

- B. Faculty Review Process for Benefits-Eligible Continuing Affiliate Faculty: The purpose of these reviews is to ensure quality teaching and learning is consistent across the university. In addition, these reviews of affiliate faculty are an essential component of on-going university assessment. These reviews also support the professional development of our valuable continuing affiliate faculty members. (This review process applies only to benefits-eligible Lecturers, Faculty Fellows, and Clinical Faculty.)
1. By June 1, the affiliate faculty member will submit to the department chair or dean, as appropriate, a report of his or her activities for the previous academic year. The report will include a self-evaluation, reflections on available student evaluations, as well as a discussion of priorities for the coming academic year in regards to teaching and, where relevant, scholarly/professional activity and service. A template for the annual activity report will be provided by the Office of the Provost.
  2. During the fifth year of teaching at the university, the chair or dean will write a comprehensive review of the affiliate faculty member consistent with the procedures described in (A.1.e) above. The chair or dean will meet with the faculty member and discuss the written review. Written and signed records of each meeting shall be made, copies of which are retained by faculty members, department chair, and dean, and submitted to the provost's office, along with a copy of the faculty member's report and of the review by the chair or dean, by September 15.
  3. During each subsequent fifth year of benefits-eligible teaching, the chair or dean will complete a comprehensive review according to the procedures described above, focusing on the years since the last review. The chair or dean will meet with the faculty member and discuss the written review. Written and signed records of each meeting shall be made, copies of which are retained by faculty members, department chair, and dean, and submitted to the provost's office, along with a copy of the faculty member's report and of the review by the chair or dean, by September 15.
- C. The university strives to provide every member of the faculty with a harmonious environment conducive to good performance.
1. Faculty members should refrain not only from unethical actions toward their colleagues but also from any that could objectively be regarded as demeaning. This is not to be construed, however, to limit anyone's right and duty to correct or criticize individual actions, statements, or judgments of anyone when this lies within the scope of one's regular activities as a scholar, faculty member, or citizen. Nor is it to bar the giving of unfavorable but objective evaluation of anyone in the course of organized periodic review procedures.
  2. The teaching assignments for all faculty members should as well as possible reflect their academic preparation, experience, and interests. Teaching schedules should be based on the needs of students and programs and should be fair for all faculty members. When making assignments, administrators should give maximum consideration to the preferences and best interests of individual faculty members.
  3. The considerations above should apply equally to the provision of teaching facilities, office space, library and equipment funds, secretarial services, and any other tangible aspects of the working arrangements for faculty members.
  4. Criteria for promotion should be applied uniformly to all candidates, regardless of varying prepossessions or prejudices that might be involved.
  5. All faculty members should share to some reasonable degree in the salary improvements possible in any given year. A seemingly reasonable guideline is to use at least half of such funds for across-the-board salary increases; the balance may be used to finance special increases that recognize extraordinary professional achievements or advancement in rank or that rectify salary inequities. (On November 11, 1977, the faculty recommended a policy of paying uniform, pre-determined salary increases for promotion to each rank, indicating that promotion increments be calculated at the rate of 3% of the current median salary of the rank to which a person has been promoted.)
  6. No faculty members should be denied rights or privileges for which they qualify under university policies. This applies, for example, to appointment to regular rank and accompanying eligibility for tenure, which the Constitution Bylaws (Article V, Section 1, Subsection a,2) state must be given to all full-time teachers.

[Page 99A of the Faculty Handbook, 6<sup>th</sup> ed., dated February 2003, revised April 17, 2009 Faculty Assembly by the Rank and Tenure Committee, replacing page 99A.]

- D. The university community strives to secure the rights of its individual members, including those of due process, especially when conflict arises between members or between the university and its members.
1. Disciplinary action (e.g., denial of an across-the-board salary increase) should not be taken against a faculty member without a clear statement in writing of the reason(s). Sufficient notice should be given so that correction of the record and/or other explanatory or defensive action may be taken before irreparable effects accrue. For the same reason, during any challenge of a faculty member's actions, rights, or standing, utmost caution should be exerted to afford maximal protection of personal and professional reputations, especially among students and colleagues.
  2. Disciplinary action taken against a faculty member, where it can be justified and must be employed, should not be personally demeaning, nor should it be of such nature that it itself becomes a barrier to the faculty member in attempting to correct or improve performance. In no case shall any discomfiting action or pattern of actions be taken against a faculty member to encourage resignation.
  3. If from observation and evaluation of performance a faculty member's colleagues and administrators conclude that he/she is not performing at acceptable levels, he/she should be given counsel by administrators and also be given every reasonable tangible assistance that he or she, the immediate academic superior, and a mutually acceptable third faculty member decide by majority vote is needed to effect improvement. ("Reasonable" here means possible within the constraints of time, budget, and facilities that apply to faculty in the university generally.)
  4. Only in cases in which immediate harm to students, colleagues, or individuals themselves is a demonstrable possibility should any faculty members be suspended, and this should be with full continuing pay. The suspension order and the reason for such summary action should be given in writing, and formal termination or dismissal proceedings should be begun within no less than thirty and no more than sixty days of that time.
  5. The administration is directed by the Faculty Constitution Bylaws to bring any potential dismissal case to the Conciliation Committee (Article VI, Section 2,a). A faculty member, after seeking remedy through normal administrative channels, may bring any problems to the Conciliation Committee (Article VI, Section 1). This committee should organize itself in such a way that for each case presented to it, one of its members is identifiably responsible for directing its study. Promptness of action in its conciliatory efforts will often be crucial, and it should attempt to conciliate, or to issue its considered judgment on a fair conciliation, within no more than thirty days.

