

COLLEGE OF GRADUATE AND EXTENDED STUDIES
FACULTY HANDBOOK
2017-2018



411 Central Methodist Square
Fayette, MO 65248-1198

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

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VALUES, MISSION AND 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.

EDUCATIONAL GOALS

The Central Methodist University experience engenders, through the academic program and opportunities for practical experiences, student growth in knowledge, personal integrity, spirituality, and professional competence. In addition, students are challenged to develop a sense of global citizenship and a commitment to the betterment of the world. Students with a CMU education are prepared to:

A. Academic Goals

1. Demonstrate knowledge of the liberal arts and academic specialties as well as technical skills and professional competencies.
2. Think critically and conceptually and apply their knowledge and skills to the solving of problems.
3. Communicate accurately and effectively through listening, speaking, and writing.

B. Character Goals

1. Continue to develop self-knowledge, confidence, and a sense of honor and commitment by assuming responsibility and leadership in the service of others.
2. Seek an understanding of ideas, issues, and events within and beyond their immediate community and appreciate the gifts of diversity.
3. Evaluate their personal strengths and abilities, and explore appropriate career choices in a changing world.

4. Have the courage to make decisions based on considerations of ethical, aesthetic, economic, and environmental consequences.
5. Commit themselves to a life exemplifying values in relationships with self, family, church, university, and community.

OUR UNITED METHODIST HERITAGE

“Unite the pair so long disjoined – 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 3 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 8 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. 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

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 to the community.

living lives of service and leadership;

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 CMC campus. There are many styles of leadership. Servant leadership, as exemplified in the life of Jesus, is a model for the CMC 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 of the College of Graduate and Extended Studies has primary responsibility and jurisdiction in the areas of curriculum, instruction, and those aspects of student life relating to the educational process for said University, in accordance with the By-Laws of Central Methodist University. The Faculty shall prescribe through representational processes, subject to the approval of the President of the University and the Board of Trustees, requirements for admission, courses of study, academic standards, standards for 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. 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 shall consist of all persons of faculty rank who are in the service of the College of Graduate and Extended Studies and who have taught either ten courses total or one course in each of the last five academic years preceding their membership. The President of the University, as well as the Provost, the Vice President for Institutional Advancement, the Vice President for Finance and Administration, the Vice President for Technology and Planning, and the Vice President for Institutional Growth and Student Engagement, are also members of the voting Faculty.

C. Officers

The officers of the Faculty are the President of the University and the Provost. The President of the University or his appointee is the Chair of the faculty.

D. Meetings

The Faculty shall be informed of matters of academic policy and procedure at special meetings. The meetings serve to keep members of the Faculty informed of activities of individuals and committees, administrative plans and policies, and provide an opportunity for offering opinions and recommendations regarding policies of the University. Meetings may be held either through discussion lists, e-mail discussion forums,

Video conferencing, or in special circumstances, through face-to-face meetings held on the main campus.

1. Time of Meetings

- a. The first meeting of the academic year may be at the call of the President of the University. Thereafter, meetings of the Faculty shall be held at least once a

semester.

2. Rules of order: Except as specified otherwise, the current edition of *Robert's Rules of Order* shall apply as interpreted by the Parliamentarian.
3. Agenda: Any Administrative officer or individual Faculty member may submit agenda items to the Chair five (5) days prior to a Faculty meeting.
4. Voting Procedures: Faculty of each branch of the College of Graduate and Extended Studies are provided with voting privileges through the representation of the Extended Studies Committee and the Graduate Committee respectively. Faculty do not vote on curricular or other issues at faculty meetings. These meetings are held for informational purposes only.
5. 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.
6. Proceedings Confidential and Binding
 - a. Information shared at faculty meetings is 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 of the University or the Provost.

E. Faculty Committees

(CLAS/CGES joint committees are: Learning Resources, Assessment, and Educator Preparation)

1. Function

The proper place for the transaction of Faculty business is through the Graduate Studies or Extended Studies Committees as representatives of the respective faculties as a whole.
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 their respective Faculty and appointed by the President.

