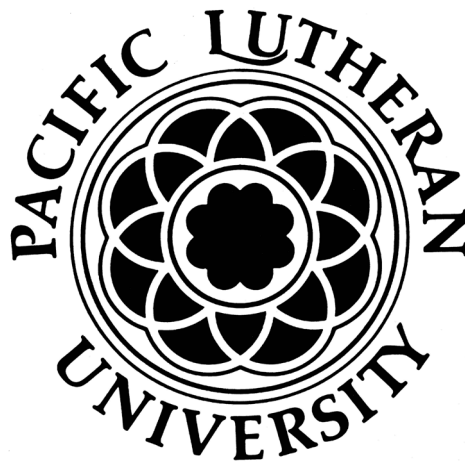


# **FACULTY HANDBOOK**

**EIGHTH EDITION**

**(first published September 2014)**

*[updated September 2019]*



PUBLISHED AND MAINTAINED BY THE OFFICE OF THE PROVOST

# PACIFIC LUTHERAN UNIVERSITY FACULTY HANDBOOK

EIGHTH EDITION

(first published September 2014)

*[updated September 2019]*

## Summary Table of Contents

INTRODUCTION	5
MISSION AND HISTORY	6
SECTION I: FACULTY CONSTITUTION AND BYLAWS	7
SECTION II ASPECTS OF FACULTY ORGANIZATION	31
SECTION III ACADEMIC POLICIES, PROCEDURES, AND SERVICES	57
SECTION IV PERSONNEL POLICIES AND EMPLOYMENT BENEFITS	83
SECTION V SPECIAL INSTITUTIONAL POLICIES AND PROCEDURES	110
SECTION VI REFERENCE MATERIAL	116

# Table of Contents

Section I. - FACULTY CONSTITUTION AND BYLAWS	8
Article I. - THE FACULTY	8
Article II. - THE PRESIDENT OF THE UNIVERSITY	8
Article III. - RIGHTS AND DUTIES	8
Article IV. - GOVERNANCE	9
Article V. - RANK AND TENURE AND LEAVES OF ABSENCE	11
Article VI. - GRIEVANCE, DISCIPLINARY, AND DISMISSAL PROCEDURES	11
Article VII. - GOVERNANCE COMMITTEE	11
Article VIII. - AMENDMENTS	12
BYLAWS TO THE FACULTY CONSTITUTION PACIFIC LUTHERAN UNIVERSITY	13
Article I. THE FACULTY	13
Article III. RIGHTS AND DUTIES	13
Article IV. GOVERNANCE	14
Article V. - RANK AND TENURE AND LEAVES OF ABSENCE	22
Article VI. - GRIEVANCE, DISCIPLINARY, AND DISMISSAL PROCEDURES	28
Article VIII. – AMENDMENTS	30
Section II. - ASPECTS OF FACULTY ORGANIZATION	32
Part I. - DEFINITION OF FACULTY	32
Part II. - ASSOCIATES TO THE FACULTY ASSEMBLY	34
Part III. - VISITING SCHOLARS	34
Part IV. - OTHER PERSONNEL	34
Part V. - FACULTY ELECTIONS	34
Part VI. - VOTING ELIGIBILITY	34
Part VII. - FACULTY STANDING COMMITTEES	35
Part VIII. - UNIVERSITY STANDING COMMITTEES	42
Part IX. - FACULTY REPRESENTATIVES TO THE BOARD OF REGENTS	55
Part X. - COUNCILS	55
Section III. - ACADEMIC POLICIES, PROCEDURES, AND SERVICES	58
Part I. - ACADEMIC ADVISING	58
Part II. - CONTINUING EDUCATION	59
Part III. - ACADEMIC INTEGRITY	59
Part IV. - PROVOST	64
Part V. - DEPARTMENTAL, DIVISIONAL, AND SCHOOL ADMINISTRATORS	64
Part VI. - EDUCATIONAL POLICIES COMMITTEE MANUAL	66
Part VII. - OTHER POLICIES	74
Section IV. - PERSONNEL POLICIES AND EMPLOYEE BENEFITS	84
Part I. - ACCESS TO FACULTY PERSONNEL FILES	84
Part II. - EQUAL OPPORTUNITY, AFFIRMATIVE ACTION, AMERICANS WITH DISABILITIES ACT, AND SEXUAL MISCONDUCT	84
Part III. - PHILOSOPHY OF FACULTY COMPENSATION	84
Part IV. - FACULTY PERSONNEL POLICY	85
Part V. - FAMILY/MEDICAL LEAVES OF ABSENCE	90
Part VI. - POLICY ON DELAYING ACCUMULATION OF QUALIFYING YEAR OF ELIGIBILITY FOR TENURE	90
Part VII. - POLICY ON UNIT INTERPRETATIONS OF CRITERIA FOR TENURE AND PROMOTION	91
Part VIII. - POLICY ON USE AND DISTRIBUTION OF SELF-ASSESSMENT STATEMENTS WRITTEN FOR PERFORMANCE REVIEWS	91
Part IX. - THE RANK AND TENURE COMMITTEE PROCEDURES	92
Part X. - OTHER FACULTY POLICIES	97

Section V. -	
SPECIAL INSTITUTIONAL POLICIES AND PROCEDURES	110
Part I. - COPYRIGHT LAW AND EDUCATIONAL FAIR USE	110
Part II. - FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA)	111
Part III. - APPLYING FOR INTERNAL AND EXTERNAL FUNDING	111
Part IV. - INCLUSIVE LANGUAGE	113
Part V. - POLICY FOR DEALING WITH AND REPORTING POSSIBLE MISCONDUCT IN SCIENCE	114
Part VI. - POLICY ON POLITICAL ACTIVITIES	114
Part VII. - POLICY ON RELIGIOUS GROUPS	114
Part VIII. - SPEAKER POLICY	116
Section VI. -	
REFERENCE MATERIAL	118
Part I. - ACADEMIC STRUCTURE OF THE UNIVERSITY	118
Part II. - ACCREDITATION AND INSTITUTIONAL MEMBERSHIPS	119

# INTRODUCTION

The Faculty Handbook is both a practical and symbolic document.

As a practical document, the Faculty Handbook provides valuable information for PLU faculty on a vast array of topics. This is the document that informs our syllabi and classroom practices in its articulation of office hour requirements, attendance policies, and procedures for dealing with academic integrity violations. It is the guide we use in engaging in the work of standing and university committees, laying out their purpose, membership, and responsibilities. And it provides the blueprint for faculty members' professional development, insofar as the Faculty Handbook is where tenure and promotion criteria are described, where information about sabbatical leaves can be found, and where timelines for undergoing formal review are provided.

While other university publications should be part of each faculty member's library of resources (virtual or otherwise)--such as the Catalog, the Student Handbook, and the Personnel Policies and Procedures Manual--it is the Faculty Handbook that provides the most relevant information to our daily work as teachers, scholars, and university citizens, codifying our rights and responsibilities as faculty.

At the same time it serves a practical purpose, the Faculty Handbook is also a symbolic representation of one of the elements that sets us apart from other universities: our robust system of shared governance. Our shared governance system emphasizes participation, collaboration, communication, and transparency. As our governing document, the Faculty Handbook sets forth the roles faculty play in fulfilling the university's mission, and, where appropriate, how these roles dovetail with those of the other members of the campus community with whom we share this responsibility: namely, the Board of Regents, administration, staff, and students. The Faculty Handbook is a testament to our shared commitments.

The eighth edition of the Faculty Handbook is broken into six major sections. The handbook begins with the Faculty Constitution and Bylaws, which highlights the fundamental principles that govern the university, including the rights and duties of faculty, guidelines for Faculty Assembly, and the criteria for achieving tenure and promotion. The remaining sections provide details about the various aspects of faculty work, including our organizational structure, guiding philosophies, policies, and procedures. There is a comprehensive index at the back of the book.

An important part of our shared governance work is ensuring that the handbook accurately reflects our priorities. As such, the Faculty Handbook can be understood as a living document, always subject to revision. Nevertheless, while the words and punctuation may change, the essence of the Handbook remains constant: it serves as a hallmark of our collective identity as faculty members and university citizens.

Joanna Gregson, Provost

Eighth Edition – September 1, 2014

Seventh Edition – September 1, 2011

Sixth Edition—February 5, 2003

Fifth Edition—September 1, 1995

Fourth Edition—September 1, 1990

Third Edition—September 1, 1985

Second Edition—September 1, 1980

First Edition—September 1, 1977

# MISSION AND HISTORY

## Mission Statement

PLU seeks to educate students for lives of thoughtful inquiry, service, leadership and care—for other people, for their communities, and for the earth.

Approved by the Board of Regents, January 22, 2011.

## History

Pacific Lutheran University was founded in 1890 by a group of Scandinavian Lutherans from the Puget Sound area. They were led by the Reverend Bjug Harstad, who became PLU's first president. In naming the university, these pioneers recognized the important role that a Lutheran educational institution on the western frontier of America could play in the emerging future of the region. They wanted the institution to help immigrants adjust to their new land and find jobs, but they also wanted it to produce graduates who would serve church and community. Education – and educating for service – was a venerated part of the Scandinavian and Lutheran traditions from which these pioneers came.

Although founded as a university, the institution functioned primarily as an academy until 1918, when it closed for two years because of complications produced by the creation of the Norwegian Lutheran Church of America in 1917, regional collegiate rivalries, and World War I. It reopened as the two-year Pacific Lutheran College, after merging with Columbia College, previously located in Everett. Further consolidation occurred when Spokane College merged with PLC in 1929. Four-year baccalaureate degrees were first offered in education in 1939 and in the liberal arts in 1942. The institution was reorganized as a university in 1960, reclaiming its original name. It presently includes a College of Arts and Sciences, professional schools of Arts and Communication, Business, Education and Kinesiology, Nursing, and both graduate and continuing education programs.

PLU has been closely and productively affiliated with the Lutheran church throughout its history. It is now a university of the Evangelical Lutheran Church in America, owned by the more than six hundred congregations of Region 1 of the ELCA.

Many influences and individuals have combined to shape PLU and its regional, national, and increasingly international reputation for teaching, service and scholarship. A dedicated faculty and staff has been an extremely important factor. The school has enjoyed a strong musical tradition from the beginning, as well as noteworthy alumni achievements in public school teaching and administration, university teaching and scholarship, the pastoral ministry, the health sciences and healing arts, and business. At PLU the liberal arts and professional education are closely integrated and collaborative in their educational philosophies, activities, and aspirations.

Contributed by Philip A. Nordquist, Professor Emeritus of History, February 2011.

## Pacific Lutheran University and the Evangelical Lutheran Church in America (ELCA)

Pacific Lutheran University traces its roots to the ancient Greek academy, Jewish study of sacred texts, the Roman law court, to monastic libraries and medieval urban universities, and the schools of the Renaissance. In one of those Renaissance universities, established in Germany at the beginning of the sixteenth century, Martin Luther, a professor and priest, launched the reform which would eventually take his name, a reform which spread to other countries and grew in various ways. As a university professor, Luther's reform was shaped by the freedom of conscience, the need to engage one's society in pursuit of a humane future, the liberating capacities of a liberal arts curriculum, and the vocation of service in the world.

Pacific Lutheran University stands within this living tradition of Lutheran higher education, one that it shares with the 26 colleges and universities of the Evangelical Lutheran Church in America. Steeped in the Lutheran commitment to freedom of thought and insistence on questioning, the university serves both church and society by welcoming faculty, students, and administrators from many cultural, ethnic, and religious traditions. Such diversity of viewpoint and methods in study rests at the heart of a theological tradition, which counsels humility and honesty in the pursuit of truth. In contrast to some church-related universities, the colleges and universities of the ELCA enjoy a supportive relationship with the many congregations who expect their schools to protect academic freedom, encourage disciplinary expertise, foster faithful criticism of cherished assumptions, and prepare their students for lives of service in the world. Indeed, the cherished hallmark of the Reformation – freedom – remains linked to its corollary – mature responsibility – to others, their communities, and this earth. Thus, the faculty of Pacific Lutheran University enjoy the support of a religious community committed to liberal learning at the service of a just, peaceful, and humane future.

Contributed by Samuel Torvend, Professor of Religion, February 2011.

# **SECTION I: FACULTY CONSTITUTION AND BYLAWS**

# **Section I. - FACULTY CONSTITUTION AND BYLAWS**

## **FACULTY CONSTITUTION**

### **PREAMBLE**

We, the faculty of Pacific Lutheran University, acting under the authority and responsibilities delegated by the Board of Regents, cognizant of our professional responsibility to provide for the education of our students, and in order to define the qualifications and duties, privileges and obligations pertaining thereto; to establish a system of faculty governance; to prescribe the powers of the faculty in educational policy; to advise in educational fiscal policy; and to govern all our academic affairs more effectively in fulfillment of the Articles of Incorporation of the university and its stated educational goals, pledge our support to, and adopt this constitution.

## **ARTICLE I. - THE FACULTY**

### **SECTION 1.**

The faculty shall consist of the president of the university, regular faculty, contingent faculty, administrative faculty, emeriti faculty, others recommended by the faculty to the president and approved by the Board of Regents, as well as other officers designated by the Board of Regents upon recommendation of the president. (See Faculty Handbook, Section II, Aspects of Faculty Organization, Definition of Faculty for further detail.)

## **ARTICLE II. - THE PRESIDENT OF THE UNIVERSITY**

### **SECTION 1.**

- A. The president of the university shall be a member of a Lutheran church, or of a Christian denomination with which the ELCA has a relationship of full communion; shall be the executive head of the university; shall be an advisory member of all university committees; and shall report regularly to the Board of Regents, or whenever required by them, concerning the work and needs of the university.
- B. The president shall nominate to the Board of Regents for their approval all senior administrative officers, such as provost, vice presidents, and academic deans, as well as tenure-eligible members of the faculty. The president shall recommend for approval by the Board of Regents faculty promotions. The president shall have authority to make temporary appointments of senior officers.
- C. The president shall cause to be prepared a budget for each year to be submitted to the Board of Regents for their approval.
- D. The president of the university shall, together with the provost, the chair of the Board of Regents, and the secretary of the Board of Regents, sign all diplomas given in evidence of degrees granted by the university.
- E. The president shall promote the purpose of the university and its ideals of scholarship both in the faculty and among the students.
- F. If the president deems it necessary for good cause, the president may suspend a teacher or administrative officer, and shall, within three (3) days, inform the executive committee of the Board of Regents, whereupon the executive committee shall be responsible for subsequent procedures.
- G. The president may be removed from office for cause deemed sufficient by the Board of Regents, upon a two-thirds vote of the entire Board of Regents.
- H. The president shall report to the annual meeting of the Corporation.

## **ARTICLE III. - RIGHTS AND DUTIES**

### **SECTION 1. INDIVIDUAL**

The individual faculty member upon appointment becomes a member of a community of scholars who respect and uphold the principles of Lutheran Higher Education with certain rights and obligations. Preeminent among these is the obligation to uphold the objectives of the university and the right of academic freedom in order that the obligation of examining and interpreting special areas of instruction may be freely and thoroughly exercised



## **SECTION 2. COLLECTIVE**

- A. All action taken collectively by the faculty shall be within the context of the expressed or implied delegation of authority and responsibility from the Board of Regents. All such faculty action is subject to review by the Board of Regents.
- B. Inherent in the faculty collectively are the following rights and duties:
  - 1. The faculty, subject to the approval of the Board of Regents, shall determine those degrees, certificates of merit, awards and honors which may appropriately be granted by the university.
  - 2. The faculty, subject to the approval of the Board of Regents, is charged with the responsibility of establishing or discontinuing colleges, schools, institutes (whether for research or for teaching), and departments.
  - 3. The faculty shall formulate courses of study, recommend requirements for admissions, for academic status, and for graduation, and nominate candidates for degrees.
  - 4. The faculty shall, subject to the approval of the Board of Regents, establish the requirements for admission to, and rank of, its membership.
  - 5. The faculty shall, subject to the approval of the Board of Regents, have the right to establish its own form of governance.
  - 6. The faculty shall, subject to the approval of the Board of Regents, formulate and enact educational policy which is the central concern of the university. This responsibility shall extend to matters which have bearing upon educational values and goals, even those concerns which are apparently physical, or mechanical, or in some manner auxiliary, but which substantially affect the total educational program.
  - 7. The faculty shall enact such rules and regulations and establish and activate such committees or other agencies as it deems necessary for the effective exercise of its responsibilities.
  - 8. The faculty shall have available to it information contained in the official records of the university which is required in the exercise of its responsibilities.
  - 9. The faculty has the right to censure any member of the academic community whose actions adversely affect the goals of learning, but it has the obligation to defend and protect each of these members in the principle of free search for truth.
  - 10. The faculty has the duty to provide for a fair and impartial hearing in cases involving faculty members accused of professional misconduct.

## **ARTICLE IV. - GOVERNANCE**

### **SECTION 1. THE FACULTY ASSEMBLY**

- A. The governing body of the faculty shall be designated the Faculty Assembly and shall consist of all members of the faculty. Part-time contingent faculty, emeriti faculty, and emeriti presidents shall have the privilege of voice, but not the right to vote.
- B. The Faculty Assembly shall meet at least once a month during fall and spring semesters. The Faculty Assembly shall meet at the call of the chair of the faculty.
- C. A special meeting of the Faculty Assembly shall be held at the request of the president of the university or of the chair of the faculty or upon the written request of any ten members of the faculty.
- D. Members of the administrative staff or others who are not members of the faculty may be invited to attend Faculty Assembly meetings. These individuals may be given the right to speak but they shall have no vote.
- E. Members of the Board of Regents have the right to attend meetings of the Faculty Assembly, except when the assembly elects to meet in executive session. [See Robert's Rules of Order, Newly Revised, Sec. 9] Board members may be given the right to speak but they shall not have the right to vote.
- F. Part-time contingent faculty, emeriti faculty, and emeriti presidents shall have the privilege of attending Faculty Assembly meetings except when the assembly elects to meet in executive session, and may be given the right to speak though not the right to vote. Full-time contingent faculty and administrative faculty shall enjoy all the rights of regular faculty within the Faculty Assembly, including both voice and vote.
- G. The parliamentary authority governing meetings of the Faculty Assembly shall be Robert's Rules of Order, Newly Revised, subject to amendment by the assembly.

## **SECTION 2. FACULTY OFFICERS**

- A. Faculty officers shall consist of the chair of the faculty, the vice-chair of the faculty, and the faculty secretary.
- B. The chair of the faculty shall preside at the meetings of the Faculty Assembly. In the absence of the chair of the faculty, the vice-chair shall preside. In the absence of both the chair and the vice-chair, the chair's designated representative shall preside.
- C. The chair, vice-chair, and secretary shall perform such duties as designated in the Faculty Constitution, Faculty Bylaws, faculty legislation, and directives of the Faculty Assembly.

## **SECTION 3. FACULTY EXECUTIVE COMMITTEE**

- A. The Faculty Executive Committee shall consist of the chair, vice-chair, and faculty secretary, the elected representative to the Board of Regents, the chairs of the faculty standing committees, the president, and the provost.

## **SECTION 4. THE FACULTY COMMITTEE SYSTEM**

- A. The faculty shall have the power to create and dissolve committees. All such committees shall remain responsible to the faculty.
- B. The faculty shall have the power to determine the composition, method of selection, purposes and duties of its committees subject to the terms of this Constitution and Bylaws.
- C. The general purpose of the Governance Committee shall be to facilitate the successful operation of the entire committee system.

## **SECTION 5. ACADEMIC STRUCTURE AND OFFICERS OF THE UNIVERSITY**

- A. The university academic structure shall consist of such entities as may, from time to time, be established by the Board of Regents upon recommendation of the faculty in consultation with the president.
- B. The president of the university shall nominate to the Board of Regents for their approval all officers of instruction and academic administration, such as the provost, vice presidents, deans, divisional chairs, department chairs, as well as members of the teaching faculty.

## **SECTION 6. BYLAWS TO THE CONSTITUTION AND RULES**

- A. Such Bylaws and Rules of Order as are deemed necessary to the interpretation and implementation of this Constitution shall be drafted for adoption together with the Constitution.
- B. Amendment to the Bylaws or Rules of Order
  - 1. Amendments to the Bylaws or Rules of Order originate within the faculty.
  - 2. The Faculty Assembly shall determine its own rules governing the introduction and consideration of proposed amendments.
  - 3. An amendment shall not be deemed approved unless it receives endorsement by at least two-thirds of those voting, a quorum being present, except as noted in paragraph 4, below.
  - 4. If a particular provision of the Bylaws or Rules of Order establishes a validating vote in excess of two-thirds, then the amendment shall not be deemed approved unless it receives endorsement by at least that fraction of the vote specified in the provision, a quorum being present.
  - 5. The faculty secretary through the agency of the president of the university shall inform the Board of Regents of any amendment to the Bylaws or Rules of Order which has been approved by the Faculty Assembly.
  - 6. Upon approval of the faculty, the amendment shall become operative following the completion of the subsequent meeting of the Board of Regents unless disapproved and provided that the Board of Regents has received notification at least one month prior to its meeting.
  - 7. In the event of disapproval, the Board of Regents through the agency of the president of the university shall so inform the Faculty Assembly.