The Conciliation Committee should recognize that the faculty as a whole is always one of the interested parties in any faculty member's case in which problems of inadequate or unclear policy are found. In such a case, it should inform the faculty not of names or other details of the case, but of all issues of policy and procedure and give its recommendations for corrections.

(Faculty Assembly Legislative Annual, 1973-74, pp. 5-9, 2/8/74; edited PROV 7-13-95; revised version adopted FA 4-16-99, revised FA 12-10-01 and FA 5-10-02)

### **FAMILY/MEDICAL LEAVES OF ABSENCE**

For the most current version of the policy, which was approved by the Faculty Assembly and the President's Council in May 1999, go to <http://www.plu.edu/~humr> and scroll down to Family/Medical Leaves of Absence – Faculty.

### **MINI-GRANTS FOR INNOVATIVE TEACHING**

During the academic year the Office of the Provost makes available to university faculty members a number of awards for the purpose of stimulating teaching and learning.

These awards are intended to aid the faculty member whose spur-of-the-moment idea or out-of-the-ordinary method promises improved instruction for a specific class or series of classes.

[Page 100 of the Faculty Handbook, 6<sup>th</sup> ed., dated February 2003, revised April 17, 2009 Faculty Assembly by the Rank and Tenure Committee, replacing page 100.]

Proposals are considered when funds are not otherwise available from departmental, divisional, or school sources. Furthermore, funds from this source are not for the purpose of providing normal operating services, such as photocopying or secretarial work. Nor are they generally intended for the purchase of instructional equipment, nor for the continuation of programs which are currently in place.

Innovative Teaching Awards are administered through the Office of the Provost and normally do not exceed \$300. Each applicant is given prompt consideration and decisions are reported within a week.

Specific forms for application are available from divisional and school deans or the Office of the Provost. Proposals must include a description of the project, a method for evaluation, and a full statement of budget needs, together with a time-schedule. In addition, proposals must indicate the affected student population and the specific course or courses involved. A final report is due when the project is completed.

Applications from faculty members, endorsed by department chairs and division/school deans (as appropriate), should be forwarded to the Office of the Provost, and may be submitted at any time throughout the year.

(PROV 10-23-89, rev. 11-1-01)

### **POLICY ON DELAYING ACCUMULATION OF QUALIFYING YEAR OF ELIGIBILITY FOR TENURE**

Non-tenured, tenure-track faculty above the rank of instructor may claim that a given year of appointment should not be included in the count of accumulated years toward eligibility for tenure.

For all such claims, the circumstances of that year shall pose distinct difficulty in accomplishing what is expected of faculty by the time of tenure candidacy. Included in the range of possible such circumstances are the birth of a child, the adoption of a child, extraordinary responsibilities in caring for parents or dependents, and the undertaking of special opportunities in the faculty member's professional field.

Claims for not counting a particular year as a qualifying year of eligibility toward tenure shall be made in the form of a request for approval to the provost, whenever possible in advance of the year that is requested. Claims shall be in writing, accompanied by evidence and reasoning believed sufficient to warrant the claim and lead to its approval. The response of the provost shall be in writing, and shall have been informed by consultation with the faculty member's chair (where applicable), dean, and the chair of the Rank and Tenure Committee.

(FA, 5-10-02)

### **POLICY ON UNIT INTERPRETATIONS OF CRITERIA FOR TENURE AND PROMOTION**

Unit descriptions of the criteria for tenure and promotion will be consistent with and will not limit the scope or alter the rigor of the university criteria.

Unit descriptions of the university criteria will be presented to prospective and new faculty in the context of the university criteria, and will be accompanied by a copy of the university criteria.

When units develop or revise descriptions of the university criteria, they will submit them to the Rank and Tenure Committee and to the provost for feedback/discussion to ensure that the descriptions are congruent with the university criteria.

(FA, 5-10-02)

### **POLICY ON USE AND DISTRIBUTION OF SELF-ASSESSMENT STATEMENTS WRITTEN FOR PERFORMANCE REVIEWS**

Self assessment statements are written to conform to the guidelines and purposes of formal university structures for performance reviews, including annual, third-year, tenure, promotion, third-year post-tenure, and post-sabbatical reviews. Faculty members and administrators who receive another person's self-assessment in connection with a performance review process are not permitted, without written consent, to disclose, distribute, or use all or any part of such statement for any purpose outside of the process of evaluation for which the assessment was prepared.

(FA, 5-10-02)

[Page 101 of the Faculty Handbook, 6<sup>th</sup> ed., dated February 2003, revised April 17, 2009 Faculty Assembly by the Rank and Tenure Committee, replacing page 101.]