- c. Not all members of the Faculty shall necessarily serve on a committee.
 - d. Each committee may invite University personnel for consultation on relevant committee business. All members of the University community are encouraged to cooperate upon receipt of such invitations.
 - e. Committee elections shall be made annually, with nomination and selection of the Committee on Nominations being made during the month of March. All nominations for membership on this Committee shall be solicited by electronic means from members of each faculty. During the month of April, the Committee on Nominations shall present nominations for all other committee positions, at which time the respective 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 respective faculties for any vacancies on the University committees.
 - f. At any time interested parties may take suggestions to the Committee on Nominations with reference to committee preference, assignment, or nomination.
 - g. Ad Hoc committees may be appointed by the President and shall be Faculty Committees.
 - h. The President and Provost are ex-officio members of all committees, except the Committee of 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 secretary and a chair 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 Education 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 Graduate Studies*
This committee shall review and make recommendations on matters affecting curriculum and academic planning to be presented to the President and Provost.

Where recommendations involve new degree programs or policy decisions that would affect all of the Colleges of the Institution, such recommendations will go to the Governance Committee.

This committee shall also be concerned with the academic standards of the Graduate Studies programs and with the maintaining of those standards. This Committee shall periodically compare the academic standards of the Graduate Programs with other comparable institutions in an effort to improve the academic programs. This Committee shall receive individual petitions asking for exceptions to the stated academic regulations of the University. It will decide on individual cases that may be brought to it by the Director of Graduate Studies regarding the admission and re-admission of students. This Committee shall review and make recommendations on the following:

- i. the admission policies of the University;
- 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.
- v. issues related to promotion and tenure of the faculty

The Committee shall also research, develop, review, and recommend procedures/policies to assess student learning in and beyond the classroom as it pertains to assessment of student outcomes and program viability.

The membership of the Committee shall be the Provost, Director of Graduate Studies (Chair), persons designated as Directors of Graduate Programs, and two Graduate Faculty members appointed by the Director of Graduate Studies. The two Graduate Faculty members shall be elected as follows: each year one person shall be elected to a two-year term.

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

b. Committee on Extended Studies

This committee shall review and make recommendations on matters affecting curriculum and academic planning to be presented to the President and Provost. Where recommendations involve new degree programs or policy decisions that would affect all of the Colleges of the Institution, such recommendations will go to the Governance Committee.

This committee shall also be concerned with the academic standards of the Extended Studies programs and with the maintaining of those standards. This Committee shall periodically compare the academic standards of the programs with other comparable institutions in an effort to improve the academic programs. This Committee shall receive individual petitions asking for exceptions to the stated academic regulations of the University. It will decide on individual cases that may be brought to it by the Provost regarding the admission and re-admission of students. This Committee shall review and make recommendations on the following:

- i. the admission policies of the University;
- 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.
- v. Issues related to promotion and tenure of faculty

The Committee shall also research, develop, review, and recommend procedures/policies to assess student learning in and beyond the classroom as it pertains to assessment of student outcomes and program viability.

The membership of the Committee shall be the Provost (Chair), two Assistant Dean(s), two persons designated as Directors of undergraduate programs offered at extended campuses, Coordinator of the Dual-Credit Program, and two Extended Studies Faculty members selected by the Provost. The two Extended Studies Faculty members shall be elected as follows: each year one person shall be elected to a two-year term.

If it becomes necessary to consider petitions during summer periods, the Provost may select other Faculty members to temporarily replace 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 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.

d. 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)

e. 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.

f. *Governance Committee*

The Governance Committee of the College of Graduate and Extended Studies (CGES) is comprised of the President, Provost, the Vice President of Finance and Administration, two faculty representatives elected from the College of Liberal Arts and Sciences (CLAS) (at-large), the CLAS faculty representative to the Board

of Trustees (ex officio), two faculty representatives from the Extended Studies Committee (CGES), and one faculty representative from the Graduate Studies Committee (CGES). With the exception of the President, who convenes the Governance Committee (at the request of the Provost) and the Vice-President for Finance and Administration, the three faculty members from both colleges, makes a total of seven, have voting privileges.

