

## **Section V. Personnel Policies and Employment Benefits**

### **ACCESS TO FACULTY PERSONNEL FILES**

In accordance with state law, faculty members may inspect their personnel file if such a request is made in writing to the Office of the Provost. Faculty personnel files are maintained in both Human Resource Services and the Provost's Office. If a faculty member feels that any information in either file is inaccurate, the faculty member may petition the university to remove such information from the file. If the university declines to do so, the faculty member may place a rebuttal statement in the file.

Confidential information regarding a member of the university's faculty, such as evaluative material prepared by colleagues and others, is not normally maintained in the member's personnel files. Such material may be placed in separate files maintained by the provost, the president, or the dean of the member's school or division or by the chair of his/her department. This material is not subject to regular access by the faculty member. A faculty member who is concerned about confidential information relating to employment should contact the provost. The provost or president may authorize access to information in these files.

Any request from third parties for any information contained in a faculty member's personnel file or other confidential files, must be made through the president. Persons who are not connected with the university shall not have access to any personnel file except by written permission of the individual faculty member concerned. Persons who are not connected with the university shall not have access to any other confidential files without written permission from the president. Without such written permission, the university will deny any request for information, except where access is required by law.

In cases where certain committees, because of their functions, may require relevant information from a faculty member's confidential files, such information may be made available at the discretion or direction of the provost or the president. Confidential information regarding a faculty member may also be reviewed by the dean of the member's school or division or the chair of his/her department.

In no case shall any confidential information be copied or taken from a confidential file except by direct consent of the provost or president.

(PROV 8-31-90, ed. 2-1-02)

### **EQUAL OPPORTUNITY, AFFIRMATIVE ACTION, AMERICANS WITH DISABILITIES ACT, AND SEXUAL MISCONDUCT**

For the most current version of these university-wide policies, with which all faculty must comply, go to <http://www.plu.edu/~humr>.

### **PHILOSOPHY OF FACULTY COMPENSATION December 8, 2006**

Pacific Lutheran University's academic quality and reputation for excellence depend most directly on its faculty who foster its mission to "...empower students for lives of thoughtful inquiry, service, leadership and care – for other people, for their communities and for the earth." Students are intellectually stimulated, challenged academically, and engaged in the mission of the University when they interact with quality faculty who are engaged in that same mission. These interactions represent a considerable investment. Faculty give generously of themselves to students, not only as teachers, but also as mentors and advisors to students exploring their vocational questions.

Faculty are motivated by their passion for their disciplines as well as their love of teaching. Both must be embraced and supported. The University values and recognizes its dependence on faculty who are committed to excellence and who are vitally engaged in their teaching, scholarship, and citizenship. Further, it seeks to cultivate such a faculty. Doing so requires that the University honor faculty's investment in the shared mission of Pacific Lutheran University by acknowledging and supporting faculty's efforts in teaching, scholarship, and citizenship. The

[Page 96 of the Faculty Handbook 6<sup>th</sup> ed., dated February 2003, revised May 9, 2008 by the Faculty Affairs Committee and approved by the Faculty Assembly, replacing page 96.]

University must recognize the value of hiring tenure-track faculty and retaining tenured faculty. It must recognize the considerable intellectual capital that faculty bring to their dual roles as teachers and scholars, and provide appropriate resources for faculty's research and creative projects. This will allow faculty to grow as teachers and scholars and, in turn, stimulate and challenge our students.

Thus, Pacific Lutheran University supports a compensation system for faculty (direct compensation, benefits, and career-related investments) that:

1. Is compatible with and supportive of the University's mission statement.
2. Is fair and non-discriminatory.
3. Attracts and retains a highly qualified diverse faculty by setting pay competitive with peer institutions and recruiting markets, and which is at the same time aligned with the availability of institutional and unit resources.
4. Demonstrates the high value the university places on excellent faculty by rewarding the tenure and promotion of productive and skilled teachers, scholars, and University citizens.
5. Helps the University compete successfully for faculty with a mix of disciplinary expertise and skills vital to its mission.
6. Provides long-term opportunities and resources for professional development.
7. Is reviewed annually to ensure that it remains competitive with the appropriate peer institutions.

### **FACULTY PERSONNEL POLICY**

Faculty members at Pacific Lutheran University enjoy all rights not only of the law of the land but also of their individual contracts with the university, which incorporate those embodied in the Faculty Constitution and Bylaws as approved by the Board of Regents under the Articles of Incorporation and Bylaws of the university. The university is understood to be an institution whose members are responsible for and to its policies. In an institution that is a community of Christian scholars the latitude within policies should not be abused by any of its members.

The policies below are grounded in the belief that the protection of academic freedom by tenure has as its operationally central provision the right to teach, freely yet responsibly, in one's discipline. To be barred arbitrarily from the customary teaching opportunities and responsibilities of one's discipline would be to have one's professional credibility debased and therefore one's academic freedom made moot.

- A. Faculty Review Process for Tenure-Track and Tenured Faculty: Organized periodic review procedures cover the time both before and following the granting of tenure. The objective is to promote faculty development, ensure teaching effectiveness and the fulfillment of instructional and other faculty responsibilities, and promote fair treatment within the university. Comprehensive peer review is the hallmark of an autonomous, self-governing faculty body and is essential to our practice as responsible members of the academy.

These regular reviews are designed to serve a number of university constituencies and important functions of the university. First, these reviews serve individual faculty members in the pursuit of tenure and promotion. The review process is designed to assess the progress of faculty members with regards to teaching, scholarship and service. Second, the review process is critical to the work of the Rank and Tenure Committee in that it affords a relatively uniform system of equitable evaluation for faculty members between and across units. Third, and more generally, the review process provides an essential component of ongoing assessment across the university, in particular allowing the university to remain in compliance with accreditation bodies on issues of faculty review. The review process described in the Faculty Handbook brings the timeline and practices of departments, divisions, schools and programs in line with the criteria for the review process determined by faculty legislation.

In order for chairs and deans to complete accurate and timely reviews, and ensure that each faculty member is being treated fairly in the process, it is the primary responsibility of the faculty member to know all review deadlines, complete all reports and, where necessary, respond to reviews in accordance with the timeline as indicated in the PLU Faculty Handbook. It is the primary responsibility of the chair of each department or dean of each school to make sure reviews are conducted in accordance with PLU Faculty Handbook policy. Toward this end, the Office of the Provost will work with faculty, chairs and deans by keeping a master schedule for reviews, providing timely reminders, and assuring the quality of the peer review process.

[Page 96A of the Faculty Handbook, 6<sup>th</sup> ed., revised April 17, 2009 Faculty Assembly the Rank and Tenure Committee.]