## **SECTION 7. FACULTY LEGISLATION**

- A. Faculty policy in the sundry substantive areas of faculty concern shall wherever possible be set forth in written statements called faculty legislation.
- B. All existing faculty legislation not in conflict with this Constitution and its Bylaws shall remain in full force pending future codification.
- C. New faculty legislation and amendments to existing faculty legislation shall be effective upon adoption by the Faculty Assembly.
- D. Any proposal for faculty legislation shall be in proper written form before consideration.

## **ARTICLE V. - RANK AND TENURE AND LEAVES OF ABSENCE**

### **SECTION 1. RANK AND TENURE**

- A. The faculty shall through the president recommend to the Board of Regents procedures for the granting of tenure.
- B. The faculty shall through the president recommend to the Board of Regents requirements for promotion and rank.

### **SECTION 2. LEAVES OF ABSENCE**

- A. The faculty shall through the president recommend to the Board of Regents policies for the granting of sabbatical leaves.
- B. The faculty shall through the president recommend to the Board of Regents policies for the granting of leaves of absence, other than sabbatical leaves.

### **SECTION 3. REDUCTIONS IN LOAD AND PHASED RETIREMENT**

- A. The faculty may recommend to the Board of Regents through the president policies for granting faculty reductions in load and phased retirement.

## **ARTICLE VI. - GRIEVANCE, DISCIPLINARY, AND DISMISSAL PROCEDURES**

### **SECTION 1. GRIEVANCE PROCEDURE**

- A. The faculty shall, in consultation with the president and subject to the approval of the Board of Regents, establish procedures for hearing the grievances of a member or members of the faculty.

### **SECTION 2. DISCIPLINARY AND DISMISSAL PROCEDURES**

- A. The faculty shall, in consultation with the president and subject to the approval of the Board of Regents, establish procedures for disciplining its members.
- B. The faculty shall, in consultation with the president and subject to the approval of the Board of Regents, establish procedures for suspension of its members.
- C. The faculty shall, in consultation with the president and subject to the approval of the Board of Regents, establish procedures for the dismissal of a faculty member with continuous tenure, or for the dismissal of a faculty member with a special probationary appointment before the end of the specified term.
- D. The faculty shall, in consultation with the president and subject to the approval of the Board of Regents, establish procedures for a formal dismissal hearing by an elected Faculty Hearing Committee.

## **ARTICLE VII. - GOVERNANCE COMMITTEE**

### **SECTION 1.**

- A. The interpretation of the Constitution, Bylaws, and faculty legislation shall in the first instance be entrusted to the Governance Committee.
  - 1. The membership of the Governance Committee shall consist of three members elected from the faculty for three-year overlapping terms. The president of the university shall be an advisory member of the committee.
  - 2. Cases shall be brought to the Governance Committee when an opinion is necessary to resolve a bona fide dispute.
  - 3. The president of the university, any working body of the faculty, or any individual faculty member may submit to the Governance Committee any case of dispute concerning the interpretation of the Constitution, Bylaws, and faculty legislation providing the party (or parties) appealing to the committee has a substantial interest in the case.

4. The Governance Committee shall have full power to decide what cases it will hear.
5. The Governance Committee shall have the power to provide injunctive relief to litigants pending the decision of a case.
6. Decisions of the Governance Committee are final and binding upon the faculty.
7. Each decision shall be communicated in writing to the president of the university, the faculty secretary, and the party or parties responsible for referral of the case.
8. The president of the university shall promptly refer each decision to the Board of Regents or an authorized committee of the Board.

## **SECTION 2.**

- A. A decision of the Governance Committee may be reviewed by the Board of Regents or an authorized committee of the Board of Regents.
  1. In cases in which in the president's judgment the effect of a decision of the Governance Committee infringes the prerogatives of the Board of Regents or the university administration, the president of the university may appeal the decision of the Governance Committee of the faculty to the Board of Regents.
  2. In the event the president appeals, the president shall within one month of the decision of the Governance Committee of the faculty communicate in writing to both the Governance Committee and the Board of Regents the intention to appeal.
  3. The Board of Regents or an authorized committee of the board may also within one month of the decision of the Governance Committee of the faculty notify that body of an intention to review a decision.
  4. The Board of Regents or an authorized committee of the board shall promptly examine the case under review seeking such briefs and testimony as are found necessary to reach a decision.
  5. The decision of the Board of Regents shall be final and binding on all parties concerned.

## **ARTICLE VIII. - AMENDMENTS**

### **SECTION 1. AMENDING THE CONSTITUTION**

- A. An amendment to this Constitution may be initiated by either the Board of Regents or the faculty.
- B. The amendment requires separate approval by both the Board of Regents and the Faculty Assembly.
- C. The Board of Regents and the Faculty Assembly shall individually determine their own rules governing the introduction and consideration of proposed amendments.
- D. An amendment shall not be deemed approved by the Faculty Assembly unless it receives endorsement by at least two-thirds of those faculty voting, a quorum being present, except as noted in paragraph e, below.
- E. If a particular provision of the Constitution establishes a validating vote in excess of two-thirds, then the amendment shall not be deemed approved unless it receives endorsement by at least that fraction of the vote specified in the provision, a quorum being present.
- F. If the amendment originated with the Board of Regents, the faculty secretary shall, through the president, inform the board of the Faculty Assembly's action. If the amendment originated within the faculty, the faculty secretary shall inform the Board of Regents, through the president, of the assembly's action if the amendment was approved.
- G. The amendment becomes operative upon approval by both the Faculty Assembly and the Board of Regents.

# BYLAWS TO THE FACULTY CONSTITUTION PACIFIC LUTHERAN UNIVERSITY

## ARTICLE I. THE FACULTY

### SECTION 1. FULL-TIME VISITING LECTURERS AND ASSOCIATES

- A. The phrase “full-time visiting lecturers and associates” is not to be construed as representing a specific title. Rather, the phrase denotes the inclusion of the wide variety of academic appointments outside the usual rank structure, e.g., “composer in residence.”
- B. In the event that a particular appointment involves an element of doubt regarding the applicability of the phrase “full-time visiting lecturers and associates,” the issue shall be resolved in accordance with the procedures outlined in Article VII of the Faculty Constitution and the associated Bylaws.

### SECTION 2. PROFESSORS EMERITI

The following considerations shall pertain to the office of professor emeritus:

- A. Every tenured member of the faculty shall be designated professor emeritus at the time of retirement.
- B. Upon recommendation of the Committee on Rank and Tenure and endorsement by a majority of the Faculty Assembly, any other retiring member of the faculty shall be designated professor emeritus.
- C. Professors emeriti shall have the same rights and privileges as other members of the faculty except the right to vote.
- D. Insofar as possible, the university shall make university facilities available to professors emeriti to assist them in their continuing scholarly activities.
- E. These provisions shall apply retroactively to all living former members of the faculty who meet the requirements stated in 1 or 2 above.

### SECTION 3. ELECTION TO MEMBERSHIP

The following procedure shall pertain for election to membership in the faculty:

- A. Any full-time member of the non-teaching university staff may be nominated for membership in the faculty by the president or by at least fifteen members of the faculty.
- B. The nomination shall specify the proposed term of membership.
- C. The nomination shall be presented to the Faculty Assembly, and after opportunity for discussion, a vote shall be taken by secret ballot.
- D. The nominee shall be declared elected if endorsement by at least two-thirds of those casting ballots is received.

## ARTICLE III. RIGHTS AND DUTIES

### SECTION 1. SPECIFIC RIGHTS AND DUTIES

The individual faculty member upon appointment becomes a member of a community of scholars who respect and uphold the principles of Lutheran Higher Education with the following rights and obligations:

- A. A faculty member shall enjoy the rights of academic freedom as articulated in the Pacific Lutheran University Principles of Academic Freedom.
- B. A faculty member shall not engage in outside activities which consume so much time and energy as to interfere with obligations to the university.
- C. A faculty member shall have the obligation to serve on faculty committees or in other posts when duly elected or appointed, unless excused by action of the faculty or by action of its elected representatives as described below. In cases in which illness or other extraordinary circumstances prevent an elected or Faculty Executive Committee-appointed faculty member from successfully serving out his or her term, the faculty member may jointly petition the Governance Committee, the Chair of the Faculty, and the Vice-chair of the Faculty to be excused from service. To do this, the faculty member must submit to the Chair of the Faculty or the chair of the Governance Committee a letter providing reasons for the petition. This letter may be accompanied by supporting documentation, if desired by the petitioner or requested by a member of the decision-making body. If the joint ruling is not in the petitioner’s favor, the petitioning faculty member may seek to be excused from service by action of the faculty.

- D. A faculty member shall comply with administrative procedures with respect to registration, grade reports, and other matters which may be required by action of the faculty.
- E. A faculty member shall enjoy the right of criticism and of active engagement in attempts to change university policy.

## **SECTION 2. GENERAL QUALIFICATIONS**

The following general qualifications shall apply in evaluating a candidate for admission to the faculty:

- A. A candidate shall support the objectives of the university as stated in the catalog.
- B. A candidate shall show competence in his or her field.
- C. A candidate shall evidence a potential to carry out professional teaching and administrative responsibilities effectively.
- D. A candidate shall exhibit traits and qualities of mind suited to continuing scholarship and professional growth.
- E. A candidate shall not be excluded from membership in the faculty on the basis of sex, race, ethnic background, or familial relationship to another member of the faculty.

## **ARTICLE IV. GOVERNANCE**

### **SECTION 1. THE FACULTY ASSEMBLY**

- A. The chair of the faculty shall cause to be prepared an agenda for each of the meetings of the Faculty Assembly. The agenda shall include any matter proposed by any faculty committee or university committee or by three or more members of the faculty. The agenda shall also include complete written statements of any proposals to be made. Reports ordinarily shall be in written form and not read before the assembly. The agenda shall be distributed to each member of the faculty at least three (3) days in advance of the meeting for which the agenda applies exclusive of weekends and holidays. The organization of the agenda for a regular meeting of the faculty shall be as follows:
  - 1. Call to Order
  - 2. Opening Prayer
  - 3. Approval of Minutes
  - 4. Question and Answer Period with the President
  - 5. Unfinished business
  - 6. New business
  - 7. Announcements
  - 8. Adjournment
- B. Requests for a special meeting of the Faculty Assembly shall specify the nature of the business to be considered. Only those items of business named in the request shall be considered at the special meeting of the Faculty Assembly. The agenda for a special meeting shall include written statements of any proposals to be made. The agenda ordinarily shall be distributed to each member of the faculty at least three (3) days in advance of the special meeting for which the agenda applies exclusive of weekends and holidays.
- C. A quorum shall exist when at least 50 voting members of the faculty are present.
- D. The Faculty Assembly may adopt special rule(s) of order, as permitted by its governing authority, Robert's Rules of Order, Newly Revised:

The following Special Rules of Order, while not themselves part of the Bylaws, have been adopted by the Faculty Assembly.

- A. A motion for an informal discussion, with a specified time limit, is in order when no other motion is pending.
- B. Questions for the president must be submitted in writing to the president. Once the president has the floor s/he may choose to take additional questions from the floor at any given meeting.
- C. Procedure for Voting by Paper Ballot
  - 1. Any voting member of the Faculty Assembly may call for a paper ballot from the floor of the assembly or by submitting a request for a paper ballot on a specific agenda item to the Chair of the Faculty prior to the meeting.
  - 2. The Faculty Secretary is charged with having paper ballots available for all Faculty Assembly meetings.
  - 3. When a call for a paper ballot has been received, the Chair of the Faculty will direct the Assembly as to how they should mark their ballot.
  - 4. Chairs of Faculty Standing Committees will distribute paper ballots and collect them after voting.
  - 5. The Faculty Secretary and Vice Chair of the Faculty oversee the counting of the ballots. The total number of valid votes for a motion and the total number of valid votes against a motion are recorded. Ballots that are blank or with an unclear meaning are invalid.
  - 6. The Faculty Secretary provides the final count to the Chair of the Faculty and records the count in the minutes.
  - 7. The Chair of the Faculty reports the full results to the Faculty Assembly and declares whether the motion has passed.

## **SECTION 2. FACULTY OFFICERS**

- A. Chair of the Faculty
  - 1. The chair of the faculty shall perform the following duties:
    - a. To call and preside at meetings of the Faculty Assembly.
    - b. To appoint a member of the Faculty Assembly to serve as Parliamentarian for a term concurrent with that of the chair. The appointee shall retain voice and voting privileges in the Faculty Assembly.
    - c. To call and preside at meetings, coordinate the agenda, and direct the work of the Faculty Executive Committee.
    - d. To represent the faculty to the Board of Regents
    - e. To represent the faculty to the administration, including but not limited to monthly meetings with the officers of the university.
    - f. To provide leadership to promote the mission of the university.
  - 2. The chair of the faculty shall retain voting privileges in the Faculty Assembly and in the Faculty Executive Committee.
  - 3. Term and Conditions
    - a. The chair of the faculty shall serve a term of two years and shall not be eligible for a second successive term. The chair is ineligible for any other elective faculty position while serving as chair.
    - b. Excepting the first chair of the faculty elected after the adoption of this amendment, chairs will succeed to the position following a term as vice-chair of the faculty. In the event that the positions of chair and vice-chair become vacant

simultaneously, simultaneous elections shall be held to fill the positions for the unexpired terms with the chair being regarded as having succeeded to the position for purposes of serving a subsequent full term.

- c. Candidates for chair and vice-chair of the faculty shall be tenured faculty members at the rank of associate professor or professor.
- d. The term of office of the chair of the faculty shall begin on July 1 and end on June 30.
- e. The chair of the faculty shall receive a teaching load reduction of two (2) courses or the equivalent per academic year and in addition to his or her regular faculty contract, a 12-month service agreement carrying with it a stipend to be paid over 12 months.

## B. Vice-chair of the Faculty

### 1. The vice-chair of the faculty shall perform the following duties:

- a. To assume the duties of the chair of the faculty when the chair is unable to perform them or as designated by the chair.
- b. To serve as a voting member of the Faculty Executive Committee.
- c. To represent the faculty to the Board of Regents.
- d. Upon completion of a term as vice-chair, to succeed to the position of chair of the faculty.
- e. To succeed to the position of chair of the faculty upon the vacancy of the position before the end of the term and for the remainder of that term. If the vice-chair succeeds to the chair position to fulfill an unexpired term and if one year or less than one year remains in that unexpired term, the new chair may serve a subsequent consecutive full term. If more than one year remains in the unexpired term, the new chair may fulfill the term, but may not succeed to a full term.

### 2. Selection, Term, and Conditions

- a. The term of office of the vice-chair shall be two years.
- b. The election shall be conducted by the Governance Committee at the same time as other committee and faculty position elections.
- c. The nomination of candidates must be made in writing to the Governance Committee. Nominations may be made by any member of the faculty and must be supported in writing by at least ten faculty members who have not supported the nomination of any other candidates for the position. The Governance Committee shall obtain written consents to run and to serve from nominees.
- d. If more than two candidates are nominated and if no candidate receives a majority of the votes cast for the position, a run-off election shall be held between the candidates with the two largest number of votes. The run-off election shall be concluded no later than three weeks after the conclusion of the general election, and the winner shall be the candidate with the largest number of votes cast. The faculty shall be informed of the results and vote totals in each election.
- e. Upon a vacancy in the position of vice-chair, the Governance Committee shall conduct a special election to fill the vacancy, such election to take place no later than one month after the creation of the vacancy and under conditions of nomination and eligibility as normally apply to the position.
- f. If a vice-chair is elected to the position to fill an unexpired term and if one year or less than one year remains in the unexpired term, the new vice-chair may serve the subsequent full term without the necessity of re-election.
- g. The vice chair of the faculty shall receive a teaching load reduction of one (1) course or the equivalent per academic year and in addition to his or her regular faculty contract, a 12-month service agreement carrying with it a stipend to be paid over 12 months.
- h. The term of the office of the vice-chair of the faculty shall begin on July 1 and end on June 30.

## C. Faculty Secretary

### 1. The faculty secretary shall perform the following duties:

- a. To oversee the preparation and maintenance of a list of voting members of the faculty.
- b. To keep accurate records of all meetings of the Faculty Assembly and the Faculty Executive Committee and distribute to faculty members a copy of the minutes within one week after each meeting.



- c. To ensure that thorough documentation of the business conducted by all aspects of faculty governance is maintained, and to communicate the activities of faculty governance system to the faculty, the administration and the Board of Regents. This shall be accomplished by working closely with all standing committees and the members of the Faculty Executive Committee. Activities shall include:
    - i. The codification and custody of all faculty legislation, amendments to the Faculty Constitution and Bylaws, and Rules of Order.
    - ii. The solicitation of a written report from every standing committee at the end of the year. A copy of each report will be maintained in the permanent records.
    - iii. Informing the Board of Regents of any amendment to the Bylaws or Rules of Order which has been approved by the Faculty Assembly.
    - iv. Maintaining a record of the outcomes of any disputes concerning the interpretation of the Constitution, Bylaws, and faculty legislation.
    - v. Ensuring that all electronic and hardcopy resources and records for faculty governance are up-to-date and that the appropriate files be transferred to the permanent file in archives when they are no longer active.
    - vi. To assist the Governance Committee with the oversight of the faculty election process, keeping a record of the election results and serving jointly with the Chair of the Governance Committee to certify faculty election results.
    - vii. To serve as a voting member of the Faculty Executive Committee.
  - d. To represent the faculty to the Board of Regents.
2. Election and Term
- a. The term of office of the faculty secretary shall be two years. The secretary shall be ineligible for a second consecutive term except as provided in subsections b) and c).
  - b. The faculty shall elect a faculty secretary during the regular committee elections in the spring of each year in which the term of office expires. The faculty secretary's term of office begins on July 1 and expires on June 30. Nominations for the faculty secretary shall be made by the Governance Committee subject to established procedures.
  - c. If a faculty secretary is elected to fill an unexpired term and if one year or less than one year remains in the unexpired term, the new secretary may be elected to the subsequent full term.
  - d. The faculty secretary first elected after the adoption of these amendments shall serve a one-year term only, but shall be eligible to serve the subsequent full two-year term.
  - e. The term of the office of the faculty secretary shall begin on July 1 and end on June 30.

### **SECTION 3. FACULTY EXECUTIVE COMMITTEE**

- A. The Faculty Executive Committee shall consist of the chair, vice-chair, and faculty secretary, the representative to the Board of Regents, the chairs of the faculty standing committees, the president, and the provost.
- B. The Faculty Executive Committee shall perform the following duties:
  - 1. To coordinate the work of standing committees and to assist the chair of the faculty in preparing agendas for meetings of the Faculty Assembly.
  - 2. To oversee the implementation of faculty legislation.
  - 3. To review and make recommendations to the faculty regarding all proposals for the establishment of ad hoc faculty committees and other ad hoc committees involving faculty membership and which transcend division or school lines, including joint faculty-student or faculty-administration committees. Such recommendations may include conditions regarding duration and membership as the executive committee finds appropriate.
  - 4. To consider and to refer to appropriate faculty organs such matters of faculty interest and importance as it deems proper.
  - 5. To appoint faculty to specified positions on university standing committee.

### **SECTION 4. THE FACULTY COMMITTEE SYSTEM**

- A. Definition: Standing, Ad Hoc, and Joint Committees
  - 1. All faculty standing committees come into being or go out of existence by vote of the faculty. Positions on faculty standing committees are elected by the faculty and typically three years in length. The term of service for committee members shall begin with the first organizational committee meeting of the academic year, continuing until the first such meeting

following the election of their successor or until the position is vacated (see Section 4, Subsection B, 16). The term of service for faculty elected to serve vacated positions shall begin on the date the position is vacated, continuing until the first organizational meeting following the election of their successor. Committee members are not expected to perform committee work over the summer months, except as indicated in Article IV, Section 4, Subsection A, 6.

2. University standing committees consist of members of the faculty and members of other segments of the university; are formed at the request of the Faculty Assembly, the Faculty Executive Committee, the president, the provost, or the vice president for student life; and are authorized by the Faculty Assembly, the president, and the appropriate representative authority for non-faculty members of the proposed university committee. Changes in committee name, composition, or duties shall be approved by the Faculty Assembly and those other representative authorities included in the membership of the committee.
3. Ad hoc committees are either elected or appointed as designated by the faculty at the time of their authorization. Ad hoc committees will cease to function when their duties are fulfilled or at the end of the academic year or period of time for which they were elected or appointed, the time not to exceed a three-year period. Ad hoc university committees which include faculty membership may be created by the president or provost without formal faculty authorization provided that such committees exist for a period of time not to exceed 60 days.
4. Joint committees may be authorized by directing either standing committees or ad hoc committees to meet with counterpart committees. In such instances the faculty members of such a joint committee shall designate their own chair and are privileged to meet separately and to submit their own recommendations to the faculty or administration.
5. The faculty, recognizing that in certain areas of common concern responsibility should be shared with students or with other segments of the university community, may authorize faculty participation in university standing committees which would include student or other members as well as faculty members. Members of university standing committees elected by the faculty shall be individually responsible to the faculty.
6. Summer committee work may be necessary if it is a) specifically mandated by faculty legislation, or b) requested by the Provost and allowed by the Faculty Handbook's list of specific duties for that committee. In these instances, committee members may be eligible for appropriate compensation.