The Governance Committee of the College of Graduate and Extended Studies, which meets on an as-needed basis, considers proposals from the Extended Studies Committee and the Graduate Studies Committee that involve substantive changes to existing curriculum and programs of study as well as new degree programs in the College of Graduate and Extended Studies. In addition, the Governance Committee may automatically accept curricular changes from the College of Liberal Arts and Sciences, particularly as it relates to general education or to accredited programs of study. In addition, it may determine that while a programmatic curricular change may be of benefit to CLAS, that it may not be a viable program for CGES. In this instance, it will not be an accepted program in the College of Graduate and Extended Studies by vote of the Governance Committee. All proposals must be approved by at least five voting members of the Committee.

- i. President (ex officio, no vote)
- ii. Provost
- iii. V.P. Finance & Administration (ex officio, no vote)
- iv. Faculty Representative to the Board of Trustees (ex officio)
- v. Two CLAS faculty members elected by CLAS faculty
- vi. Two CGES faculty elected from membership of the Extended Studies Committee
- vii. One (1) Faculty Member from Graduate Studies Committee CGES – Elected from the Graduate Studies Committee

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

1. Amendments to the By-laws may be proposed by the Provost to the Graduate or Extended Studies Committees. Changes to the By-laws must be provided to the Governance Committee one week prior to a meeting for discussion. Changes will be taken into consideration by the Governance Committee and will be forwarded to the President of the University to be submitted to the Board of Trustees for approval.

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

1. 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.
2. 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.

3. 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.
4. 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 of Professional Ethics" promulgated by the American Association of University Professors AAUP in April 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. Faculty, 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, they 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, faculty encourage the free pursuit of learning by their students. They hold before them the best scholarly standards of their discipline. They demonstrate respect for the student as an individual, and adhere to their proper role as intellectual guides and counselors. They 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 of students for their private advantage and acknowledge significant assistance from them. They protect students' academic freedom.
3. As colleagues, faculty 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, they show due respect for the opinions of others. They acknowledge their academic debts and strive to be objective in their professional judgment of colleagues. They accept their share of faculty responsibilities for the governance of their institution.
4. As members of their institution, faculty seek above all to become effective teachers and scholars. Although they observe the stated regulations of the institution, provided the regulations do not contravene academic freedom, they maintain their right to criticize and seek revision. They determine the amount and character of the work they do outside their institution with due regard to their paramount responsibilities within it. When considering the interruption or termination of their service, they 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, faculty 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 reasons of illness and for professional activity authorized by the Director.
2. Baccalaureate and Commencement Convocations: All Extended Studies and Graduate Faculty are encouraged to attend Baccalaureate and Commencement exercises and any other formal convocation on campus for which an academic procession occurs. Faculty are expected to provide their own academic regalia.

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. Online faculty need to be accessible to students for online office hours.

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 Director or Assistant Dean; third to

the Provost; and finally to the Extended Studies Committee or Graduate Studies Committee. In cases of appeal to the Extended Studies Committee or Graduate Studies Committee, a grade change may be made only by a 2/3 majority of the Committee voting for it.

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

Defining faculty roles and criteria in the evaluation and assessment of professional responsibilities

1. Teaching

(utilizing materials from *developing a faculty evaluation system*, by raoul a. Arreola, ph.d., 1995 anker publishing company, inc. Bolton, MA)

a. Teaching may be defined from two perspectives as an interaction between a teacher and a student conducted in such a way that:

- i. teachers create an environment for student learning,
- ii. teachers guide student learning,

b. Integrated and interactive dimensions

- i. 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.
- ii. 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.”
- iii. 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.”
- iv. 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.

SECTION IV: ACADEMIC RIGHTS

A. General Statement of Faculty Rights

As an independent, church-related, 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, 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.*

Faculty should be permitted to have with them an adviser of their own choosing who may act as counsel.

