic Affairs, Assistant Vice President for Academic Affairs, and Provost may not receive additional compensation for teaching Woodbury University courses. Woodbury administrative staff in non-academic-affairs roles who are hired by the schools and colleges to teach may generally teach no more than one 3-credit course during each semester at times of day that do not conflict with their regular duties and with the written approval of their supervisors. Exceptions should be rare; exceptions require approval of the administrative staff member’s supervisor, the dean of the school in which the courses are housed, and the provost.

(Reviewed by Cabinet August 7, 2013; approved by the president August 7, 2013)
Appendix C - Peer Review Signature Checklist for Application for Rank Advancement

Formative review by faculty: We the undersigned have reviewed the candidate’s rank advancement materials and met with her/him to discuss these materials.

1) ___________________________________________________________
   Faculty Signature                      Date
   ________________________________
   Printed Name

2) ___________________________________________________________
   Faculty Signature                      Date
   ________________________________
   Printed Name

Notification of chair and dean: We the undersigned have been notified of the candidate’s intention to apply for promotion this academic year.

1) ___________________________________________________________
   Chair’s Signature                      Date
   ________________________________
   Printed Name

2) ___________________________________________________________
   Dean’s Signature                      Date
   ________________________________
   Printed Name

Names of references, Woodbury faculty

1) ___________________________________________________________

2) ___________________________________________________________

Name of reference, non-Woodbury faculty

1) ___________________________________________________________
   Name                     Institution
Appendix D - Sabbatical Application Form

Please submit this form and all attachments electronically

Name:

Title and academic unit:

Date of application:

A. Date of last sabbatical or of initial faculty appointment if you have had no sabbatical:

B. Term of proposed sabbatical:

C. Leaves of absence: For the time period between A and B above, please list any leaves of absence or administrative appointments in which your faculty contract was in a suspended state.

D. If you have administrative responsibilities, please attach confirmation that your immediate administrative supervisor and the CAO support your application for this sabbatical leave.

E. Purpose of sabbatical

Attach a detailed statement describing (1) the proposed activity, (2) its outcomes, and (3) how these outcomes contribute to Woodbury University. This statement should explicitly address how the sabbatical supports you in achieving or maintaining the ideals of the teaching scholar and how it advances the mission or interests of the university.

1. Provide a specific plan for study or professional development

2. Propose specific outcomes (contribution to an intellectual discourse through development of scholarly, creative or professional work; curriculum development; improvement in teaching effectiveness; etc).

3. Identify how the proposed outcomes advance university goals.

F. Attach additional information, if any, that you would like the Faculty Development Committee to consider.

Please note that the Faculty Development Committee makes recommendations to the Provost. The decision to award or not award a sabbatical may be based on the availability of funding for the proposed sabbatical term.