#### B. Rules

1. Members of faculty standing committees are to be elected by the faculty. Anticipated vacancies on faculty standing committees shall be filled by election according to these Bylaws, Article IV, Section 4, Subsection B, 2.
2. Members elected or appointed to faculty standing committees must be regular faculty. Full-time contingent faculty are not eligible to serve on faculty standing committees, but may serve on university standing or ad hoc committees.
3. No one shall be made an ex-officio member of a standing or ad hoc committee.
4. Certain faculty members or members of the administration or staff of the university may be designated as advisory members of a committee.
5. Certain students may be designated to serve as voting or advisory members of a faculty committee. The voting privileges of students on faculty committees will be determined by a resolution of the Faculty Assembly.
6. The president shall be an advisory member of all standing or ad hoc committees.
7. All advisory members of any committee shall have the same rights and privileges as any other member of the committee except the right to make motions and to vote.
8. All committee members, including advisory members, shall, as a matter of right, be notified of all meetings, informed of agenda, and informed of all official action taken.
9. The committee member responsible for convening each standing committee for the first time in any school year shall be the senior member in terms of length of service on that particular committee. In the absence of any senior member the Governance Committee shall designate a convener.
10. At the first meeting of each academic year, the elected faculty members of a standing committee shall elect, from among their number, a chair and a secretary.
11. Every standing committee shall make a written report to the faculty at least once a year. The chair of the committee shall file a record of the committee's activities in duplicate reports--one with the faculty secretary and one with the president of the university at the close of the school year.
12. No faculty member shall serve in an elected position on the same committee for a period of more than three consecutive years.

13. No faculty member shall serve in an elected position on more than one standing committee, and in the event that a faculty member is elected to a position on a second standing committee, he or she must promptly resign from one of them.
14. Specified faculty appointments to university standing committees will be made by the Faculty Executive Committee. No faculty member may be appointed by the Faculty Executive Committee to more than one university standing committee. No faculty member shall serve in a Faculty Executive Committee-appointed position on the same committee for a period of more than three consecutive years.
15. No faculty member may simultaneously serve in more than one elected position and one Faculty Executive Committee-appointed position.
16. At the time when a member of a faculty committee retires, resigns, is on leave, or is absent for a semester or longer for other cause, he or she automatically vacates a committee position.
17. No two members of any department or school shall serve simultaneously on the same committee.

C. The Governance Committee

1. The committee shall review the work of all standing or ad hoc committees and shall be responsible for making appropriate recommendations for amendment of the committee system rules, the structure and the duties of all other committees.
2. The committee shall have specific duties relative to making nominations and conducting elections on behalf of the faculty. These duties shall be:
  - a. To prepare a slate of candidates for all committee positions or other positions filled by election at large from the faculty to be presented at the next to the last faculty meeting in the spring. Nominations may also be made from the floor.
  - b. To present nominees when called upon to do so during the school year by act of the faculty.
  - c. To present nominees when vacancies occur in any committee or other elective office.
  - d. To nominate two candidates for each position to be filled by election.
  - e. To distribute the list of nominees at least three days before the meeting at which the floor nominations shall take place.
  - f. To conduct all faculty elections, which shall be in all cases by secret ballot, and at its option to conduct any required runoff elections by secret ballot.
  - g. To report as elected anyone receiving a majority of the votes cast for that position. (A majority vote is required for election. In the absence of a majority vote, a runoff ballot shall be provided containing the names of the two candidates receiving the largest number of votes for each of the positions to be filled.)
  - h. Note: The Governance Committee of the Faculty is also provided for and guided by Article VII of the Faculty Constitution, which has no accompanying bylaws.

## SECTION 5. ACADEMIC STRUCTURE AND OFFICERS OF THE UNIVERSITY

A. Academic Structure of the University

1. The Components of the Academic Structure of the University
  - a. College of Arts and Sciences
  - b. School of Arts and Communication
  - c. School of Business
  - d. School of Education and Kinesiology
  - e. School of Nursing

(When the terms departments, divisions, schools, colleges, interdisciplinary programs, institutes, and research centers are used, these terms are interchangeable with the faculty members assigned to, or in the case of interdisciplinary programs, affiliated with, these entities meeting in assembly.)

2. Departments
  - a. The basic academic entity throughout the university is the department.
  - b. The department has primary responsibility for the development of its educational program in all aspects, including personnel, curricula, instruction, and research.

- c. Each department shall determine its own requirements for major studies, subject to the policies and procedures established by the college and/or school to which it belongs and the university faculty.

3. Divisions

Academic divisions, consisting of a group of departments within a school or college, may be organized for the purpose of advancing interdisciplinary programs, increasing efficiency and effectiveness in the use of funds and equipment, or coordinating projects of interest to such a division.

4. Schools

Schools may be organized for the purpose of coordinating the objectives of the university with respect to defined educational programs.

- a. Each school shall organize itself and establish its own rules and regulations subject to the policies and procedures established by the university faculty.
- b. Each school without departments shall have the primary responsibility for the development of its educational program in all aspects, including personnel, curricula, instruction, and research.
- c. Each school shall have the power to determine the requirements for its degrees and awards subject to the policies and procedures established by the university faculty.
- d. Each school shall recommend to the university faculty all successful candidates for such degrees and awards as it may wish to have conferred.
- e. Each school shall review the work of its members and any constituent departments, defend and discipline them, and secure and maintain instructional and research programs in full support of its purposes.

5. Colleges

Colleges may be organized for the purpose of coordinating the objectives of the university with respect to defined educational programs.

- a. A college shall organize itself and establish its own rules and regulations in accordance with procedures established by the university faculty.
- b. A college shall have the power to institute degree programs and determine the requirements for its degrees in accordance with the procedures established by the university faculty.
- c. A college shall recommend to the university faculty all successful candidates in its degree programs for such degrees and awards as it may wish to have conferred.
- d. A college shall review the work of all its departments and schools, defend and discipline its members, set and maintain its standards, and secure and maintain instructional and research programs in full support of its objectives.
- e. The College of Arts and Sciences shall be organized into three divisions, viz., the Division of Humanities, the Division of Natural Sciences, and the Division of Social Sciences. Departments shall be assigned to each division in a manner deemed appropriate by the College.
  - i. Each division shall have an administrator and shall, by process of election, recommend as a candidate for the office one of its own members to the president for consideration. The divisional administrator shall preside over meetings of the division and exercise such other functions as may be assigned by the division or performed with its approval.
  - ii. Divisional administrators shall serve for a term of three years, and shall not be elected for more than two consecutive terms. Terms for divisional administrators shall be so arranged that no two such administrators have terms that expire in the same year.
  - iii. The divisional administrator serving the last year of a term shall convene meetings of the College of Arts and Sciences and prepare an appropriate agenda for such meetings in consultation with the other divisional administrators.

B. Special Academic Programs

Special academic programs may be organized for the purpose of coordinating the objectives of the university with respect to defined educational programs. These programs include the General Education Program and Interdisciplinary Programs. Special academic programs shall be managed by an administrator appointed by the provost in consultation with faculty.

## 1. General Education Program

- a. The general education programs shall be administered with the advice and support of a General Education Council.
- b. The General Education Council duties include:
  - i. to advocate, promote, and represent the program,
  - ii. to facilitate programmatic assessment and quality assurance,
  - iii. to assist the Educational Policies Committee in regular programmatic curriculum review and oversight, recommending changes in the program subject to the regular policies and procedures established by the university faculty, advocates, promotes, and represents the program
  - iv. to facilitate general program oversight and management, and
  - v. to coordinate the general education program with other academic units.

## 2. Interdisciplinary Programs

- a. Each interdisciplinary program has primary responsibility for: (a) development and oversight of its educational program; and (b) coordination of its educational program with other academic units.
- b. Each interdisciplinary program has responsibility for personnel appointed to, or affiliated with, the interdisciplinary program to the degree stipulated in the terms and conditions of the appointment.
- c. Each interdisciplinary program charged with responsibility for an educational program of major or minor studies, or with responsibility for a constituent part of the requirements for graduation, shall determine its own requirements, subject to the policies and procedures of the university.
- d. Each interdisciplinary program shall be administered by a committee and led by a chair. The chair shall be appointed for a term of up to three years by the administrator of interdisciplinary programs upon the recommendation of the interdisciplinary program committee. After consulting with the existing committee, chairs shall appoint committee members for terms of up to three years. Each interdisciplinary program shall establish its own rules and regulations and affiliations subject to the policies and procedures of the university.
- e. Affiliation is a formal association between a faculty member and an interdisciplinary program. Each interdisciplinary program shall define the affiliation for its members. Except in those cases specified by the terms of appointment or annual contract, faculty members, in consultation with their academic administrator, may seek to affiliate with an interdisciplinary program. The affiliation is normally for a term of up to three years (renewable beyond three years). The chair of each interdisciplinary program shall identify annually those faculty who are affiliated with an interdisciplinary program.

## C. Institutes

Institutes, research centers, and similar academic entities may be established by the university faculty with the approval of the Board of Regents.

1. Each such institute shall be attached to a sponsoring department, interdisciplinary program, division, school, college, or the provost's office.
2. No such institute shall have independent existence nor budgetary powers.
3. Each institute may recommend to its sponsoring body appropriate certificates and awards of merit or achievement.

## **SECTION 6. AMENDMENT TO THE BYLAWS OR RULES OF ORDER**

- A. A proposed amendment to the Bylaws or Rules of Order will be placed on the agenda of the Faculty Assembly at the request of the president of the university, any standing committee, or at the written request of any ten members of the faculty.
- B. At the meeting of the Faculty Assembly in which the amendment is introduced, the amendment may be discussed, but no other action may be taken.
- C. At the next regular meeting of the assembly (or special meeting if called for this purpose) the amendment shall have priority over other unfinished business. Individuals proposing to amend the amendment are responsible for having a written copy of their proposal distributed with the agenda. The amendment may be amended, but a final vote on the amendment may not be taken.
- D. At the next regular meeting of the assembly (or special meeting if called for this purpose) the amendment shall have priority over other unfinished business, and it shall not be open to further amendment.

## ARTICLE V. - RANK AND TENURE AND LEAVES OF ABSENCE

### SECTION 1. PROMOTION, RANK, AND TENURE

Pacific Lutheran University seeks faculty with the highest possible qualifications, and offers them conditions of employment commensurate with their professional achievement and conducive to high-quality performance. The university thrives upon the commitment and energy of a diverse faculty. Its programs depend as well upon the variety of faculty appointments that are made, appropriately tenured and untenured, full-time and part-time, emeritus and honorary.

Decisions on appointments are made by the president of the university with the approval of the Board of Regents after consultation with the provost and with the department and the division or school. Decisions on promotions and the granting of tenure are made by the president of the university with the approval of the Board of Regents after consultation with the provost, the department, the division or school, and the faculty committee concerned with rank and tenure. Decisions on the granting of credit toward tenure beyond the normal three-year maximum are made by the president of the university after consultation with the provost, the department, the division or school, and the faculty committee concerned with rank and tenure.

The following system aims to lighten the burden of the administration in performing this complex task by setting up specific policies and by utilizing the faculty in the gathering and evaluating of evidence and in serving generally in an advisory capacity.

#### A. Rules of Tenure

1. Tenure confirms the right of individual faculty members to explore and profess the nature of truth in their disciplines without discriminatory action being threatened or taken against them. "Discriminatory action" may include unjustified loss of teaching position. It may also consist of arbitrary distinctions in the setting of salaries or the discriminatory provision of or the withholding of university services or facilities. Tenure means, therefore, that a teacher's academic freedom or employment may not be restricted or terminated without observance of due process. Specifically, a tenured faculty member is guaranteed that his or her position will not be terminated except for the following reasons:
  - a. Regular retirement.
  - b. Financial exigency. In the event this should be demonstrated to exist, the decisions on which tenured faculty will be released must be made on the basis of duly established retrenchment policies. The faculty and administration are expected to provide input, counsel, and recommendations during the formulation and implementation of such policies.
  - c. Discontinuance or reduction of an academic unit or sub-unit. Academic unit shall refer to a college, school, division, or department. Academic sub-unit shall refer to (a) a recognized program of study within an academic unit; (b) recognized subdivisions of an academic discipline. The university shall make an effort to relocate tenured faculty members in appropriate positions in the institution if such are available.
  - d. For cause, which shall mean one or more of the following:
    - i. Gross neglect of duties.
    - ii. Physical or mental incapacity.
    - iii. Moral turpitude.
    - iv. Conviction of a felony.
    - v. Witting and incorrigible breach of the signed contract with the university.
    - vi. Unfitness to teach, e.g., because of incompetence in one's subject, failure to communicate effectively, or lack of scholarly objectivity or integrity in the classroom.
2. While the university must protect all faculty members' rights, faculty members must be sensitive to the university's needs and seek to fulfill the best ideals and expectations of the academic profession as a whole and one's discipline in particular. Among the individual's obligations are:
  - a. To perform faithfully all the services for which one is engaged, in keeping with the main qualifications bearing upon tenure (see Bylaws, Article V, Section 1, Subsection B2).
  - b. To undergo thorough periodic review of one's professional activities and cooperate in attempts to improve areas showing need of it.
  - c. To make use of the provisions for sabbatical leaves of absence (see Bylaws, Article V, Section 2) for professional improvement in one's discipline or for education in preparation for service in a related area.

3. In any attempt to remove a tenured faculty member from his or her position or to take other disciplinary action against him or her, the burden of providing adequate cause lies with the university.
4. Eligibility for tenure at Pacific Lutheran University is related primarily to the function of teaching. Teachers who are appointed to the rank of assistant professor, associate professor, and professor shall have the rights and privileges appropriate to their rank including tenure or the eligibility for tenure. The same rights and privileges apply to those appointed to the position of librarian.
  - a. Tenure-eligible part-time faculty must also receive appointment to one of the ranks eligible for tenure. All other part-time teachers shall not be appointed to one of the ranks eligible for tenure.
  - b. Academic tenure does not pertain to administrative positions. An administrator holds a position subject not to the rules of tenure but rather to the conditions of a contract. While no administrative appointment shall be considered tenured nor of itself confer eligibility for tenure, an individual already holding a tenured appointment at Pacific Lutheran University upon assuming an administrative position shall retain previously acquired tenure.
  - c. Upon recommendation of the president and approval by the Board of Regents an administrator may be assigned faculty status with all attendant rights and privileges except rank or eligibility for tenure.
  - d. Upon recommendation of a school or department and the approval of the president and the Board of Regents an administrator may be assigned faculty rank within the school or department. Such an appointment to faculty rank and subsequent retention, promotion, or tenure shall be subject to normal procedures for evaluation of a candidate's academic qualification.
5. The terms and conditions of every appointment shall be stated in writing and be in the possession of both institution and appointee before the appointment is consummated. The contract for the initial appointment to a tenure eligible position shall include a statement of the amount of probationary credit toward tenure to be allowed for service elsewhere and for service as contingent faculty at Pacific Lutheran University. Beginning with the appointment as regular faculty to the rank of assistant professor or a higher rank, the probationary period should not exceed the equivalent of six years of full-time service, 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 in one or more institutions, a teacher is appointed to Pacific Lutheran University it may be agreed in writing that this appointment provides for a probationary period of up to six years. Upon appointment to full-time service as regular faculty at the rank of assistant professor or a higher rank, a person shall be granted up to four years probationary credit toward tenure on a prorated basis in proportion to course-load equivalency. In ordinary circumstances, the probationary period shall include a minimum equivalent of three years as regular faculty at Pacific Lutheran University. A faculty member may at his or her own volition relinquish in writing all or part of any credit granted for service elsewhere but this written statement must be filed with the provost prior to the beginning of what would otherwise be the faculty member's sixth year of credit toward tenure at Pacific Lutheran University. In cases where a faculty member takes leave, whether the period of leave shall be counted toward the probationary period shall be decided and specified at the time the leave is granted. Other terms and conditions relating to tenure shall be those specified in the Faculty Constitution and Bylaws at the time of the individual's initial appointment to a tenure-eligible rank unless, at the date that formal consideration for tenure begins, he or she explicitly requests, in writing, that the provisions in effect at that later date be applied to his or her case. Tenure shall be granted to eligible persons after a probationary period of professional service which shall--except in cases of only partial credit for service at other institutions or as an instructor or adjunct professor at Pacific Lutheran University--not exceed the equivalent of six years, and shall, in all but exceptional circumstances, include a minimum equivalent of three years at Pacific Lutheran University. Tenure shall be granted to eligible persons after a probationary period that includes reduced-load service at Pacific Lutheran University at the rank of adjunct professor which shall not exceed the equivalent of six years, and shall, in all but exceptional circumstances, include a minimum of three consecutive years of full-time service at Pacific Lutheran University. In exceptional circumstances, more than three years of credit may be granted at any time, and tenure may be granted at any time prior to the completion of the usual six year probationary period but only after full consultation with the department and division or school concerned, the provost, and the faculty committee concerned with rank and tenure. Whether or not a period of leave shall be counted shall be decided and specified at the time the leave is granted.
6. In exceptional circumstances, more than three years of credit may be granted at any time, and tenure may be granted at any time prior to the completion of the usual six year probationary period but only after full consultation with the department and division or school concerned, the provost, and the faculty committee concerned with rank and tenure.
7. Termination for a cause of a tenured appointment, or the dismissal for cause of a person previous to the expiration of a term appointment, shall be considered both by the appropriate faculty committee or committees and by the Board of Regents. In all cases where the facts are in dispute, the accused person shall be informed before the hearing in writing

of the charges against him or her and shall have the opportunity to be heard in his or her own defense by all bodies which pass judgment upon the case. He or she shall be permitted to have with him or her an adviser of his or her own choosing who may act as counsel. There shall be a full transcription of the hearing available to the parties concerned. In the hearing of charges of incompetence, the testimony shall include that of teachers and other scholars, whether from Pacific Lutheran University or other institutions. Persons on tenure who are dismissed for reasons not involving moral turpitude shall receive their salaries for at least a year from the date of notification of dismissal, whether or not they are continued in their duties during that time.

8. Notice of non-reappointment, or of intention not to recommend reappointment to the Board of Regents, shall be given in writing according to the following standards for all tenure eligible faculty, full-time and part-time:
  - a. Not later than March 1 of the first academic year of service, if the appointment expires at the end of that year; or, if a one-year appointment expires during an academic year, at least three months in advance of its termination.
  - b. Not later than December 15 of the second academic year of service, if the appointment expires at the end of that year; or, if an initial two-year appointment terminates during an academic year, at least six months in advance of its termination.
  - c. At least twelve months before the expiration of an appointment after two or more years at Pacific Lutheran University.

## B. Appointment, Promotion, and Rank

### 1. General Policies Concerning Appointment, Promotion, and Tenure

- a. Every faculty member is expected to be committed to the mission and objectives of the university; this is a sine qua non of appointment and retention.
- b. The university values as its highest priority excellence in teaching.
- c. Decisions about tenure involve a judgment about the overall, long-term value of a candidate to the university and its mission. Such judgments are based upon recognition of significant accomplishment and promise of continued achievement. The criteria given below are of paramount importance in arriving at these decisions, and are to be applied jointly and in a qualitative fashion. Other relevant factors may also be considered.
- d. Decisions about promotion are likewise qualitative and global, and involve a judgment about the accomplishments of a faculty member. Years of service shall be considered, but shall not compensate for inadequate performance.
- e. Budgetary factors will not be considered by the faculty committee charged with evaluating candidates for tenure or promotion.
- f. The specific criteria for tenure and promotion are as follows. Strength in each area is expected, although an overall appraisal of a candidate's qualifications is the final consideration.

### 2. Criteria for Tenure and Promotion

- a. Teaching
  - i. Faculty shall provide evidence of excellent teaching and a concern for improving the quality of their teaching.
  - ii. Excellent teachers display a variety of qualities; they challenge their students intellectually, communicate effectively, show commitment to learning, remain current in their disciplines, and demonstrate personal and professional integrity.
  - iii. Excellent teachers
    - (a.) Challenge learners intellectually;  
They invite students to ask questions, confront limits, recognize complexities, discriminate values, pursue alternatives, see new possibilities, and seek connections.
    - (b.) Communicate effectively;  
They plan and organize, express expectations clearly, listen carefully, and act with respect, enthusiasm, and empathy toward students.
    - (c.) Show commitment to learning;  
They create an interactive, cooperative, mutually respectful environment, and consider alternative methods of teaching and assessment.