SECTION V: PERSONNEL DECISIONS

A. Criteria Used in Personnel Decisions

The criteria used in making appointments, reappointments, and promotions at the University include the following:

1. Professional competence, including teaching, professional effectiveness, experience, and training;
2. Loyalty to Central Methodist University as evidenced by service to the institution;
3. Decorum, professionalism, and effectiveness in working with colleagues and students;
5. 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 of the University, aided by the counsel and recommendations of the Provost, 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 timely 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 and rank and other agreed upon conditions of employment between the University and faculty member.
3. In determining the rank of a new faculty member, consideration will be given both 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 Graduate Committee and/or the Extended Studies Committee.
 - a. Adjunct/Visiting Professor: Adjunct/Visiting Professors have term appointments to fulfill specific part time 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. Instructor (Full-time position): 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.
 - c. Assistant Professor (Full-time position): 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.
 - d. Associate Professor (Full-time position): 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.
 - e. Professor (Full-time position): An earned doctorate or its equivalent and at least seven years of full-time college teaching.
 - f. 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 Personnel Committee, 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 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;
- vi. inclusion in the University catalog;
- vii. attendance and floor privileges at regular meetings of the Faculty, but no voting privilege.

D. Bases 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 increase of faculty members at Central Methodist University will be based upon (a) availability of net revenue to fund increases in the salary pool, (b) merit, (c) academic degree attained, (d) 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 based in the Faculty Evaluation Process. 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 (b), (c) and/or (d) as identified in the preceding paragraph. 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 Provost and to the President.

In the case of adjunct faculty, the faculty member shall be remunerated at the regular salary rate approved. In the case of part-time, permanent faculty the faculty member may be remunerated at a higher salary rate dependent upon qualifications and length of service.

E. Procedures for Granting Tenure

Granting tenure 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 tenure decision, and substantial agreement among faculty members, administrators, and the Board of Trustees must be reached prior to the granting of tenure.

A faculty member wishing to receive tenure is encouraged to seek advice from the Division Chair, Provost, and colleagues on the Faculty regarding the appropriateness of application and useful supporting material as indicated in the *Faculty Evaluation Plan*.

Step 1. Notification:

At any time a faculty member 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 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 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 and/or the Dean of Graduate Studies 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 insure 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 Graduate Committee or the Extended Studies Committee 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 Graduate Committee or the Extended Studies 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 Graduate Committee or the Extended Studies Committee and the results added to the applicant's file.

After consideration of all materials, the Graduate Committee or the Extended Studies Committee 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 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.

Step 4. Appeal:

In cases in which the Provost, Graduate Committee, and/or the Extended Studies Committee 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, Graduate Committee, and/or the Extended Studies Committee 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, Graduate Committee, and/or the Extended Studies Committee, 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. Non-tenured full-time 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:

- a. The Program Director to which the faculty member applying for promotion in rank is assigned will be responsible for making a recommendation concerning the application. This recommendation is to be made in consultation with all faculty members in that division. The Director's recommendation must be accompanied by appropriate documentation, including the accounting of a formal vote by tenured faculty in that division. Such procedures shall ensure complete confidentiality of individual recommendations and votes. The Director's recommendation is to be presented to the Chair of the Governance Committee and is due no later than the first Monday in March of the academic year in which the applicant is applying for promotion.
- b. The Governance Committee will consider the recommendation and materials submitted by the Program Director and all additional recommendations submitted from faculty. After consideration of all recommendations and evidence, the Chair of the Governance Committee will provide formal notice of recommendation, on or before the first Monday in April of the academic year in which the applicant is applying for promotion, to the President, indicating 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 a separate and independent written recommendation to the President on or before the first Monday in April of the academic year in which the applicant is applying for promotion. A copy of the separate and independent recommendations of the Provost and the Governance Committee sent to the President of the University will be sent to the faculty member applying for promotion in rank.

Step 4. Appeals:

In cases in which the Provost, Graduate Committee, and/or the Extended Studies Committee 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 Graduate Committee, and/or the Extended

Studies Committee consideration of cases of an appeal, the President will recommend for or against promotion. If the President of the University recommends for promotion in rank, all recommendations along with supporting materials submitted by the faculty member, the Program Director, and the Provost will be sent to the Board of Trustees for action at their Spring meeting. 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 or to deny the application for promotion in academic rank. 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 Director or Assistant Dean.