- (d.) Remain current in their disciplines;  
They design, review, and revise courses, reflecting developments in their academic areas.
  - (e.) Demonstrate personal and professional integrity;  
They are truthful and ethical in selecting content, interacting with students and colleagues, and in assessing self.
- b. Scholarship
- i. Faculty shall provide evidence of competence and continued growth in professional activity.
  - ii. Professionally active faculty demonstrate accomplishment in scholarship. Scholarship may take any of the four forms described below, all of which involve interacting with peers in ways that benefits students, colleagues, communities, disciplines, and faculty themselves. The university values all of these kinds of scholarship. Faculty are not expected to demonstrate accomplishment in all forms of scholarship.
    - (a.) Scholarship of Discovery  
Demonstrates a commitment to making particular and unique contributions to knowledge within a discipline. It involves the process of confronting the unknown, seeking understanding, looking freshly, probing new ideas, and answering the question, "What is to be known and made known?" It may be evidenced by publication, artistic products, and other forms of professional dialogue with one's peers.
    - (b.) Scholarship of Integration  
Demonstrates a commitment to interpreting knowledge, making connections across disciplines, and placing knowledge in perspective. It involves illuminating, interpreting, critically analyzing data, and sharing with colleagues answers to the question, "What do the findings of research mean?" It may be evidenced by publication, artistic production, and other forms of professional conversation with colleagues in one's own and in other disciplines.
    - (c.) Scholarship of Application  
Demonstrates a commitment to using knowledge responsibly to solve problems of consequence to human welfare. It may be evidenced by publication, artistic production, and other forms of professional involvement and leadership beyond the academic community.
    - (d.) Scholarship of Teaching  
Demonstrates a commitment to understanding and improving the process of teaching and learning. It involves critical inquiry into the development of effective approaches and methodologies to communicate one's discipline, and seeks to raise as well as answer questions. It may be evidenced by publication, artistic products, and by other forms of intellectual and professional exchange among colleagues. As with all other forms of scholarship, the demonstration of interaction with professional peers is integral to the scholarship of teaching.
- c. Service
- i. Faculty shall provide evidence of substantial and sustained service. Service may take any of the forms described below. Service to the university is expected.
  - ii. Faculty engage in activities that benefit the university, their profession, and the community through lives of thoughtful inquiry, work, leadership, and care.
    - (a.) Service to the University  
Includes general and major advising; personal and career counseling of students; participating in committee work and curriculum development; performing administrative tasks; fostering collegiality among faculty; supporting student-centered extracurricular activities; speaking to student groups; recruiting and recommending students.
    - (b.) Service to the Profession  
Includes participating in professional organizations and accrediting activities; serving on regional/national/international committees and boards; giving presentations or lectures.

(c.) Service to the Community

Includes doing civic, religious, educational, or other charitable work, and may involve contributions in the private as well as the public sphere.

3. New Appointments

- a. New appointments will be made by the president in consultation with the provost, with the department, and with the division or the school.
- b. The appointee is to be given a written statement of the conditions of appointment.

4. Qualifications Concerning Appointment and Promotion to Ranks Eligible for Tenure

a. Rank

i. Assistant Professor

- (a.) Shall have earned the terminal degree in the relevant field, or equivalent recognition or achievement.
- (b.) Shall have demonstrated competency as a teacher or shown promise of ability to teach at the university level.
- (c.) Shall have evidenced ability to do scholarly work.
- (d.) Shall have demonstrated or shown promise of responsible service to the university.

ii. Associate Professor

- (a.) Shall normally have an earned doctorate. Justifiable exceptions may be equivalent recognition or achievement.
- (b.) Shall have demonstrated competency and continued growth as a teacher on the university level.
- (c.) Shall have evidenced a continued development in scholarship.
- (d.) Shall have evidenced influence and leadership in the academic development of the university.

iii. Professor

- (a.) Shall have an earned doctorate. Justifiable exceptions may be equivalent recognition or achievement.
- (b.) Shall have established a record and reputation as an excellent teacher.
- (c.) Shall have evidenced a record of continual growth in scholarship.
- (d.) Shall have contributed distinct academic influence and leadership.

b. Promotions

- i. Since the quality of the faculty is of prime importance to the university, each faculty member recommended for promotion shall be carefully considered according to the criteria set forth under paragraph 1), General Policies Governing Appointments, Promotion, and Tenure. Each member of the faculty below the rank of professor may be considered annually for promotion. However, several years of teaching are ordinarily needed for adequate evaluation.
- ii. All promotions in rank are to be made by the Board of Regents upon recommendation of the president of the university. The recommendations of the president shall be based upon prior recommendation of the provost, appropriate deans, divisional and departmental administrators, and in consultation with the faculty committee concerned with rank and tenure. To facilitate consideration, a promotion request shall be initiated in writing, normally by the person's immediate administrative superior. A recommendation may be made by any administrative superior in consultation with the person's immediate superior, or faculty members may themselves request consideration.
- iii. Such promotions are to be verified through a special letter from the president to the individual concerned. A copy of such letter is to be sent to the administrator of the person's immediate academic area.

5. Qualifications Concerning Appointment to Non-Tenure Eligible Rank

a. Instructor

Instructors are untenured faculty who teach at least half-time and who otherwise perform the entire range of activities expected of regular full-time faculty. Time spent at the rank of instructor shall not accrue eligibility for tenure. Candidates for appointment to the rank of instructor:

- i. Shall have a master's degree or its equivalent,
- ii. Shall have evidenced particular knowledge or skill appropriate to the appointed position, and
- iii. Shall have evidenced or shown promise of ability to teach and to contribute to academically related activities of the university.

b. Assistant Professor, Associate Professor, and Professor

- i. Qualifications for each of these ranks are specified in Bylaws, Article V, Section 1, Subsection B, 4a.

6. Tenure Eligible Faculty on Less Than Full-Time Load

Faculty appointments made to meet ongoing needs of the university that are at least half-time but less than full-time may carry a rank as specified in subsection b(3)(i) above, and be eligible for tenure. Such part-time faculty perform the entire range of activities expected of full-time faculty, including teaching, advising of students, committee participation, and professional development. They receive the benefit of regular professional evaluation in the same manner as full-time faculty. They have voice and vote within their department, division, and/or school, and in the Faculty Assembly.

a. Appointment, tenure, and promotion for part-time tenure eligible faculty carry the following provisions:

- i. Qualifications and procedures for appointment are the same as those specified for full-time faculty.
- ii. Procedures and criteria for tenure and promotion are the same as those specified for full-time faculty, though applied proportionately in the areas of scholarship and service.
- iii. Eligibility for tenure and sabbatical leave are accrued proportionate to the level of appointment.
- iv. Salary and fringe benefits based on salary are proportionate to the level of appointment, relative to a full-time load.
- v. Faculty holding part-time tenure eligible positions may apply for full-time openings for which they are qualified. Proportionate credit toward tenure and sabbatical leave carry over should they receive a full-time appointment.
- vi. The procedures for termination or reallocation of part-time tenured faculty positions shall be the same as those for full-time tenured faculty.
- vii. Tenure for a part-time faculty member commits the university to a half-time continuing appointment. Additional teaching responsibilities, up to full-time, may be mutually agreed to on a year-to-year basis.
- viii. The above conditions shall also apply to the appointment of two persons equally sharing one full-time position.
- ix. Such positions are to be created only in exceptional circumstances, when neither full-time, tenure eligible positions nor part-time positions not eligible for tenure suffice to serve the best interests of the university.

7. Department Administrators

Department administrators shall have demonstrated or shown promise of administrative ability and shall be appointed by the president of the university after consultation with the provost and the divisional or school administrator and consideration of the candidate recommended by the faculty of the department.

## SECTION 2. LEAVES OF ABSENCE

Provision for sabbatical leaves and any other kinds of leaves to be made available shall be made in accordance with the following requirements:

- A. The granting of any leave shall be made on the basis of published eligibility and selection criteria established via regular provisions for joint faculty-administration-board action. The basic eligibility criteria for sabbatical leaves shall be achievement of tenure and completion of a minimum period of six years of full-time service as a prerequisite for each such leave.
- B. The requesting and granting of any leave shall be done in accord with published procedures established via regular provisions for joint faculty-administration-board action.

- C. The terms of any type of leave program shall be established via regular provisions for joint faculty-administration-board action and shall be published. Basic provisions shall be:
1. During sabbatical leaves the rank, tenure, and salary increment status of the faculty member shall not be impaired. If this is not true also during other kinds of leaves, this shall be indicated in writing as part of the leave program description or the individual agreement on terms.
  2. Faculty members on sabbatical leave shall receive 75% of their full regular salary for the duration of their leaves, either half-year or full-year. Sabbatical recipients shall also receive all fringe benefits for which they would ordinarily be eligible, although those based on salary level (retirement and social security contributions) shall be reduced accordingly.
  3. Faculty members on leaves of any kind shall submit a written report on their activities to the president on completion of the leave.
  4. The nature of any leave of absence, of the post-leave status of the faculty member (if not already tenured) in terms of years of tenure probationary period met, and of any other variable terms of leaves shall be agreed upon in writing at the time a leave is granted.

### **SECTION 3. REDUCTIONS IN LOAD AND PHASED RETIREMENT**

- A. Provision for reduced load and phased retirement for faculty shall be made in accordance with the following requirements:
1. The rank, tenure, and base salary of the faculty member shall not be impaired.
  2. The requesting and granting of any reduction in load or phased retirement shall be done in accordance with published procedures.
  3. Ordinarily all non-teaching activities such as advisement of students and committee assignments remain the privilege and responsibility of the faculty member on reduced load.
  4. Salary and benefits for the faculty member shall be provided in accordance with published policies.

## **ARTICLE VI. - GRIEVANCE, DISCIPLINARY, AND DISMISSAL PROCEDURES**

### **SECTION 1. GRIEVANCE PROCEDURE**

- A. Any faculty member who feels that he or she has cause for grievance and who wants to formally resolve that grievance petition either the Conciliation Committee or the University Dispute Resolution Committee for redress. The faculty member may petition either of these committees to hear the grievance. Once either committee has agreed to hear the grievance, that committee's judgment may not be appealed to the other committee.
- B. The Conciliation Committee
1. The Conciliation Committee of the faculty shall consist of the chairs of five standing committees as follows: Academic Performance & Integrity, Educational Policies, Faculty Affairs, Governance, and Rank and Tenure. The chair of the Rank and Tenure Committee shall act as initial convener of the committee. At its initial meeting the committee shall elect a chair and a secretary.
  2. If any one or more of these Conciliation Committee members is judged an interested party in a case by the remaining members of the Conciliation Committee, the committee represented shall replace that person during consideration of that case.
  3. If, after reviewing the materials provided, the committee decides that the grievance has no basis, it shall so notify the petitioner. If the committee feels that further investigation is needed they may seek additional materials from one or more of the parties. If at the end of further investigation the committee decides that the grievance has no basis, it shall so notify the petitioner. If the committee determines there is a basis for investigation, they shall consider the pertinent facts and seek to bring about a settlement of the issue satisfactory to the parties. If within a period of thirty days (or a longer period acceptable to all parties) the committee reaches the opinion that a settlement is not obtainable, it shall arbitrate the points in dispute. The committee shall report its arbitration decision to the president and the petitioner. Within thirty days of receipt of that decision, the president and the petitioner shall notify each other and the committee of their acceptance or rejection of it. If either rejects the committee's decision, he or she may appeal to the Board of Regents within thirty days of that rejection.
  4. In cases in which problems of inadequate or unclear policy are found, the Conciliation Committee shall inform the faculty in writing not of names or other details of the case but of all issues of policy and procedure and shall give its recommendations on corrections.

- C. Information about the University Dispute Resolution Committee and the university's Grievance Policy and Procedures can be found in the Personnel Manual.

## **SECTION 2. DISCIPLINARY AND DISMISSAL PROCEDURES**

- A. In any challenge of a faculty member's actions, rights, or standing, utmost care shall be taken to protect the personal and professional reputations of all parties concerned. Adequate cause for disciplinary action or dismissal (see Bylaws, Article V, Section ) will be related, directly and substantially, to the fitness of the faculty member in his or her professional capacity as a teacher or researcher. Disciplinary action or dismissal will not be used to restrain faculty members in their exercise of academic freedom or their rights as American citizens.
- B. **Disciplinary Action**
- Any disciplinary action taken against a faculty member shall be subject to the safeguards of due process. If the action is deemed unwarranted or unjust by the faculty member, he or she may petition the Conciliation Committee for redress.
- C. **Suspension**
- In certain highly unusual cases such as those which could result in harm to students, colleagues, or the individual faculty member, that faculty member may be summarily suspended by the president. The suspension shall be with full continuing pay and will be subject to review by the Executive Committee of the Board of Regents. The suspension order and the reason for such summary action shall be given the faculty member in writing and formal disciplinary, termination, or dismissal proceedings shall be begun within no less than thirty and no more than sixty days of that time.
- D. **Dismissal Procedures**
1. **Prerequisites for Dismissal Action**
- Dismissal of a non-tenured faculty member before the end of the specified term or of a faculty member with continuous tenure for adequate cause will be preceded by the following courses of action:
- a. Discussions between the faculty member and appropriate administrative officers looking toward a mutual settlement.
  - b. For causes relating to teaching and scholarly function, observation and evaluation of one's performance by colleagues, professional peers, and administrators, to be followed by counsel and assistance (including appropriate opportunities for leave) to effect improvement if it is determined that the faculty member is not performing at acceptable levels.
  - c. Inquiry by the Conciliation Committee which may, failing to effect an accommodation, recommend whether dismissal proceedings should be undertaken.
2. **Formal Dismissal Action**
- A written statement of specific grounds for dismissal action shall be prepared by the president or the president's delegate and presented to the faculty member. The faculty member will have the right to be heard by an elected faculty hearing committee to be called the Formal Dismissal Hearing Committee.
- E. **Formal Dismissal Hearing**
1. The Formal Dismissal Hearing Committee shall consist of five members of the permanent faculty who have had at least four years of service at Pacific Lutheran University. They shall be elected as follows: Each September, the Governance Committee shall nominate a panel of fifteen. From these nominees the elected faculty members of Faculty Executive Committee shall elect a panel of ten and the results of this election shall be reported to the faculty. The five with the highest number of votes shall constitute the Formal Dismissal Hearing Committee. The remaining five shall serve as alternates in case of vacancies or if in the opinion of the committee any of its members should be disqualified in a particular case. Such alternates shall be chosen in order of highest votes received in the election. These ten are elected to a term of one calendar year beginning on October 15 and ending on October 14 of the following year. Cases still in process at the end of the stipulated calendar year will be completed by the committee assigned to that case.
  2. Members of the Conciliation Committee shall not serve on the Formal Dismissal Hearing Committee. In the hearing of any case members will remove themselves from the case, either at the request of a party or on their own initiative, if they deem themselves disqualified for bias or interest. Each party will have a maximum of two challenges without stated cause.

- a. Service of notice of hearing with specific charges in writing will be made at least 20 days prior to the hearing. The faculty member may waive a hearing or may respond to the charges in writing at any time before the hearing. If the faculty member waives a hearing, but denies the charges against him/her or asserts that the charges do not support a finding of adequate cause, the hearing tribunal will evaluate all available evidence and rest its recommendation upon the evidence in the record.
- b. The Hearing Committee, in consultation with the president and the faculty member, will exercise its judgment as to whether the hearing should be public or private.
- c. During the proceedings the faculty member will be permitted to have an academic adviser and counsel of his or her own choice.
- d. At the request of either party or the Hearing Committee, a representative of a responsible educational association shall be permitted to attend the proceedings as an observer.
- e. A verbatim record of the hearing or hearings will be taken and a typewritten copy will be made available without cost to the faculty member at his or her request.
- f. The hearing tribunal will grant adjournments to enable either party to investigate evidence as to which a valid claim of surprise is made.
- g. The faculty member will be afforded an opportunity to obtain necessary witnesses and documentary or other evidence, and the administration of the institution will, insofar as it is possible for it to do so, secure the cooperation of such witnesses and make available necessary documents and other evidence within its control.
- h. The faculty member and the administration will have the right to confront and cross-examine all witnesses. Where the witness cannot or will not appear, but the committee determined that the interests of justice require admission of the witness' statement, the committee will identify the witness, disclose his or her statement, and if possible provide for interrogatories.
- i. In the hearing of charges of incompetence, the testimony shall include that of qualified faculty members from this or other institutions of higher education.
- j. The Hearing Committee will not be bound by strict rules of legal evidence, and may admit any evidence which is of probative value in determining the issues involved. Every possible effort will be made to obtain the most reliable evidence available.
- k. The findings of fact and the decision will be based solely on the hearing record.
- l. Except for such simple announcements as may be required, covering the time of the hearing and similar matters, public statements and publicity about the case by either the faculty member or administrative officers will be avoided so far as possible until the proceedings have been completed, including consideration by the governing board of the institution. The president and the faculty member will be notified of the decision in writing and will be given a copy of the record of the hearing.
- m. If the Hearing Committee concludes that adequate cause for dismissal has not been established by the evidence in the record, it will so report to the president. If the president rejects the report, reasons for doing so will be reported, in writing, to the Hearing Committee and to the faculty member, and the president will provide an opportunity for response before transmitting the case to the governing board. If the Hearing Committee concludes that adequate cause for a dismissal has been established, but that an academic penalty less than dismissal would be more appropriate, it will so recommend, with supporting reasons. If the president transmits a recommendation for dismissal to the Board of Regents when the faculty Hearing Committee has not recommended dismissal, a copy of the record of the dismissal hearing, the committee's decision and findings of fact, and any final statements by the faculty member shall also be transmitted to the Board of Regents.

## **ARTICLE VIII. – AMENDMENTS**

### **SECTION 1. AMENDING THE CONSTITUTION**

- A. A proposed amendment to the Constitution will be placed on the agenda of the Faculty Assembly at the request of the Board of Regents, the president of the university, any faculty committee, or at the written request of any fifteen members of the faculty.
- B. At the meeting of the Faculty Assembly in which the amendment is introduced, the amendment may be discussed, but no other action may be taken.
- C. At the next regular meeting of the assembly (or special meeting if called for this purpose) the amendment shall have priority over other unfinished business. Individuals proposing to amend the amendment are responsible for having a written copy of their proposal distributed with the agenda. The amendment may be amended, but a final vote on the amendment may not be taken.
- D. At the next regular meeting of the assembly (or special meeting if called for this purpose) the amendment shall have priority over other unfinished business, and it shall not be open to further amendment.

# **SECTION II**

# **ASPECTS OF FACULTY**

# **ORGANIZATION**



# Section II. - ASPECTS OF FACULTY ORGANIZATION

Many elements of faculty membership and faculty organization are included in the Faculty Constitution and Bylaws (Section II of the Faculty Handbook). Only the additional elements that are not part of the constitution or bylaws and whose origin and status instead are faculty legislation or administrative policy are included in this section.

## PART I. - DEFINITION OF FACULTY

### SECTION 1. FACULTY MEMBERSHIP

All persons hired for a role that specifically requires teaching contact with students or professional library responsibilities will be classified as regular faculty or contingent faculty. Faculty membership also includes administrative faculty and emeriti faculty.

“Full-time” refers to an individual with a 1.00 FTE contract with the university in a given academic year.

“Part-time” refers to an individual with less than a 1.00 FTE contract with the university in a given academic year.

#### A. Regular Faculty

1. Regular Faculty status applies to those persons whose major assignment is the teaching of courses as listed in the university catalog or the performance of professional librarian responsibilities. To qualify for this designation, a person must be contracted on a full-time or part-time tenure-eligible line. Regular faculty on sabbatical, other leaves of absence or phased retirement will maintain their status as regular faculty.
2. Regular faculty have the privilege of voice and vote in the Faculty Assembly and may vote on matters of personnel recommendations (e.g., the selection of chair and dean, and the hiring of new faculty).
3. Regular faculty are subject to performance reviews in accordance with established schedules and procedures.

#### B. Contingent Faculty

1. Contingent Faculty status applies to those persons who are appointed to non-tenure-eligible lines to teach specific courses for which they are academically qualified. They may be full-time or part-time.
2. Contingent faculty may not vote on matters of personnel recommendations (e.g. the election of chair and dean, and hiring of new faculty).
3. Contingent faculty are subject to performance reviews in accordance with established schedules and procedures.
4. Contingent faculty who are contracted on a full-time basis have the privilege of voice and vote in the Faculty Assembly. In addition to their teaching responsibilities, full-time contingent faculty are expected to participate actively in the life of the university and to participate in university and department service activities. Full-time contingent faculty are not eligible to serve on standing faculty committees, but may serve on university or ad hoc committees as their interest or expertise warrants.
5. Contingent faculty who are contracted on a part-time basis have the privilege of voice, but not the right to vote, in the Faculty Assembly. Contingent faculty who are contracted on a part-time basis are expected to bear none of the responsibilities of regular faculty outside of their teaching duties (e.g., university service, professional activity or faculty governance).

#### C. Administrative Faculty

1. The following persons have Administrative Faculty status by virtue of their administrative positions: (1) the president, (2) the provost and senior vice president for academic affairs, (3) the vice president for advancement, (4) the senior vice president and chief administrative officer, (5) the vice president for admission and enrollment services, (6) the vice president for student life, (7) the vice president for marketing and communications, and (8) the deans of the schools and divisions.
2. By virtue of their positions, other administrators may be assigned Administrative Faculty status upon recommendation of the provost to the president, and upon approval by the Board of Regents.
3. A regular faculty member who moves into a position designated as administrative faculty does not relinquish any rights secured by tenure and reserves the right to return to regular faculty status unless such rights are waived as a condition of the administrative appointment.

4. Administrative faculty are ineligible to serve in elected positions on Faculty or University Standing Committees during their term of service as administrators. At the time when an elected member of a Faculty or University Standing Committee becomes an administrative faculty member, s/he automatically vacates that committee position.
5. All administrative faculty have the privilege of voice and vote in the Faculty Assembly.

D. Emeriti Faculty

1. Every tenured member of the faculty shall be designated professor emeritus at the time of retirement. The designation, rights and privileges of emeriti faculty are specified in Article I The Faculty, Section 1b. Professors Emeriti of the Bylaws to the Faculty Constitution.
2. Professor emeriti shall have the same rights and privileges as other members of the faculty except the right to vote in the Faculty Assembly and the right to vote on matters of personnel recommendations (e.g. the election of chair and dean, and hiring of new faculty).

## SECTION 2. FACULTY RANKS AND CLASSIFICATIONS

Assignment of faculty rank or classification depends on the faculty member's qualifications and the nature of the assignment at the time of appointment.

A. Rank in Tenure-Eligible Regular Faculty Lines

1. Three rank designations apply to faculty in tenure-eligible lines:
  - a. Assistant Professor
  - b. Associate Professor
  - c. Professor
2. The qualifications associated with each of the above ranks are specified in Article V, Section 1, Subsection B, 3 of the Bylaws.

B. Rank in Non-Tenure-Eligible Contingent Faculty Lines

1. Four rank designations apply to faculty in non-tenure-eligible lines:
  - a. Instructor
  - b. Assistant Professor
  - c. Associate Professor
  - d. Professor
2. The qualifications associated with each of the above ranks are specified in Article V, Section 1, Subsection B, 3 and 4 of the Bylaws.

C. Classification in non-tenure-eligible contingent faculty lines.

1. Affiliate Instructors are faculty who were hired into a tenure-eligible position but have failed to complete the terminal degree by the date specified in the affiliate instructor's initial contract. A terminal contract for one academic year will be issued upon failure to complete the terminal degree by the date specified in the affiliate instructor's initial contract. Other than eligibility for tenure, full-time affiliate instructors shall have the same privileges and obligations of regular full-time faculty. Time spent at the rank of affiliate instructor shall not accrue eligibility for tenure.
2. Lecturers or Senior Lecturers are appointed to teach specific courses or sections in a given academic term. Their course load is normally less than half-time over a full academic year, and they are paid on a per-course bases. The distinction between these two classifications is one of teaching experience. Lecturers should not normally teach more than ten percent (10%) of a department or school's credit hours in a given year, except in unusual circumstances and where the affected department or school agrees. They may be reappointed as needed by the institution.
3. Visiting Faculty (Professor, Associate Professor, Assistant Professor, and Instructor) are appointed to meet the temporary needs of the university (for example, sabbatical leave replacements). Visiting Faculty are appointed and salaried for a specific length of time, usually from one semester to a maximum of two full-time equivalent (FTE) academic years. In this context, the distinction among these four classifications is one of academic qualifications as described in Article V, Section 1 of the Bylaws.

4. Clinical Faculty or Resident Faculty (Professors, Associate Professors, Assistant Professors, and Instructors) are appointed to meet the needs of the university. They are appointed and salaried for a specific length of time, and they may be reappointed for a length of service that exceeds two FTE academic years. The Clinical Faculty designation usually, though not necessarily, applies to particular academic units as conforming to professional practice. Whether Clinical or Resident, the distinction in this context among the four classifications of Clinical (Resident) Professor, Clinical (Resident) Associate Professor, Clinical (Resident) Assistant Professor, and Clinical (Resident) Instructor is one of academic qualifications as described in Article V, Section 1 of the Bylaws.
5. Faculty Fellows are practicing professionals appointed for a given academic term or year. Faculty fellows are appointed to provide service, which may include teaching, to academic programs.

## **PART II. - ASSOCIATES TO THE FACULTY ASSEMBLY**

### **SECTION 1.**

- A. All persons in this category are hired in a primary role to support the academic mission of the university. Teaching contact is not required for persons in this category.
- B. Associates to the Faculty Assembly hold university appointments which are not intrinsically related to a recognized academic field or discipline, but which entail substantial involvement with academic programs and faculty-related responsibilities. Whether such involvement is sufficiently constant and substantial in any given case to warrant this designation is to be decided by the provost and the president. Consequently, this designation does not attach to an individual for the term of their employment at PLU, but is assigned only so long as the person holds a qualified position.
- C. The Provost, in consultation with the Chair of the Faculty, shall be responsible for establishing the list of those positions which qualify for this status.
- D. Associates to the Faculty Assembly have the privilege of voice in the Faculty Assembly. Associates to the Faculty Assembly do not have the right to vote in Faculty Assembly or in electronic balloting.
- E. Associates to the Faculty Assembly who teach are subject to review of their teaching through the usual process of teaching evaluations.

## **PART III. - VISITING SCHOLARS**

Visiting Scholars are appointed subject to the policies described under Section IV Personnel Policies and Employment Benefits, Policy Guidelines for Visiting Scholar Appointments. They provide service to academic programs and are usually faculty on leave from other institutions of higher education. Unless also appointed to a position with faculty status, visiting scholars hold no other rank, receive no compensation, teach no courses, have neither voice nor vote in the Faculty Assembly, have no vote in electronic balloting, and may not vote on matters of personnel (e.g. the election of chair and dean, and hiring of new faculty). Visiting Scholars appointed to a position carrying faculty status are subject to the rules of that position as described elsewhere in this section.

## **PART IV. - OTHER PERSONNEL**

A person who provides a service to the academic program, but who is not in one of the previously mentioned classifications, has neither voice nor vote in the Faculty Assembly, has no vote in electronic balloting, and may not vote on matters of personnel (e.g. the election of chair and dean, and hiring of new faculty).

## **PART V. - FACULTY ELECTIONS**

Faculty elections are conducted electronically. Ballots are normally to be completed within one week after distribution. Elections are conducted jointly by the Governance Committee and the faculty secretary, who acts jointly with the Chair of the Governance Committee to officially certify the election results. After each election a statement is issued to inform the faculty of the names of candidates who have been elected and of the positions still to be filled. At its discretion the Governance Committee may inform the faculty of the total ballot count and of the rate of return of ballots.

## **PART VI. - VOTING ELIGIBILITY**

### **SECTION 1.**

- A. Tenure-eligible faculty of all ranks, regardless of teaching load, are eligible to vote at Faculty Assembly and in electronic balloting. Emeriti faculty are not eligible to vote either at Faculty Assembly or in electronic balloting.

- B. Contingent faculty with a full-time (1.00 FTE) contract have the right to vote at Faculty Assembly and in electronic balloting during the academic year in which they hold that appointment.
- C. Contingent faculty with less than a full-time contract contract (less than 1.00 FTE) do not have the right to vote at Faculty Assembly or in electronic balloting.
- D. Administrative faculty and administrators who have been assigned Administrative Faculty status have the right to vote at Faculty Assembly and in electronic balloting.
- E. Administrative staff and others who are not members of the faculty, but who have been invited to attend Faculty Assembly, do not have the right to vote at Faculty Assembly or in electronic balloting.
- F. A department, division or school may confer voting privileges within its own academic unit on some or all of its contingent faculty, except that contingent faculty shall not vote on matters of personnel.

## **PART VII. - FACULTY STANDING COMMITTEES**

Faculty Standing Committees (defined in Bylaws, Article IV, Section 4, subsection A, 1) are as follows: Academic Performance and Integrity; Core Curriculum; Educational Policies; Faculty Affairs; Global Education; Governance; Instructional Resources; Rank and Tenure. Faculty Executive Committee is described in Article IV, Section 3, of the ByLaws to the Faculty Constitution. The membership, advisory membership, general purpose, and specific duties of each committee are described below.

### **SECTION 1. ACADEMIC PERFORMANCE AND INTEGRITY COMMITTEE**

- A. Membership:
 

Four members elected from the faculty for three-year overlapping terms..
- B. Advisory Membership:
 

Provost; dean of students; a representative from the Office of Student Rights and Responsibilities; a representative from the Center of Student Success; a representative from the Registrar's office; a representative from the Office of Student Financial Services. Consistent with Article IV, Section 4, Subsection B, 7 and 8 of the Faculty Bylaws, advisory members shall have the same rights and privileges as any other member of the committee except the right to make motions and to vote.
- C. General Purpose:
 

To consider in a coordinative fashion matters pertaining to the academic aspects of university life.
- D. Specific Duties:
  1. To review and decide on applications for reinstatement after a first academic dismissal at the request of the registrar or provost and by consent of the committee.
  2. To review the university's policy regarding standards of student academic performance relevant to academic reinstatement and dismissal and the university's Academic Integrity Policy, as stated in the Academic Integrity Policy, and to recommend changes to the provost or faculty assembly.
  3. To educate students and faculty on a regular basis about Academic Integrity Policy.
  4. To serve as faculty representatives to Academic Dishonesty Hearing Panels, as stated in the Academic Integrity Policy.
  5. To help with appointment of student representatives to Academic Dishonesty Hearing Panels as needed.
  6. The chair of the Academic Performance and Integrity Committee shall serve on the Conciliation Committee in accordance with Article VI, Section 1, b of the Faculty Bylaws.
  7. To make a written report to the faculty at least once a year. The chair of the committee shall file a record of the committee's activities in duplicate reports—one with the faculty secretary and one with the president of the university at the close of the school year.

### **SECTION 2. CORE CURRICULUM COMMITTEE**

- A. Membership:
 

Four faculty members elected from the faculty for three-year overlapping terms with the provision that the committee be comprised of one member from the Division of Humanities, one member from the Division of Natural Sciences, one member from the Division of Social Sciences, and one member from the professional schools.

B. Advisory Membership:

Director of first year experience program; director of international honors program; director of curriculum; dean for inclusive excellence; registrar; a representative from Academic Advising; a representative for academic assessment; a student selected by the Associated Students of PLU. Consistent with Article IV, Section 4, Subsection B, 7 and 8 of the Faculty Bylaws, advisory members shall have the same rights and privileges as any other member of the committee except the right to make motions and to vote.

C. General Purpose:

To support, develop, and oversee the Core Curriculum (which includes FYEF and IHON), with significant administrative oversight by the director of core curriculum, including communication with the faculty regarding programmatic matters.

D. Structure:

The Chair of the Core Curriculum Committee works closely with the director of core curriculum and others who directly interact with curricular and assessment decisions.

E. Specific Duties:

1. To work in collaboration with the director of general education for the purpose of ensuring programmatic quality and consistency. This occurs through:
  - a. Initial approval of Core Curriculum designation(s) for courses.
  - b. Consistent review cycle of approved courses.
  - c. Development and implementation of assessment standards and protocols.
2. To develop and oversee appropriate policies and protocols that facilitate the creation of specific learning outcomes, the development of courses, the assessment of student learning in these courses, and quality assurance for the Core Curriculum.
3. To work in collaboration with appropriate administrators to enact these approved policies and procedures.
4. To develop and oversee policies for regular programmatic curriculum review, revision and oversight of the Core Curriculum.
5. To work in collaboration with appropriate administrators to conduct the review for and report the results of this review and recommendations to appropriate bodies (e.g., the faculty, the Educational Policies Committee, the provost, etc.).
6. To facilitate general program management and delivery including:
  - a. Review and approve new course proposals subject to the regular policies and procedures established by the university faculty.
  - b. Review existing courses as part of on-going program review and recommend removal of designations as necessary.
  - c. Develop policies for waivers and exceptions to program requirements.
7. To advocate, promote and represent the Core Curriculum.
8. To coordinate the Core Curriculum with other academic units subject to the regular policies and procedures established by the university faculty.
9. To make a written report to faculty at least once a year. The chair of them committee shall file a record of the committee's activities in duplicate reports—one with the faculty secretary and one with the president of the university at the close of the school year.

### **SECTION 3. EDUCATIONAL POLICIES COMMITTEE**

A. Membership:

Seven members elected from the faculty for three-year overlapping terms. At least one member shall be elected from each division and school.

B. Advisory Membership:

Provost, registrar, associate provost for undergraduate programs, one student selected by the Associated Students of PLU. Consistent with Article IV, Section 4, Subsection B, 7 and 8 of the Faculty Bylaws, advisory members shall have the same rights and privileges as any other member of the committee except the right to make motions and to vote.

C. General Purpose:

To study problems and to make recommendations relative to all areas of academic policy, including the regular semester, January term, summer school, graduate division, and continuing education programs.

D. Specific Duties:

1. To consider policies of academic and instructional nature:
  - a. Requirements for all undergraduate and graduate degrees and certificates.
  - b. Course additions and deletions proposed by departments and schools, according to procedures established by the Educational Policies Committee and the faculty.
  - c. Credit value of courses, seminars, workshops, and so forth.
2. To study and make recommendations to the faculty and the departments concerned regarding new areas in instruction to be entered, old areas to be abandoned, and new trends in higher education.
3. To consider and recommend to the faculty candidates for honorary degrees.
4. To review and recommend to the faculty all proposals for courses intended to satisfy core curriculum elements, after initial approval by the Core Curriculum Committee.
5. To serve in an advisory capacity to the administration of the university in order to express faculty concerns and interests regarding academic effects of the budget. This duty includes but is not limited to designating one member of this committee to serve on the University Budget Advisory Committee.
6. To inform the faculty of EPC policy determinations through the "For Information Only" section of the 30-Day Clock memo disseminated to the faculty via email throughout the academic year.
7. To provide one representative to the Strategic Enrollment Management Advisory Committee.
8. The chair of the Educational Policies Committee shall serve on the Conciliation Committee in accordance with Article VI, Section 1 of the Faculty Bylaws.
9. The chair of the Educational Policies Committee shall receive a teaching load reduction of one (1) course or the equivalent per academic year.
10. To make a written report to the faculty at least once a year. The chair of the committee shall file a record of the committee's activities in duplicate reports--one with the faculty secretary and one with the president of the university at the close of the school year.

## **SECTION 4. FACULTY AFFAIRS COMMITTEE**

A. Membership:

Six members elected from the faculty at large for three-year overlapping terms.

B. Advisory Membership:

Provost, senior vice president and chief administrative officer, director of personnel, and the faculty representatives to the Board of Regents. Consistent with Article IV, Section 4, Subsection B, 7 and 8 of the Faculty Bylaws, advisory members shall have the same rights and privileges as any other member of the committee except the right to make motions and to vote.

C. General Purpose:

To study problems, recommend policy, and facilitate appropriate action in matters dealing with faculty welfare, and to plan and convene the faculty fall conference. To act in an intermediary capacity in matters concerning the welfare of the faculty as a whole.

D. Specific Duties:

1. To recommend policy for the utilization of resources available to the faculty.
2. To recommend policy concerning faculty scholarships and grants.
3. To recommend policy concerning faculty leaves.
4. To recommend policy concerning fringe benefits, retirement, and salaries.
5. To seek to stimulate creative faculty activities.

6. To express faculty sentiment on appropriate occasions.
7. To plan the faculty fall conference.
8. To designate one member of this committee to serve on the University Budget Advisory Committee.
9. To designate one member of this committee to serve on the University Benefits Committee.
10. 10. To designate one member of this committee to serve as a liaison to contingent faculty
11. To advise the administration of the university in order to express faculty concerns and interests regarding the allocation of funds in the budget.
12. To report to the faculty as necessary concerning matters of faculty interest, including the activities of those designated organizations on which faculty representatives have been appointed by the Faculty Executive Committee.
13. To make a written report to the faculty at least once a year. The chair of the committee shall file a record of the committee's activities in duplicate reports--one with the faculty secretary and one with the president of the university at the close of the school year.

## **SECTION 5. GLOBAL EDUCATION COMMITTEE**

### **A. Membership:**

Four members elected for three-year overlapping terms from the faculty at large; one faculty member to represent the PLU Gateway Programs selected each year by the current PLU Gateway Program Directors, with the provision that this representative serve no more than 3 consecutive years and that this person not be one of the four elected members of the committee.

### **B. Advisory Membership:**

Provost, the Executive Director of the Wang Center for Global Education; one administrative representative appointed by the Vice President for Student Life; one administrative representative from Academic Advising appointed by the Provost; and one student selected by the Associated Students of PLU. Consistent with Article IV, Section 4, Subsection B, 7 and 8 of the Faculty Bylaws, advisory members shall have the same rights and privileges as any other member of the committee except the right to make motions and to vote.

Regular attendance/participation of Wang Center staff and representatives of other university offices is expected when issues related to their areas of responsibility are on the committee's agenda, in keeping with the intention that the committee be both broadly constituted and consultative.

### **C. General Purpose:**

To review and oversee off-campus curricular matters related to global education programs and initiatives, to advise the Executive Director of the Wang Center for Global Education on policies and procedures related to global education, and to advocate with the Wang Center for global education across the campus.

### **D. Specific Duties:**

#### **1. Curricular, Program and Planning:**

- a. To review and oversee educational objectives and desired outcomes for off-campus courses and programs as they relate to PLU's mission and to the Integrative Learning Objectives (ILOs) approved by the faculty in May 1999, the Principles of General Education approved by the faculty in December 2004, and the Principles for January Terms approved by the faculty in April 2004.
- b. To recommend action to the Educational Policy Committee (EPC) for all new off-campus courses (elected faculty members only).
- c. To develop, review and recommend to the faculty guidelines and approval mechanisms for international off-campus courses and programs as well as for domestic off-campus courses and programs that share distinct qualities with international off-campus courses.
- d. To establish and recommend to the faculty timetables and frameworks for program assessment, including the academic quality, learning outcomes and student experiences related to off-campus courses and programs.
- e. To approve faculty proposals for off-campus offerings of existing (previously offered) courses.

- f. To review periodically the goals and accomplishments of the university's strategic plan for global education, and to recommend to the faculty revised goals, plans and implementation approaches.
  - g. To evaluate and approve proposals for student, faculty, and student-faculty Wang Grants (elected faculty members only).
  - h. To identify and recommend new PLU Gateway sites.
  - i. To oversee the Peace Corps Preparation Program at PLU.
2. Advisory to Wang Center Executive Director:
- a. To evaluate and assess all study away programs (short-term, semester, and year-long) in terms of program operation, organization, orientation, budget, risk, student housing, and other issues identified by the Wang Center Executive Director.
  - b. To advise the Wang Center Executive Director in matters relating to faculty and staff development in support of study away curricula, outreach programs, and student advising related to global education.
  - c. To provide input on strategies to further develop collaboration among university departments and administrative offices in ways that strengthen the Wang Center's mission.
  - d. To encourage and provide input on Wang Center outreach programs, other co-curricular activities, and external networking.
  - e. To advise the Wang Center Executive Director in matters related to new and existing resources allocation as well as other challenges and opportunities related to program development.
  - f. To review and consult on other policies and practices as requested by the Wang Center Executive Director.
3. Advocacy:
- a. To support greater coherence and visibility for global education by informing the faculty and university community concerning implementation, evaluation, modification and success of the university's strategic plan for global education.
  - b. To encourage, enhance and sustain the active involvement of all academic and administrative units of the university in global education.
4. To make a written report to the faculty at least once a year. The chair of the committee shall file a record of the committee's activities in duplicate reports--one with the faculty secretary and one with the president of the university at the close of the school year.

## **SECTION 6. GOVERNANCE COMMITTEE**

### **A. Membership:**

Three members elected from the faculty at large for three-year overlapping terms

### **B. General Purpose:**

To interpret the Faculty Constitution and Bylaws and faculty legislation as the occasion arises. To facilitate the successful operation of the entire committee system, and to study matters pertaining to the system of faculty governance.

### **C. Specific Duties:**

1. To study problems and recommend policy regarding faculty governance and changes in the Faculty Constitution and Bylaws.
2. To oversee revisions to the Faculty Handbook.
3. To monitor membership, organization, and functions of faculty standing committees.
4. To prepare a slate of candidates for all committee positions and other positions filled by election at large from the faculty.
5. To present these candidates to the faculty at the next to the last faculty meeting of the year and accept faculty nominations from the floor.
6. To present nominees when called upon to do so during the school year by act of the faculty.
7. To present nominees when vacancies occur in any committee or other elected office.



8. To nominate two candidates for each position to be filled by election. The list of nominees will be presented at a faculty meeting and nominations from the floor will be received before an election will be conducted.
9. To conduct all faculty elections by secret ballot. The Chair of the Governance Committee serves jointly with the Faculty Secretary to certify the faculty elections.
10. To report as elected anyone receiving a majority of votes cast for that position. A majority vote is required for election; a run-off secret ballot shall be provided containing the names of the two candidates receiving the largest number of votes for each of the positions to be filled.
11. To review all cases brought before it when a constitutional interpretation is necessary to resolve a bona fide dispute.
12. To hold and exercise full power to decide what cases it will hear and make judgments on.
13. To provide injunctive relief, if deemed necessary by the committee, to litigants pending decision of a case.
14. To resolve by interpretation of the Faculty Constitution all issues approved for hearing by the committee.
15. To communicate each decision in writing to the president of the university, the faculty secretary, and the party or parties responsible for referral of the case.
16. The chair of the Governance Committee shall serve on the Conciliation Committee in accordance with Article VI, Section 1 of the Faculty Bylaws.
17. To make a written report to the faculty at least once a year. The chair of the committee shall file a record of the committee's activities in duplicate reports--one with the faculty secretary and one with the president of the university at the close of the school year.

D. Procedures:

1. To bring a case before the committee the disputants must submit a written statement. It must include the names of the parties involved in the dispute, the issue in dispute, the reasons for the dispute and the relief sought, and why the relief should be granted. Citation of documents relevant to the dispute (for example, the Faculty Constitution and Bylaws and faculty legislation) must be provided by each of the parties.
2. If the Governance Committee determines by vote that a member or members have a conflict of interest, then the Governance Committee will select a temporary member or members to replace the member(s) with a conflict for that particular case. The Governance Committee shall select the member(s) from former Governance Committee members who are qualified members of the faculty who do not have a conflict. This appointment shall be for the specific case for which the regular member has a conflict.

## **SECTION 7. INSTRUCTIONAL RESOURCES COMMITTEE**

A. Membership:

Four members, selected from the faculty for three-year overlapping terms.