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. Faculty evaluations are used to determine merit increases, the awarding of tenure, promotion, and to make decisions concerning continuing employment of the individual faculty member.

Each faculty member will be evaluated on teaching and advising effectiveness, service to the College of Graduate and Extended Studies, professional growth and recognition, and effectiveness as a role model in a learning community. *(See Section III and Section V in this Handbook).*

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

- a. Mutual trust of the evaluator and the evaluated;
- 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;

- c. Honest discussion between the faculty member, the Director or Regional Dean, and the Provost regarding problems and successes.

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 Procedures

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 of this Handbook.

Evaluations may be appealed by the faculty member directly to the Provost in accordance with the Faculty Handbook.

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

3. Frequency for Faculty Evaluation

All full-time faculty not being formally evaluated as per a scheduled evaluation, or as candidates for promotion, will engage in an annual evaluation process administered by the Director of Graduate Studies, Regional Deans, or by the Provost). 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

4. Appeal Procedure

The faculty evaluation policy at Central Methodist University 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 Provost to attempt to reach an acceptable solution. If no acceptable solution is reached at this conference, the faculty member may file a grievance as prescribed in Section VI of this *Faculty Handbook*.

5. Professional Development Fund

The University provides special funds for faculty development for both teaching and administrative faculty who are eligible. Guidelines and procedures are available in the office of the Provost.

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.

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 University, 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 university 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 university 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 judgement favorable to a colleague.

Procedural Regulations

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

When reason arises to question the fitness of a University faculty member 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 Governance Committee 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 Governance Committee recommends that such proceedings should begin, or if the President of the institution, even after considering a recommendation of the Governance Committee 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 Governance Committee; (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, and, if so, 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 six CGES faculty members shall hear the case. 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, will 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 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, if 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 will 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 (taking account of the stated objections and receiving new evidence if necessary) will reconsider. It will frame its decision and communicate it in the same manner as before. Only after study of the Committee's reconsideration will 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 Governance Committee 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 director 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 of the University, 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 Governance Committee, which shall hear the grievance and mediate, attempting a resolution thereby; or
 2. Ask the Committee to appoint a subcommittee to hear the grievance and mediate.
3. If this mediation is unsuccessful, and the person wishes to pursue it further, the person shall:
 - a. File a formal grievance with the Governance Committee, which grievance shall consist of a written statement setting forth the details of the matter and the data supporting it.
 - b. The Governance Committee, 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 Governance Committee 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.

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/Full-time faculty only

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. When the first day of the month falls on a Saturday, Sunday, or holiday, checks will be issued to the Faculty on the preceding work day.

B. Pension Plan/Full-time faculty only

The University participates in the TIAA-CREF retirement plan. The University will pay an amount equal to 3% of salary into the plan, every month. If the faculty member contributes 3% or more, the University will contribute an additional 2%. The faculty member may choose to have his/her contribution to TIAA treated as a tax-sheltered annuity. Further details of the program may be obtained from Human Resources.

C. Insurance/Full-time faculty only

All full-time employees of the University 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/Full-time faculty only

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 University 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 full-time service to the university up to a maximum of 120 working days. Under 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 University. Refer to the Sick Leave—Faculty and FMLA policies in the Employee Handbook for further details.

For absence from employment at the University 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 of the University.

E. Tuition Waiver/Full-time faculty only

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. Admission to Athletic Events

Admission to all regular athletic events of the university is free for Faculty and dependents.

G. Part-time faculty

1. Invited to participate in the annual faculty development day and workshop scheduled in June of each year.
2. Utilization of CMU library resources.
3. Utilization of online teaching platform (MyCMU), if desired
4. Complimentary admission to CMU athletic events.
5. Use of recreation center on Fayette campus.

SECTION VII: 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 Governance Committee and the Faculty Representative to the Board, who will be heard at the Board meeting.

The Governance Committee may propose revisions to the Handbook for consideration by the Board. Proposed revisions of Sections II through VI shall be circulated in writing to all committee members at least seven days prior to a regular or special faculty meeting. A majority vote of the members present and voting shall be required for adoption of proposed revisions to those sections of the Handbook. Proposed revisions to Section I of the 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 Handbook.

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