B. Advisory Membership:

Provost; associate vice-president, facilities management; director of user services/information & technology services; director of library services; registrar; a representative from the office of advancement; and one student selected by Associated Students of PLU. Consistent with Article IV, Section 4, Subsection B, 7 and 8 of the Faculty Bylaws, advisory members shall have the same rights and privileges as any other member of the committee except the right to make motions and to vote.

C. General Purpose:

1. To advance the educational mission of the university with respect to information technology, learning spaces, the library, and related services and resources.
2. To represent the faculty, and to advise the provost and the president on issues related to information technology, learning spaces and the library.
3. To set priorities for Information & Technology Services in the alignment of its resources to reflect the needs of the faculty and students of the university.
4. To set priorities for the maintenance and improvement of all learning spaces on campus.

D. Structure:

1. One member to serve as chair of this committee and member of the Faculty Executive Committee.
2. One member to serve as a representative to the Capital Expenditure Committee.
3. One member to serve as a representative to the Budget Advisory Committee

E. Specific Duties:

1. To promote communication among faculty, students, staff, and administrators on matters related to instructional technology, learning spaces, and the library.
2. To establish criteria for quality learning spaces, including (but not limited to) the design, location, and provisioning of these spaces.
3. To review the quality of instructional spaces across campus and make recommendations for maintenance and improvement to classrooms, labs and other learning spaces.
4. To advocate resource allocations according to important trends in curriculum and information and technology services.
5. To make recommendations in the allocation of capital improvement and equipment funds through membership in and communication related to the Budget Advisory Committee, and the Capital Expenditures Committee.
6. To advise the administration of the university in order to express faculty concerns and interests regarding the allocation of budgeted funds for instructional technology, instructional spaces, the library, and other instructional resources.
7. To make a written report to the faculty at least once a year. The chair of the committee shall file a record of the committee's activities in duplicate reports—one with the faculty secretary and one with the president of the university at the close of the school year.

## **SECTION 8. RANK AND TENURE COMMITTEE**

A. Membership:

Seven members (at least five tenured) elected for three-year overlapping terms from the faculty at large, with the provision that at least two shall be from the College of Arts and Sciences and at least two from the professional schools. The term of any untenured faculty member will end at the close of the academic year preceding the one in which his/her own tenure shall come under consideration.

B. Advisory Membership:

Provost, one student selected by the Associated Students of PLU. Consistent with Article IV, Section 4, Subsection B, 7 and 8 of the Faculty Bylaws, advisory members shall have the same rights and privileges as any other member of the committee except the right to make motions and to vote.

C. General Purpose:

To consider and recommend policies relative to recruitment, rank, promotion, and tenure of the faculty and to act in an advisory capacity to the administration relative to application of these policies to individual members of the faculty.

D. Specific Duties:

1. To review all cases for non-retention, promotion, and tenure of individual members of the faculty, and to make specific recommendations to the president.
2. To review all recommendations for sabbatical leaves and to make specific recommendations to the president prior to approval by the Board of Regents.
3. To recommend to the faculty ideas or techniques that make it possible to obtain objective information or data whereby the effectiveness of teaching may more adequately be determined, thereby enabling the committee to fulfill its advisory function as fully as possible.
4. To recommend to the faculty matters related to tenure or promotion that the faculty may decide to recommend to the president for presentation to the Board of Regents.
5. To conduct inquiries into misconduct in science at the request of the Provost.

6. To make recommendations to the faculty regarding the designation of professor emeritus status for retiring non-tenured faculty.
7. To advise the Faculty Affairs Committee on the instruments and procedures to be used in the evaluation process for administrators of departments, schools, and divisions.
8. The chair of the Rank and Tenure Committee shall serve on and convene the initial meeting of the Conciliation Committee.
9. The chair of the Rank and Tenure Committee shall receive a teaching load reduction of one (1) course or the equivalent per academic year.
10. To make a written report to faculty at least once a year. The chair of the committee shall file a record of the committee's activities in duplicate reports--one with the faculty secretary and one with the president of the university at the close of the school year.

## **PART VIII. - UNIVERSITY STANDING COMMITTEES**

Article IV, Section 4, Subsection A, 2 of the Bylaws to the Faculty Constitution provides for the creation of university committees involving faculty. University Standing Committees are as follows: Campus Ministry Council; Capital Expenditures Committee; Human Participants Review Board; Institutional Animal Care and Use; Parking Committee; Retirement Fund Advisory Committee; Strategic Enrollment Management Advisory Committee; Student Life Awards Committee; Title IX Committee; University Benefits Committee; University Budget Advisory Committee; University Committee on Honorary Degrees; University Diversity Committee; University Long-Range Planning Committee; University Safety Committee; University Student Media Board; University Sustainability Committee.

### **SECTION 1. CAMPUS MINISTRY COUNCIL**

#### **A. Membership:**

One faculty member, appointed by the Faculty Executive; one member of the Religion faculty, selected by the Department of Religion; one faculty or staff member, selected by the Council; one faculty or staff member selected by the vice president for student life (the vice president may choose to select herself or himself if so desired); five students selected by the following PLU organizations: University Congregation, ASPLU, RHA, and two from the leaders of organized religious groups on campus. The Campus Ministry Council chair is selected from among the council's five student members.

#### **B. Advisory Membership:**

University pastor(s), vice president for student life, and the university president. Consistent with Article IV, Section 4, Subsection B, 7 and 8 of the Faculty Bylaws, advisory members shall have the same rights and privileges as any other member of the committee except the right to make motions and to vote.

#### **C. Quorum:**

Five voting members, one of whom must be a faculty or staff member or administrator.

#### **D. General Purpose:**

1. To enrich and support the religious and spiritual affections and affiliations of university members, a support that clearly welcomes diversity and encourages mutual respect;
2. To nurture the spiritual lives of various individuals and groups within the university; and
3. To promote and protect religious freedom, dialog and understanding between religious communities, and the affirmation of the fundamental dignity of all persons who study, administer, support, and teach at this university.

#### **E. Specific Duties:**

1. To be the governing body for religious life for the university and to recommend policy to the Board of Regents through the president.
2. To encourage worship, service, educational, and other appropriate programs for improving the religious life of the entire university community.
3. To insure that all religiously oriented groups shall be responsible to the council.

4. To review and exercise administrative jurisdiction over all religiously oriented groups in the spirit of religious freedom and of harmony within the university community.
5. To establish appropriate fiscal procedures for its operations and to prepare and submit an annual budget in accord with approved university procedures.
6. To recommend the number of positions of university pastor, to establish the responsibilities and privileges of the office on approval of the Board of Regents, to recommend candidates for the office, and to review the office and work of the university pastor(s) every three (3) years. The results of the review shall be shared through the vice president for student life with the persons concerned.

## **SECTION 2. CAPITAL EXPENDITURES COMMITTEE**

### **A. Membership:**

Senior Vice President and Chief Administrative Officer(chair); one academic dean (selected by Provost's Academic Council); Registrar; one representative from the Instructional Resources Committee; Athletic Director; Associate Vice President of Campus Life; Associate Vice President of Facilities Management; Construction Services Manager Executive Director of Hospitality Services and Campus Restaurants; one representative from the Division of Academic Affairs (by convention, the Provost); Director of Enterprise Systems; Director of Information Systems; Director of User Services; one representative from Advancement appointed by the Vice President for Advancement; one representative from the Marketing and Communication appointed by the Vice President for Marketing and Communication; one representative from Student Life appointed by the Vice President for Student Life; the Controller.

### **B. Advisory Membership:**

Information and Technology Services (I&TS) Computer Purchasing and Services Coordinator; Natural Sciences Division Network Systems Administrator; I&TS User Support Team Manager. Consistent with Article IV, Section 4, Subsection B, 7 and 8 of the Faculty Bylaws, advisory members shall have the same rights and privileges as any other member of the committee except the right to make motions and to vote.

### **C. General Purpose**

To advise the university administration on matters related to priorities for campus capital improvements for buildings, grounds, and equipment purchases. To recommend an allocation plan for capital expenditures for the coming fiscal year to the President's Council.

### **D. Specific Duties:**

1. Review and, as appropriate, investigate annual requests for capital improvements to academic, administrative, and athletic buildings and grounds. Recommend project priorities and funding allocations to the administration.
2. Tour campus facilities and identify possible campus improvements.
3. As needed, solicit and review preliminary feasibility reports, including cost estimates, from the Construction Services Manager or the Associate Vice President of Facilities Management, as appropriate.
4. Develop multi-year strategies for improving campus facilities.
5. Receive equipment requests from each administrative division.
6. Review and analyze equipment requests; seek clarification and gather additional information as warranted. Coordinate proposed allocations with other funding sources and agencies (e.g., Technology Initiative Fund, I&TS, and other operating budgets).
7. Recommend prioritization and allocation of capital expenditures to President's Council.

## **SECTION 3. HUMAN PARTICIPANTS REVIEW BOARD (HPRB)**

### **A. Board Members & Appointments:**

1. The HPRB consists of five members appointed by the University president for three-year overlapping terms. PLU complies with the following additional federal regulations for institutional review boards:
  - a. At least three board members shall be faculty.
  - b. One member shall not otherwise be affiliated with the university and shall not be part of the immediate family of someone who is affiliated with the university.

- c. Members shall include at least one person whose primary concerns are in scientific areas and at least one person whose primary concerns are in nonscientific areas.
- d. The board shall be sufficiently qualified through the experience, expertise, and diversity of its members, (including consideration of race, gender, and cultural backgrounds and sensitivity to such issues as community attitudes), to promote respect for its advice and counsel in safeguarding the rights and welfare of human subjects. In addition to possessing the professional competence necessary to review specific research activities, the board shall be able to ascertain the acceptability of proposed research in terms of institutional commitments and regulations, applicable law, and standards of professional conduct and practice. The board shall therefore include persons knowledgeable in these areas.
- e. In appointing members of the board, the president may consult with the Provost, deans, and other faculty information sources to identify appropriately qualified members to serve on the board.

B. HPRB Unit Designates:

- 1. HPRB unit designates shall be chosen within the administrative units of the university in which research is conducted with human participants. The responsibilities of the unit designates are to:
  - a. receive all new HPRB applications (research proposals) from investigators in their respective units;
  - b. do initial review of HPRB applications (research proposals) for completeness, clarity, and their eligibility for exempt (versus non-exempt) status;
  - c. give conditional approval of "exempt status" for HPRB applications that ONLY include research activities specified as "exempt research" by the HPRB (see HPRB Policy & Procedure Manual, Chapter 3);.
  - d. forward proposals to the chairperson of the HPRB with a recommendation for exempt or non-exempt review status;
  - e. serve as a liaison between the HPRB, faculty, and administrators in their respective units to facilitate timely communications.

C. General Purpose:

- 1. Pacific Lutheran University, through the operation of its Human Participants Review Board (HPRB) protects all human participants in research conducted in connection with the university from unnecessary and morally objectionable exposure to risk. The term, "risk" in the research context refers to potential physical harm as well as possible psychological, social, legal, economic, and/or moral adverse effects. The HPRB is registered with the Department of Health and Human Services [DHHS] Office of Research Protections [OHRP], and its policies and procedures conform to federal and state regulations for the protection of human subjects in research.\* In carrying out its mandate, the HPRB provides ongoing education to the PLU community on protection of human participants in research, and it oversees research to ensure safety and compliance.
- 2. \*See DHHS Code of Federal Regulations (Title 45 CFR 46) on HPRB website: <http://www.plu.edu/hprb/>

D. Specific Duties:

- 1. Review and approve, require modifications in, or withhold approval of all proposals for research at PLU that are conducted with human participants for their risk potential, including potential physical harm as well as psychological, social, legal, economic, and/or moral adverse effects;
- 2. Monitor ongoing research with human participants at PLU and carry out authorized procedures to ensure that corrective actions are taken if unacceptable human participant risks are identified. The HPRB has authority to suspend research if unacceptable risks are not (or cannot) be corrected;
- 3. Serve as a counselor to investigators on strategies to minimize risk to research participants and protect participants' rights;
- 4. Support the university's education of investigators regarding protection of human research participants;
- 5. Make recommendations to the Provost on the university's compliance procedures with federal regulations regarding research involving human participants;
- 6. Report non-compliance with federal regulations to the DHHS Office of Human Research Protections [OHRP];

7. Respect the academic freedom of investigators in choices of subject matter and methodology, so long as these choices are consistent with human subjects protection guidelines;
8. Maintain adequate documentation of HPRB activities.
9. For detailed information on HPRB policies and procedures and related federal regulations, see the HBRB Policy and Procedure Manual on the HPRB website [<http://www.plu.edu/hprb/>]. Hard copies of the HPRB Policy and Procedure Manual (with full Appendices) and related support materials are available for review in the Provost Office.

## **SECTION 4. INSTITUTIONAL ANIMAL CARE AND USE COMMITTEE (IACUC)**

### **A. Membership:**

1. There must be at least five committee members, including:
  - a. One Doctor of Veterinary Medicine, with training or experience in laboratory animal science and medicine, who has direct or delegated program authority and responsibility for activities involving animals at the institution,
  - b. At least one practicing scientist experienced in research involving animals,
  - c. One member whose primary concerns are in a nonscientific area (for example, an ethicist, lawyer, member of the clergy), and
  - d. One individual who is not affiliated with Pacific Lutheran University in any way other than as a member of the IACUC, and is not a member of the immediate family of a person who is affiliated with the institution.
2. An individual who meets the requirements of more than one of the categories listed above may fulfill more than one requirement. Not all shall be women, nor all men. Each member shall be knowledgeable either in the research methodology involving laboratory animals or in ethical and legal questions about the permissibility of such research. The members will be appointed by the president for three-year overlapping terms and should be chosen so that the committee collectively possesses knowledge of a breadth of applicable research techniques and surrounding ethical and legal questions. Consideration should be given to the diversity of the group, including members' racial, ethnic, cultural and professional backgrounds and sensitivity to community attitudes. The Provost, Deans and other faculty may be consulted in order to identify appropriate qualified members to serve on the committee.

### **B. General Purpose:**

To ensure the appropriate care and use of all nonhuman animals used for teaching, research, research training, or biological testing activities. "Animal" is defined as any live, vertebrate animal used or intended for use in research, research training, experimentation, or biological testing or for related purposes.

### **C. Specific Duties:**

1. Review at least once every six (6) months the institution's program for the humane care and use of animals.
2. Inspect at least once every six (6) months all institutional animal facilities.
3. Review concerns involving the care and use of animals.
4. Prepare a report on the evaluation of the Animal Care Program and the inspection of the facilities that is to be filed with the Provost. The Provost serves as the institutional official charged with providing oversight for animal-related activities.
5. Make recommendations to the Provost concerning deficiencies, with a proposed timetable for corrections.
6. Review all Public Health Service grant proposals from PLU related to the use of animals. Submission of a proposal requires a written report of the review that confirms that the project will be conducted in accordance with PHS Policy, the Guide for the Care and Use of Laboratory Animals and the Animal Welfare Act. At least one member of the Committee must review each proposal, but all members must have prior opportunity to request full Committee review. The IACUC has authority to approve proposals, require modifications before approval, or withhold approval of proposals submitted to it for review.
7. Review and approve, require modifications in, or withhold approval of proposed significant changes regarding the use of animals in ongoing activities.
8. Be authorized to suspend an activity involving animals if the activity is not in line with federal regulations.
9. The committee is responsible for maintaining an approved "Assurance" ("Assurance of Compliance with Public Health Service Policy on Humane Care and Use of Laboratory Animals by Awardee Institutions") with the Public Health Service when required based on funding criteria. The Assurance is submitted to the Office for Protection from Research Risks

(OPRR), National Institutes of Health. The Assurance describes committee structure and the qualification of committee members, animal facilities, institutional procedures for the care and use of animal subjects, and other responsibilities of the committee.

10. At least once every twelve (12) months, the committee will prepare an annual report for the Provost. This report must:
  - a. Describe any changes in Pacific Lutheran University's program for animal care and use, changes in committee membership (as approved by the President), changes in animal facilities, and any other significant changes since the last annual report. If there are no changes to the report, the letter must state that there are no changes.
  - b. Specify the dates that the committee conducted its semiannual evaluations of the program and facilities, and the dates that the committee submitted the evaluations to the Provost.
  - c. All records pertaining to Pacific Lutheran University's program for animal care and use will be located in the Provost's Office and in the office of the Institutional Animal Care and Use Committee chair.
11. Provide guidance to investigators regarding compliance with Public Health Service policy in cases where federal funding is involved.

## **SECTION 5. PARKING COMMITTEE**

### **A. Membership:**

Vice President for Student Life (chair); two staff members from Administrative Staff Council; two students (Vice President of ASPLU and Vice President of RHA); Director of Campus Safety; an administrator appointed by Vice President for Student Life; Director of Facilities Management; and University Transportation Coordinator.

### **B. General Purpose:**

To advise the university administration on matters related to: parking policies, practices and enforcement; parking lot utilization; safety on campus related to parking lots and adjacent lighting; and transit policies and practices.

### **C. Specific Duties:**

1. To review data and make recommendations to Campus Safety related to parking at PLU: e.g. lot utilization and campus perimeter parking; decal registration; parking lot signage; vehicle safety; and parking tickets and appeals.
2. To advise the university on capital improvements to parking lots, plans for future parking lots, and future transportation programs.
3. To monitor the effectiveness and recommend improvements to the parking lot safety systems including the camera surveillance system and the emergency blue phones.
4. To recommend the allocation of the Parking Lot Fund (funded by student decals).
5. To monitor the effectiveness of PLU transit and trip reduction programs and make recommendations to the University Transportation Coordinator.
6. To consult with the Faculty Affairs Committee on matters that may impact faculty.

## **SECTION 6. RETIREMENT FUND ADVISORY COMMITTEE**

### **A. Membership:**

1. The Retirement Fund Advisory Committee will consist of the following members. Membership in the Retirement Fund Advisory Committee may be changed at any time at the discretion of the President.
  - a. Senior Vice President and Chief Administrative Officer
  - b. Associate Vice President for Finance and Controller, and
  - c. Director of Human Resources

### **B. Advisory Membership:**

1. The following advisory members will attend meetings of the Retirement Fund Advisory Committee. Members will be appointed for three-year overlapping terms. Appointments may be renewed. These advisory members are not considered fiduciaries of the Retirement Plan.
  - a. One member of the faculty appointed by the President

- b. One member of the faculty recommended by the Faculty Affairs Committee and appointed by the President, and
  - c. One member of the staff or administration recommended by Administrative Staff Council and appointed by the President. Consistent with Article IV, Section 4, Subsection B, 7 and 8 of the Faculty Bylaws, advisory members shall have the same rights and privileges as any other member of the committee except the right to make motions and to vote.
- C. General Purpose:  
To serve as plan fiduciaries on behalf of the University and to manage plan operations and investments.
- D. Specific Duties:
1. Select independent retirement investment advisors including periodic review and assessment of relationships and fees
  2. Establish and maintain plan retirement investment policy(ies).
  3. Monitor retirement investment performance, suitability of retirement investment options and fees, and make adjustments as needed.
  4. Report to the Board of Regents and others as may be appropriate any material changes to retirement investment policy(ies) or performance concerns for financial planning purposes.
  5. Oversee administration of the Retirement Plan (403b), which shall include but not be limited to the following:
    - a. Select and provide access to investment asset classes deemed appropriate for use by participants.
    - b. Research, select, offer or withdraw specific funds, as appropriate, for identified asset classes.
    - c. Assure participants receive adequate fund information, retirement investment education and performance reports.
    - d. Manage and control retirement investment related costs of the Plan.
    - e. Review annual compliance testing.
    - f. Ensure compliance with applicable laws, regulations, opinions, and the terms of the Plan documents.
    - g. Review annual independent financial audit.

## **SECTION 7. STRATEGIC ENROLLMENT MANAGEMENT ADVISORY COMMITTEE**

- A. Membership:  
Dean of Enrollment Management (co-chair); Vice-Chair of the Faculty (co-chair); Provost; Associate Provost for Undergraduate Programs; Associate Provost for Graduate Programs and Continuing Education; two academic Deans: one representative from the College of Arts and Sciences and one from the professional schools; two faculty members elected by the faculty (3-year overlapping terms); one faculty member from the Educational Policies Committee; Registrar; Director of Academic Advising; Director of Academic Budgeting and Planning; Director of University Assessment, Accreditation and Research; Director of Financial Aid; Director of Admission; a representative from the Student Life Division appointed by the Vice President for Student Life; a representative from Administrative Services appointed by the Senior Vice President and Chief Administrative Officer; a representative from Marketing and Communications appointed by the Vice President of Marketing and Communications; a representative from Advancement appointed by the Vice President of Advancement; a student appointed by the President of ASPLU; and the President of the university or an appointed representative
- B. Regular Attendees:  
A staff member from the Division of Enrollment Management will attend meetings for the purpose of recording minutes for the committee
- C. General Purpose  
The Strategic Enrollment Management Advisory Committee is a university standing committee whose general purpose is to lead the development and the ongoing reevaluation of a strategic enrollment management (SEM) plan and advise the administration on matters related to the implementation of the SEM plan with the goal of helping the institution achieve and maintain the optimum recruitment, retention, and graduation rates of students, where optimum is defined within the academic context of the university.



D. Specific Duties:

1. To develop a strategic enrollment management plan as deemed appropriate by the Committee for consideration by the President's Council, with final approval to be given by the Board of Regents.
2. To recommend long-term enrollment goals to the President's Council for review and consideration.
3. To recommend strategic goals, actions plans, timelines, and metrics around recruitment and retention.
4. To recommend goals and strategies for institutional marketing that are consistent with the SEM plan.
5. To recommend enrollment goals and strategies within the context of generating targeted levels of net tuition revenue and to recommend policies on financial aid.
6. To recommend enrollment goals and strategies that consider both undergraduate and graduate student enrollments with consideration given to important subpopulations of students including continuing students, first-year students, transfer students, international students, post-baccalaureate students, and non-degree seeking students.
7. To recommend enrollment goals and strategies that consider the demographic characteristics of the student population including, but not limited to, the racial and ethnic diversity of our student population, as well as the geographic representation, gender diversity, and socioeconomic status of our students.
8. To recommend enrollment goals and strategies that consider enrollment demand and capacity at the university and program level.
9. To ensure that the SEM plan incorporates the most contemporary data and information available and that the plan is informed by an analysis of market demographics, the practices of institutions that compete with the university for students, regional economic dynamics, and other relevant data.
10. To recommend policies on facility-related issues as they affect enrollment, retention, and persistence to graduation.
11. To reevaluate the current SEM plan on a regular basis and make adjustments as needed in between planning phases.
12. To integrate the SEM planning and ongoing evaluation processes into the university's strategic planning process.

## **SECTION 8. STUDENT LIFE AWARDS COMMITTEE**

A. Membership:

Associate Director of Student Involvement and Leadership (chair); one ASPLU-appointed student representative; one faculty member, appointed by the Faculty Executive; a member of the Campus Ministry staff; and a staff representative who is selected by Student Involvement and Leadership.

B. General Purpose:

To review the submitted materials of all qualified students and, by consensus, recommend to the Vice President for Student Life students to receive the Ubuntu Award and students to receive admission to the Pinnacle Society.

## **SECTION 9. TITLE IX COMMITTEE**

A. Membership:

Title IX Coordinator appointed by the president; Vice President of Student Life; Dean of Students; Director of Campus Safety; one representative from the Center for Gender Equity; one faculty member, appointed by the Faculty Executive Committee; one or two faculty appointed by the president; and one or two student representatives from ASPLU.

B. General Purpose:

To provide support and expertise to the university community with the goals of improving gender equity and Title IX compliance.

C. Specific Duties:

1. To facilitate university-wide Title IX related training and outreach.
2. To provide assistance and support to university programs responsible for responding to and investigating complaints.
3. To facilitate, measure and report compliance with Title IX mandates.

## **SECTION 10. UNIVERSITY BENEFITS COMMITTEE**

### **A. Membership:**

Director of Human Resources (chair); one or two representatives from the Administrative Staff Council; one representative from the Faculty Affairs Committee; one or two faculty or staff representatives, appointed by the Director of Human Resources.

### **B. Advisory Membership:**

HR Benefits Specialist, members from the University's Healthcare Broker Company. Consistent with Article IV, Section 4, Subsection B, 7 and 8 of the Faculty Bylaws, advisory members shall have the same rights and privileges as any other member of the committee except the right to make motions and to vote.

### **C. General Purpose:**

To identify and analyze key issues and to make recommendations regarding future directions and priorities of the university on matters related to faculty and staff benefits.

### **D. Specific Duties:**

1. Provide input about the primary benefits for University employees.
2. To monitor the effectiveness and solicit feedback regarding employee satisfaction levels with the University's benefits offerings (i.e. level of benefits, vendor services, costs, etc) through employee surveys and review of monthly claims experience reports. Compare benefits packages with peer institutions.
3. On an annual basis, provide observations regarding the University's faculty and staff benefits program including elements such as cost, appeal and competitiveness.
4. To continually educate faculty and staff about the University's benefits package as a component of total compensation and its competitiveness.
5. To make recommendations to President's Council regarding proposed benefits changes to help ensure the University's programs remain affordable for faculty, staff and their families, as well as the University.

## **SECTION 11. UNIVERSITY BUDGET ADVISORY COMMITTEE**

### **A. Membership:**

President; Provost and Senior Vice President for Academic Affairs; Vice President for Finance and Administration (chair); Vice President for Student Life or representative; one member each from the Educational Policies Committee, the Faculty Affairs Committee and the Instructional Resources Committee; one of the faculty representatives to the Board of Regents; two budget heads selected by the President: one representative from the College of Arts and Sciences and one from the professional schools; two students selected by the Associated Students of PLU; the Director of Academic Budgeting and Planning; two members of the administrative staff selected by the Administrative Staff Council; the Associate Vice President for Human Resources; and invited advisory members as requested.

### **B. General Purpose:**

To assist the President in the development of the university's annual budget.

### **C. Specific Duties:**

1. To elicit such information from such sources as are appropriate to executing the committee's general purpose.
2. To meet with such bodies and such individuals as are appropriate to executing the committee's general purpose.
3. To make such recommendations to the president and to such other persons or bodies as are appropriate to executing the committee's purpose.
4. To regularly consult with and report to the bodies represented in the committee's membership.

## **SECTION 12. UNIVERSITY COMMITTEE ON HONORARY DEGREES**

### **A. Membership:**

Chair of the faculty (chair), the vice-chair of the faculty, the elected faculty representative to the Board of Regents, one representative from the Educational Policies Committee, two administrative staff appointed by the president, and one regent appointed by the Chair of the Board of Regents.

B. Advisory Membership:

Provost (or designate) and president (or designate). Consistent with Article IV, Section 4, Subsection B, 7 and 8 of the Faculty Bylaws, advisory members shall have the same rights and privileges as any other member of the committee except the right to make motions and to vote.

C. General Purpose:

To solicit and review nominations for honorary degrees; to prepare case statements for meritorious nominations; and to refer such nominations to the Educational Policies Committee and the Board of Regents Academic Affairs Committee.

The awarding of an honorary doctorate is an event of special significance to the university. By awarding such a degree, the university strives to accomplish two objectives. The first is to recognize worthy individuals whose lives and work advance the mission of the university. The second is to promote the reputation of the university as an institution which recognizes and encourages such excellence.

D. Policies:

1. By awarding honorary degrees, the university strives to recognize significant and sustained accomplishment, achievement, and dedication to scholarly excellence, to higher education, to religious service, to professional fields, to the creative arts, or to public service.
2. Criteria for honorary degrees are, for the most part, qualitative rather than quantitative. Nominees must not merely have accomplished a job competently but must have excelled through unusual success in or contribution to their field, through innovation or research which has caused their profession to advance, through extraordinary achievement which has enabled people to live more humanely, or through exemplary efforts to advance the mission of the university. The ethical manner in which these attainments have been reached is an important factor as well.
3. Honorary degrees may be awarded in recognition either of currently outstanding achievements or of significant accomplishments over a lengthy career of service.

E. Specific Duties:

Procedures

To implement collaborative and collegial procedures for awarding honorary degrees, the faculty and the Board of Regents have agreed upon the following:

1. Any member of the PLU community can make a nomination at any time. The nomination for an honorary degree is submitted to the president. The nomination should include, at minimum, a letter of support from the nominator including a biography of the candidate and a detailed description of his/her accomplishments relative to criteria noted above.
2. The president will notify the University Committee on Honorary Degrees of any nominations that are received. The committee will:
  - a. Request additional information to fully examine the merit of the case and may consult members of the community who have expertise in the appropriate area;
  - b. Consider the merit of the nomination;
  - c. Write a case statement in conformity with the policies articulated above; and
  - d. Notify the nominator that the nomination is being moved forward in the process, or, reasons as to why the committee will not recommend it for further consideration.
3. Recommended nominations will then be referred to both the Educational Policies Committee and the Board of Regents Academic Affairs Committee. A faculty representative to the Board of Regents (chair of the faculty, vice-chair, or elected representative) will make the presentation to both committees. The determination of the specific degree will be made by the Educational Policies Committee.
4. The Educational Policies Committee, after consultation with the Academic Affairs Committee of the Board of Regents, will recommend the nomination to the Faculty Assembly.
5. The Faculty Assembly will make its recommendation to the president.
6. Upon approval of the president, the nomination will be presented to the Board of Regents at the next meeting.
7. Upon approval of the board, the degree candidate will be notified and the award will be presented at an appropriate time.

8. To undergird the spirit of collaboration exhibited in steps 2 and 3 of these procedures, the faculty and the Board of Regents will maintain open communication and mutual reporting through their respective officers in the event that a degree candidacy is challenged. If the faculty rejects a nominee at step 5, the chair and the vice-chair of the faculty will report to and confer with the Board of Regents through its appropriate representatives, regarding the reasons for such action. If the board rejects a nominee at step 6 or 7, the officers of the board (or their designates) will report to and confer with the chair and the vice-chair of the faculty regarding the reasons for such action. The chair and the vice-chair will then confer with the Educational Policies Committee and those who initiated the nomination to determine if any further action is warranted.

## **SECTION 13. UNIVERSITY DIVERSITY COMMITTEE**

### **A. Membership:**

Associate vice president for human resources; assistant vice president for diversity, justice, and sustainability (co-chair); dean for inclusive excellence (co-chair); ASPLU diversity director; RHA social justice director; two staff/administrator representatives selected by the President's Council (three-year term); two faculty representatives appointed by the Faculty Executive Committee (three-year overlapping terms); dean of enrollment management and student financial services; associate vice president for advancement; associate vice president for marketing and communications; executive director of the Center for Student Success; two alumni selected by associate vice president of advancement (three-year term); and one member of the Board of Regents selected by the board chair (three-year term).

### **B. University Diversity Advisory Board:**

The University Diversity Committee will be advised by a University Diversity Advisory Board. This advisory board will be composed of representatives from such entities and offices as the Provost's Academic Council; Administrative/Staff Council; ASPLU; RHA; Campus Ministry; Disability Support Services; Counseling Center; Athletics; Strategic Enrollment Management Advisory Committee; Faculty Affairs Committee; Office of Institutional Research; Mathematics, Engineering, Science Achievement (MESA); Residential Life Office; Student Engagement Office; Center for Gender Equity; Diversity Center; Women's and Gender Studies Program Executive Committee; and the University Dispute Resolution Committee, among others. The University Diversity Advisory Board will be appointed by the president, in consultation with the UDC co-chairs.

### **C. General Purpose:**

To lead the development of a strategic plan for a diverse and inclusive living, learning, and working community and engage the administration on matters related to implementation and assessment of the plan with the goal of all PLU community members experiencing an inclusive, sustainable, caring, and affirming environment.

### **D. Specific Duties:**

1. To assist in the implementation of, policies and programs that demonstrate the university's commitment to making the campus community one that is welcoming and respectful to all of its members, regardless of race, gender, ethnicity, national origin, disability, sexual orientation, or other identity differences unrelated to one's ability to contribute to the university's mission.
2. To assess admissions, hiring, and retention policies and practices, with attention to significant discrepancies between the university community's demographic representation of racial, ethnic, and gender groups and the demographic representation of such groups in the larger population and other relevant reference populations; and to pay attention in admission, hiring, and the conditions of employment to adequate recognition and appreciation of community members' diverse abilities and qualifications.
3. To recommend necessary and appropriate policy changes to the administration and the faculty.
4. To provide the opportunity at least once a year for response to the committee's work by the larger campus community.
5. To report to the administration and the faculty annually with respect to the above responsibilities.

## **SECTION 14. UNIVERSITY LONG-RANGE PLANNING COMMITTEE**

### **A. Membership:**

President (Chair); four faculty, elected from the faculty at large for three-year overlapping terms; the faculty representative to the Board of Regents; two members of the President's Council selected by the president; two members of the administrative staff selected by the Administrative Staff Council for two-year overlapping terms; three students selected by the Associated Students of PLU (with consideration given to continuity of representation). A vice chair shall be elected by the committee from among the members, excluding members of the President's Council.

B. Advisory membership:

President's Office Representative. Consistent with Article IV, Section 4, Subsection B, 7 and 8 of the Faculty Bylaws, advisory members shall have the same rights and privileges as any other member of the committee except the right to make motions and to vote.

C. General Purpose:

To study and analyze key issues and to recommend policy regarding future directions and priorities of the university.

D. Specific Duties:

1. To examine, as appropriate, all aspects of university program and activity.
2. To elicit information from any and all sectors of the university, as appropriate to subjects of inquiry.
3. To make recommendations to standing decision-making bodies of the university for their consideration and action.
4. To coordinate the development and implementation of comprehensive strategic planning.
5. To create and oversee such subcommittees as necessary to assist the committee in the performance of its duties and in the absence of other university bodies to provide such assistance.
6. To regularly consult with and report to the bodies represented in the committee's membership.

## **SECTION 15. UNIVERSITY SAFETY COMMITTEE**

A. Membership:

PLU's Environmental, Health and Safety Manager; one faculty member, appointed by the Faculty Executive Committee; single representatives from each of the four following departments, appointed by the respective department directors: Campus Safety, Dining and Culinary Services, Human Resources, Facilities Management. Single representatives from each of following four areas: ASPLU, Athletics, the Division of Natural Sciences, and Residential Life. Each representative is elected by majority vote of employees within the associated department, division, or governing body. (Each election will be conducted by the area's dean or director and current Safety Committee representative, with the support of the Safety Committee.)

The Committee annually elects a chair, vice chair, and secretary from among its members.

B. General Purpose:

1. To identify hazards, investigate injuries, and provide recommendations to Environmental, Health and Safety and the President's Council on policy, procedures, capital improvements and training directed at improving the health and safety of the PLU community.
2. To provide a forum in which every employee and student can communicate safety-related concerns.

C. Specific Duties:

As required by Washington Administration Code: 296-800-130, the primary functions of the Safety Committee are:

1. To review safety and health inspection reports.
2. To evaluate accident investigations.
3. To evaluate PLU's injury, illness and accident prevention program.
4. Additionally, the Safety Committee's duties are:
5. To conduct building safety inspections.
6. To distribute information, including minutes, membership, training opportunities, emergency information, etc., to the PLU community.
7. To submit an annual report of accomplishments to the PLU community in May of the fiscal year.

## **SECTION 16. UNIVERSITY SUSTAINABILITY COMMITTEE**

### **A. Membership:**

Three faculty members appointed by the President—one from the Professional Schools and two from the College of Arts and Sciences; one student representative from each of the following organizations: ASPLU, RHA, and GREAN; two students selected by the committee from the Sustainability Fellows; the Campus Transportation Coordinator; representatives from the following departments: Sustainability Office; Dining and Culinary Services; Admission & Enrollment Services; Student Life; Wang Center; Center for Community Engagement and Service; Facilities Management; Conferences and Events; Marketing and Communications; Environmental Health & Safety. The University Sustainability Committee chair, elected from within the committee, shall be a faculty member.

### **B. Advisory membership:**

Senior Vice President and Chief Administrative Officer; Representatives from the Women's Center; the Diversity Committee; and from the Campus Tree Committee.

### **C. General purpose:**

To promote, facilitate, and implement sustainability at PLU.

### **D. Specific Duties:**

1. To encourage, enhance, and support the active involvement of all academic and administrative units of the university in the work of building a sustainable educational community.
2. To coordinate with the Sustainability Office the implementation of campus sustainability initiatives.
3. To use sustainability measures to review annually the goals and accomplishments of the university toward sustainability initiatives.
4. To highlight and increase attention to sustainability in the curriculum and in co-curricular activities, and to offer advice and recommendations to departments, divisions, units, and the Educational Policy Committee (EPC) as appropriate.
5. To provide input to the campus community regarding resource use, the campus master plan, landscaping, building renovation and construction, building operation and maintenance on campus.
6. To advise the Sustainability Committee student sub-committee in determining the allocation of student Green Funds.
7. To advertise, select through a proposal process, and manage the Sustainability Fellows.
8. To report to the administration and the faculty annually with respect to the above responsibilities

## **PART IX. - FACULTY REPRESENTATIVES TO THE BOARD OF REGENTS**

A. The faculty representatives to the Board of Regents are the chair and vice chair of the faculty, the faculty secretary, and one tenured member of the full-time faculty elected by the faculty at large for a three-year term.

### **B. Specific Duties:**

1. To represent faculty concerns and views to the members of the board.
2. To participate in plenary and committee sessions of the board.
3. To meet with liaison representatives of the board.
4. To report to the faculty on discussions and actions taken by the board.
5. To sit on the Faculty Affairs Committee as advisory members.

## **PART X. - COUNCILS**

### **SECTION 1. PRESIDENT'S COUNCIL**

The President's Council consists of the president; the provost and senior vice president of academic affairs; the vice presidents for advancement; the senior vice president and chief administrative officer; the vice president for marketing and communications; the vice president for student life; the secretary to the board of regents; the chair of the faculty; and other advisory members as may occasionally be selected by the president. President's Council serves in an advisory capacity to the president and meets weekly, or as determined by the president.

## **SECTION 2. PROVOST'S ACADEMIC COUNCIL**

The Provost's Academic Council serves in an advisory capacity to the provost and senior vice president of academic affairs and as a forum where members can share perspectives on matters of common concern and interest. The membership consists of the provost and senior vice president of academic affairs; the associate provost for undergraduate programs; the associate provost for graduate programs and continuing education; the director of library services; the director of user services/instructional technologies; the dean for inclusive excellence, the deans of the divisions, and schools; the registrar; the director of academic advising; the executive director for the Wang Center; the director of academic budgeting and planning; the dean of enrollment management; the director of institutional research; the chair of the faculty; and other advisory members as may occasionally be selected by the provost.

## **SECTION 3. FACULTY COUNCIL FOR INDIVIDUALIZED MAJORS**

Admission to an Individualized Major may be granted by the Faculty Council for Individualized Majors to junior and senior students on the basis of a personally designed academic program proposed by the students and submitted to the council any time after the beginning of the spring semester of their sophomore year. Successful applicants for this program will normally have a cumulative grade point average of 3.30 or above, although in exceptional cases they may demonstrate their potential in other ways acceptable to the council. Refer to the online PLU catalog for additional information.

## **SECTION 4. GRADUATE COUNCIL**

- A. The provost oversees graduate programs at PLU. The graduate council serves in an advisory role on all matters pertaining to graduate education at PLU, which includes, but is not limited to, making recommendations to the provost in the following areas:
  - 1. New program proposals
  - 2. Strategic marketing plans
  - 3. Program prerequisites and requirements
  - 4. Student admission
  - 5. Graduate scholarships and assistantships
- B. The graduate council is chaired by the associate provost for graduate programs and continuing education and includes the director of graduate admission as well as directors of the graduate programs who represent the deans in each of the divisions and schools that house such programs. Other specific graduate program faculty and support staff may be invited to attend council meetings in order to contribute information and advise to the council.

# **SECTION III**

## **ACADEMIC POLICIES, PROCEDURES, AND SERVICES**



# Section III. - ACADEMIC POLICIES, PROCEDURES, AND SERVICES

[Many academic policies are stated in the university catalog. Others are published here.]

## PART I. - ACADEMIC ADVISING

The following is a reduced version of material which may be found in the university catalog, on the Academic Advising Office website, and in related materials provided by the Academic Advising Office.

### SECTION 1. DEFINITION

Academic advising is an integral component of the educational resources of Pacific Lutheran University. The mission of academic advising is to assist students in discovering, defining, and attaining their educational goals by providing guidance, support, and resources. Both academic advisors and students have roles to play in working towards these goals: Students are responsible for making their own life, career, and educational plans, and advisors are responsible for assisting their advisees in identifying and assessing those plans and their alternatives. Because educational goals are defined in the context of life and career goals, advisors work together with the Advising Office and other student service programs to provide support and resources to help their advisees develop and realize their educational goals. Full-time faculty are asked by department chairs or deans to serve as academic advisors.

### SECTION 2. NON-MAJOR ADVISING

- A. Academic advisors at PLU are committed to assisting students as they discover and define their educational, personal, and emergent life goals. The advising relationship is a collaborative partnership through which students may gain an understanding of academic disciplines and university resources as they complete their degrees. Academic advisors work to support and strengthen students' development as they progress through their academic journey.
- B. All students enrolled in degree programs have advisors whose responsibility is to guide academic progress. Until students have attained junior standing, they are required to meet with their advisor (and receive a current Registration Access Code) prior to registering for an upcoming term. In their work with individual students, advisors often work closely with and refer students to personnel in a number of student academic support offices. At the time of entry, students are assigned to an academic advisor according to their academic interests or to a professional advisor in the Academic Advising Office.
- C. Transfer students who are ready to declare their major are assigned to a designated transfer advisor. Transfer students who wish to explore educational goals are assigned to the transfer student advisor in the Academic Advising Office.
- D. Progress toward fulfilling elements of the General Education Program can be accessed by the student and the advisor online via the Curriculum, Advising and Program Planning (CAPP) report available on Banner Web. In addition, advisors receive an advising file for each student they advise.
- E. Academic advisors are supported by educational planning workshops, by resources available through the Academic Advising website, and through consultation with Academic Advising Office staff.

### SECTION 3. MAJOR ADVISING

Upon formal declaration of a major, students are assigned a faculty major advisor within the major department. Major advisors are responsible for guiding students' progress toward completion of their chosen major and the elements of the General Education Program, as well as serving as a general academic guide as students make choices and determine their educational goals. Students are welcome to see a professional academic advisor in the Academic Advising Office in addition to their major advisor. Students and advisors are expected to meet regularly, though the number of meetings will vary according to individual needs. Students are encouraged to meet with their advisors at least once each semester.

### SECTION 4. PROBATIONARY ADVISING

Students on academic probation or continued probation are required at the beginning of their probationary semester to meet with an academic advisor in the Academic Advising Office to develop a plan to return to good academic standing. Students who are reinstated after academic dismissal are required to meet with an academic advisor in the Academic Advising Office or a faculty advisor to develop a plan to return to good academic standing.

## **SECTION 5. THE ACADEMIC ADVISING OFFICE**

The Academic Advising Office manages academic advising services, teaches career and education planning classes, and provides direct advising to a large number of first-year and sophomore students; it coordinates major advising programs and offers workshops and support for faculty and professional advisors.

## **SECTION 6. ADVISING RECORDS**

A confidential advising file is created for each entering student and is sent to the assigned advisor. It will follow the student to graduation, through any change of advisor, major declaration or major change. Responsibility for the advising files lies with the currently assigned advisor. Specifically, the advisor will keep the files secure, and up-to-date, and will promptly forward files when requested by the Academic Advising Office.

## **SECTION 7. CHANGE OF ADVISOR**

Students are encouraged to change advisors as their interests develop and change, or as they decide to declare or change majors. Advisor change may be transacted via the declaration of major or via a change of advisor form.

## **SECTION 8. ADVISORS ON LEAVE**

Faculty who go on leave have an obligation to notify the Academic Advising Office regarding their leave. Temporary reassignment of advisees will occur in one of two ways. Major advisees should be reassigned by the chair within the department. Other advisees should be referred to the Academic Advising Office for reassignment.

## **SECTION 9. ADVISING WEEK AND REGISTRATION**

Each Fall and Spring term, three weeks in November and April, respectively, are set aside for advising and registration. Please consult the Office of the Registrar or the Academic Advising website for details.

## **PART II. - CONTINUING EDUCATION**

### **SECTION 1. LOW ENROLLMENT COURSES**

- A. University policy requires that all continuing education courses have a sufficiently large enrollment to guarantee that costs do not exceed income. A minimum enrollment number is established for each course dependent on the salary to be paid and the tuition to be charged.
- B. If enrollment falls below the minimum, the instructor's salary will be reduced by a proportionate amount. The instructor of a class with an enrollment below the minimum will have the option of canceling the class or accepting reduced salary. The instructor is expected to notify the continuing education unit offering the course the day after the initial class meeting in order to reach a mutually agreeable decision. (revised, February 28, 2005)

## **PART III. - ACADEMIC INTEGRITY**

### **SECTION 1. INTRODUCTION**

- A. An essential dimension of Pacific Lutheran University's mission is to provide for the intellectual, social, physical, emotional, and spiritual development of students. Faculty, students, and administrators share responsibility for accomplishing these goals. Academic integrity is honesty concerning all aspects of academic performance. Academic integrity must be fully integrated into the campus academic environment, including norms for student life and classroom expectations. Integration is best accomplished when faculty and students understand and accept standards of academic behavior, and when the standards are fairly and uniformly enforced.
- B. The faculty's authority over the classroom and grades reinforces the principles of academic integrity and the consequences of academic misconduct. Expectations and policies regarding academic dishonesty should be clear within and across academic units, and the classroom should be conducted in a manner to support those policies. Instructors need to know the following enforcement system and are obligated to use it when academic dishonesty occurs. Enforcement supports honest students and promotes our commitment to academic integrity. Enforcement also allows for the ability to better monitor the quantity and nature of academic dishonesty incidents and to track students who repeatedly commit acts of academic dishonesty so that such behavior by students is discouraged but dealt with accordingly.

- C. PLU's expectation is that students will not cheat or plagiarize, and that they will not condone these behaviors or assist others who cheat or plagiarize. Academic misconduct not only jeopardizes the career of the individual student involved, but also undermines the scholastic achievements of all PLU students and attacks the mission of this institution. Students are inherently responsible to do their own work, thereby insuring the integrity of their academic records.
- D. Administrators shall disseminate this policy through publications and presentations to all students while the Academic Performance & Integrity Committee (APIC) shall also publicize this policy to all faculty. Administrators must promote uniform interpretation and enforcement of this policy, and the APIC shall regularly report summarized data to the campus community concerning instances and outcomes of academic misconduct. The APIC will review this policy every three years.

## **SECTION 2. WHAT IS ACADEMIC DISHONESTY?**

- A. PLU defines Academic Dishonesty as violating procedures prescribed to protect the integrity of an assignment, test, or other evaluation. The most common forms of academic dishonesty are cheating and plagiarism.
- B. Cheating includes, but is not limited to:
  1. Submitting material that is not yours as part of your course performance, such as submitting a downloaded paper off of the Internet; or
  2. Using information or devices not allowed by the instructor (such as formulas or a computer program or data); or unauthorized materials (such as a copy of an examination before it is given); or
  3. Fabricating information, such as data for a lab report; or
  4. Collaborating with others on assignments without the instructor's consent; or
  5. Cooperating with or helping another student to cheat; or
  6. Other forms of dishonest behavior, such as having another person take an exam for you, altering exam answers and requesting the exam be re-graded, or communicating with anyone other than a proctor or instructor during an exam.
- C. Plagiarism occurs when one omits, misrepresents, or inaccurately documents how the work of others appears in and influences one's own work. Plagiarism can involve both products (such as words, formulas, or images) and ideas (such as ideas, intellectual approaches, or concepts), and can result from an intent to deceive or from a lack of due attention to the responsibilities of accurate documentation.
- D. In short, plagiarism is the act of using any source (published, unpublished, or one's own) that appears in or directly influences one's own work without properly identifying it, such as (but not limited to):
  1. Directly quoting the words of others without attribution and without using quotation marks or other accepted formats to identify them; or
  2. Using any course work previously produced by the same student without prior approval from the current instructor; or,
  3. Using altered wording, materials, or ideas of others without properly identifying their source; or
  4. Representing an idea or strategy that is significant in one's own work as one's own when it comes from someone else.
- E. Because plagiarism involves a misrepresentation of principles and processes fundamental to the integrity of the university, matters of plagiarism are taken very seriously by both administration and faculty. If a student is unsure about something that s/he wants to do or the proper use of materials, it is the student's responsibility to ask the instructor for clarification.

## **SECTION 3. REPORTING SUSPECTED ACADEMIC DISHONESTY**

Generally, instructors are strongly encouraged to report any suspected violations of the university's academic integrity policy (AIP) through formal channels by submitting an electronic Academic Dishonesty Report Form (ADRF) with appropriate documentation (<http://www.plu.edu/srr/office-of-srr/adrf.php>). When an instructor believes a student has violated the university's AIP, s/he may, at his or her discretion, contact the student to inform him or her of the issue.

When an ADRF is submitted, it will be sent to the Student Rights and Responsibilities Office (SRRO) for processing. The SRRO will inform the student that an ADRF has been filed and will provide the student with a copy of the AIP along with information on the review process.

## **SECTION 4. RESOLVING AN ACADEMIC DISHONESTY INCIDENT**

- A. When an instructor believes a student has violated the university's AIP, s/he may resolve the incident in accordance with one of the following options. Instructors are encouraged to consult with any member of the APIC regarding these procedures.

1. The instructor may meet informally with the student to resolve the matter.
2. The instructor may ask to meet with the student in the presence of witnesses to resolve the matter. In this case, the student will be informed in writing of the purpose of the meeting, and of his or her right to have a witness present.
  - a. If an instructor is unable to meet with a student, as at the end of Spring Term or a term before a student studies abroad, the instructor will document the suspected violation and send it to the student, via certified mail or email, together with a letter stating the penalty to be imposed.
3. The instructor may submit an electronic ADRF with appropriate documentation and an indication of the severity of the violation.
  - a. The electronic ADRF has two checkbox options:
    - i. **Minor Academic Dishonesty:**  
This option indicates that the suspected violation was non-egregious, and that the student should receive additional education in order to avoid future violations or suspected violations. Instructors are encouraged to discuss the situation and the reasons for filing the report with the student.
    - ii. **Major Academic Dishonesty:**  
This option indicates that the suspected violation was egregious, and that the student should receive a hearing from an Academic Dishonesty Hearing Panel (ADHP). Instructors are encouraged to discuss the situation and the reasons for filing the report with the student.
  - b. When an ADRF has been filed, it will generate one of the following outcomes.
    - i. **Reports of Minor Academic Dishonesty**
      1. If a report of minor academic dishonesty is the first report that has been filed against a student, the SRRO will inform the student that an ADRF has been filed and that s/he must attend a mandatory meeting with the Associate Director for Student Rights and Responsibility or designated university official, during which the student will receive additional education about academic integrity in an environment removed from perceived bias in order to avoid future violations or suspected violations.
        - a. In this meeting, no determination of responsibility will be made, but the student will be advised: 1) that the ADRF will remain on file; 2) that it will be used to make determinations of responsibility if subsequent reports are submitted involving the student; 3) of the possible sanctions that could be imposed if subsequent reports are submitted involving the student; and 4) that a single ADRF with a minor indicator will not be considered a student conduct record and will be automatically expunged from the student's education record upon graduation. The student will also be directed to Academic Assistance, to his or her instructor, and to other resources that may help the student understand how to avoid future violations or suspected violations.
        - b. The instructor will be informed of the content of the mandatory meeting.
      2. If a report of minor academic dishonesty is not the first report that has been filed against a student, it will be treated as a major report of academic dishonesty.
    - ii. **Reports of Major Academic Dishonesty**
      1. The SRRO will inform the student that an ADRF has been filed and initiate a hearing as outlined below in "Formal Hearing Process."
4. The instructor has the full authority to impose penalties with respect to his or her class. The minimum penalty grade for dishonesty in coursework that constitutes 30% or more of a course grade shall be an "E" for the course, unless the student is enrolled "pass/fail" in the class, and then the course grade will be an "F". Dishonesty in other required course work shall result in a minimum penalty grade of zero for that work.

## **SECTION 5. OCCASIONS WHEN AN ACADEMIC DISHONESTY HEARING PANEL MUST BE CALLED**

- A. When academic dishonesty includes flagrant behavior. Examples include, but are not limited to, having a substitute take an exam, fabricating experimental data, or buying a written term paper from someone.
- B. When more than one ADRF is filed for the same student at any time during that student's PLU career.

## **SECTION 6. STUDENT REQUEST FOR FORMAL HEARING**

Students who disagree with a penalty imposed or the filing of an ADRF by an instructor may request a formal hearing by an ADHP. Such a request must occur within five business days of notification of the grade in question or the notification of suspected academic dishonesty. When filing such a request, the student must contact the APIC chair and provide a rationale for why s/he is challenging the instructor's decision. The APIC chair will then notify the instructor and coordinate a date and time for the formal hearing. The student and instructor will be given at least 48-hours notice of the date, time and location of the formal hearing.

## **SECTION 7. ADHP - COMPOSITION AND JURISDICTION**

- A. An ADHP shall include two faculty and one student member assisted by the Student Conduct Coordinator or designee as a non-voting, advisory member. During the academic year, faculty members will be appointed by the APIC chair from the faculty membership of the APIC; the student member will be appointed by the APIC chair from a pool of ten students (one appointed by the dean of each of the seven academic areas and three members appointed by ASPLU, all serving renewable one-year terms). Every effort shall be made to conduct ADHPs during the academic year whenever possible. In cases where conducting an ADHP during the summer months cannot be avoided, the Student Conduct Coordinator or designee will appoint available trained students to serve on ADHPs. The Provost will also recruit, subsequently assign, and financially compensate available faculty from the membership of the previous academic year's APIC to serve on ADHPs in these cases. If members of the previous academic year's APIC cannot be recruited, the Provost may ask faculty with 12 month contracts to fill these faculty positions on ADHPs. A faculty chair for each ADHP shall be elected from its membership. Training for potential ADHP members will be provided as needed by the Student Conduct Coordinator.
- B. ADHPs are authorized to review and make decisions regarding allegations of misconduct brought by instructors, appeals from a student whose instructor has imposed penalties on him or her, student contests of the filing of an ADRF by a professor, and/or multiple alleged infractions of the policy, as identified by the Student Conduct Coordinator.

## **SECTION 8. FORMAL HEARING PROCESS**

- A. The purpose of an ADHP is to determine whether a student is responsible for academic dishonesty as described in the university's Academic Integrity policy. ADHP hearings are structured educational discussions, which focus on the student's alleged misconduct within the university community.
- B. ADHP hearings will be convened in a timely fashion relative to the request, either at the student's request or due to the filing of an Academic Dishonesty Report Form by an instructor who requires a panel hearing. Instructors may attend ADHP hearings as a witness either if requested by the panel or at their own request. ADHPs are conducted as review meetings as described in the Student Conduct Procedures (Section VII – Review Procedures). Throughout the review process, the following rights will be maintained and respected. For the student, these include:
  - 1. The right to receive a written notice of the date, time and place of the ADHP hearing and a copy of the relevant Academic Dishonesty Report Form, at least 48-hours in advance of the ADHP;
  - 2. The right to have an individual ADHP hearing if more than one student is charged with misconduct;
  - 3. The right to request disqualification of any ADHP member he/she believes to be biased. Final determination of disqualification is made by the APIC chair;
  - 4. The right to have witnesses with direct knowledge of the incident in question speak on his/her behalf (character witnesses are not permitted);
  - 5. The right to have a support person who is a non-familial student, staff member, or faculty member of the university community (excepting a lawyer) assist them in the proceedings. A support person who accompanies a student is present for emotional support only and may not speak on the student's behalf;
  - 6. The right to fair and impartial decision-makers;
  - 7. The right to a written copy of the ADHP's decision;
  - 8. The right to a self-initiated appeal.
- C. For the instructor alleging misconduct, these include:
  - 1. The right to have a support person, as described above.
  - 2. The right to be informed of the ADHP's decision (excluding recommended sanctions that do not directly affect the instructor) at the same time the student is notified of the decision. In cases in which the instructor disagrees with the ADHP's decision, s/he may provide the Provost's Office with a document asserting his or her dissent within three business days.

- D. The chair of an ADHP oversees the review meeting while the Student Conduct Coordinator or designee responds to questions about an ADHP's procedures, and may decide procedural matters not already established by an ADHP, with or without the advice of the other members. Otherwise, a majority vote of the three voting members will decide a procedural question. The chair is the spokesperson for an ADHP and is responsible for all communication on behalf of an ADHP.

## **SECTION 9. OUTLINE OF PROCEEDINGS**

- A. An ADHP will review the written materials prior to the meeting and determine appropriate questions. If a student wishes to submit additional written materials, these should be provided to the Student Conduct Coordinator in advance of the hearing, if at all possible. Students are strongly encouraged to provide such materials to better support their argument and to reduce the likelihood of an extended decision-making process.
- B. An ADHP may hear from the instructor, student, and witnesses, asking questions as appropriate. Questions must be pertinent to the report and the purpose of the meeting. Witnesses may be brought forward by both the instructor and the student. An ADHP may limit witness testimony to the facts of the situation, and excuse a witness if the information shared seems unproductive, redundant, or irrelevant. An ADHP may invite as witnesses individuals who were included in the original written record of the incident.
- C. The university expects that community members possess the skill and resources to discuss alleged academic misconduct; hence, legal counsel is not permitted at ADHP meetings.
- D. An audio record of the proceedings will be made. An ADHP's file of the hearing and the recording shall be retained by the Provost until the appeal period has expired. After the appeal period has ended, the records will be kept in accordance with the Student Conduct Procedures (Section X).

## **SECTION 10. PENALTIES**

- A. The minimum penalty grade for dishonesty in coursework that constitutes 30% or more of a course grade shall be an "E" for the course, unless the student is enrolled "pass/fail" in the class, and then the course grade will be an "F". Dishonesty in other required course work shall result in a minimum penalty grade of zero for that work.
- B. Academic Dishonesty Hearing Panels may render a finding of either "responsible," "not responsible," or "inconclusive." The ADHP shall use majority vote to reach decisions. ADHP decisions of "not responsible" or "inconclusive" should not be used as a record of previous academic misconduct.
- C. An ADHP is empowered, at its discretion, to take the following actions in accordance with its findings:
1. Recommend a change of grade to the instructor; and/or
  2. Impose sanctions as listed in Section IX of the Student Conduct Procedures (except suspension, expulsion, or grade changes); and/or
  3. Recommend suspension or expulsion of a student to the Provost. Suspension and expulsion may be considered in severe cases and in cases where there is a previous history of academic dishonesty; grievous offenses such as academic dishonesty in capstones or culminating experiences may result in expulsion. Penalties of suspension and expulsion must be endorsed by the Provost. The Provost will convey his/her recommendation and reasons that support his/her position to the Vice President for Student Life and Dean of Students and confer with the Vice President for Student Life and Dean of Students regarding the import of the incident. Sanctions of suspension or expulsion are imposed by the Vice President for Student Life and Dean of Students. No specific mention of Academic Dishonesty will appear on the student's transcript; however, suspensions and expulsions will be recorded as detailed in Section IX in the Student Conduct Procedures.
- D. An ADHP may also recommend that the instructor reduce a penalty that the ADHP believes was arbitrary or too severe. If an ADHP finds that academic dishonesty did not occur, it will recommend to the instructor that the penalty imposed be rescinded and for the instructor to grade the course work on its academic merit.
- E. When the penalty grade is an "E" or an "F" for the course, the instructor will notify the Registrar that the student may not withdraw from the class. The Registrar will not record a final grade for the course until the date for the student to request a formal hearing has passed. Students requesting a formal hearing shall be permitted to attend and fully participate in the course until the process is complete.
- F. Generally, ADHP decisions will be made within three business days of the formal hearing and will be either available for pick-up by the student at Campus Safety or personally delivered to the student or sent by certified mail to the student's most recent local address, permanent address, or via email, whichever is most appropriate as decided by the chair of the ADHP. The decision will include an outline of the appeal process. In the event that additional time for review, further investigation and/or deliberation is required, the instructor(s) and student(s) involved will be notified in writing or via email of the revised timeline.

## **SECTION 11. STUDENT APPEAL PROCESS**

All imposed sanctions may be appealed on the grounds of lack of a fair review or severity of sanction within five working days of being notified of the sanction. Students who wish to appeal a sanction should submit a written request for appeal to the chair of the APIC. The letter must include: the appeal date; a detailed explanation of the grounds for the appeal; any information that was not available at the time of the formal hearing, and the signature of the student filing the appeal. Electronic submissions of appeals will be accepted. In cases that do not involve suspension or expulsion, the appeal is submitted by the chair of the APIC to the Provost for consideration of the appeal of the ADHP's decision. In cases involving suspension or expulsion, the appeal will be forwarded to the Vice President for Student Life and Dean of Students for action by the President. Students may not appeal a sanction more than once.

## **SECTION 12. RETALIATION**

The University expressly prohibits retaliation against any person who has reported academic misconduct to a member of the university community or who has participated in any way in the conduct of a case of academic misconduct or in the imposition of a sanction for academic misconduct. Any person who violates this policy may be subject to disciplinary action, including suspension or expulsion from the university.

## **SECTION 13. MAINTENANCE OF RECORDS**

Academic integrity records will be maintained in accordance with the university's Family Educational Rights and Privacy Act (FERPA) policy and the Student Conduct Procedures (Section X). The records will be housed with the Student Conduct Coordinator and will be kept according to Section X of the PLU Student Conduct Procedures. A single ADRF with a minor indicator will not be considered a student conduct record and will be automatically expunged from the student's education record upon graduation. If a student leaves PLU before graduation, the student may petition to have a single ADRF expunged (<http://www.plu.edu/srr/procedures/Conduct-Records.php>).

## **PART IV. - PROVOST**

The Provost and Senior Vice President for Academic Affairs is the Chief Academic Officer of the university. The Provost serves on the university's leadership team and works with the President, the Vice Presidents, the deans of the academic programs, and various university councils and committees to carry out the mission of the university. The Provost represents the university to external constituencies in a manner determined by the President. The Provost also represents the academic division to the President's Council and the Board of Regents. The Provost is responsible for all operations of the university related to academic leadership, curriculum, personnel management for the academic division, and budget planning and fiscal management for the academic division. The Provost supports and works in partnership with the faculty governance system. All academic areas report to the Provost. The Provost reports to the President. A complete description can be found on the Provost's Office and Human Resources websites.

## **PART V. - DEPARTMENTAL, DIVISIONAL, AND SCHOOL ADMINISTRATORS**

### **SECTION 1. DEPARTMENTS AND SCHOOLS: NOMINATION AND TERMS OF OFFICE FOR ADMINISTRATORS**

Each department and school shall (1) develop election procedures for nomination of candidates for administrative positions and (2) recommend terms of office for those positions. The nomination(s) shall be forwarded to the president of the university by January 15 of the last year in the term of office.

### **SECTION 2. DEPARTMENTS, SCHOOLS, AND DIVISIONS: EVALUATION OF ADMINISTRATORS**

- A. It shall be the responsibility of all faculty with voting rights to evaluate departmental, divisional, and school administrators annually. The evaluations are to be shared with the administrator and results conveyed by the provost to the president of the university. The evaluations shall be completed by February 15 and the results forwarded to the president by March 15.
- B. The Faculty Affairs Committee in consultation with the Rank and Tenure Committee and the Provost's Academic Council shall develop and bring to the Faculty Assembly for approval the instruments and procedures to be used in the evaluation process.

### **SECTION 3. JOB DESCRIPTION FOR DIVISIONAL AND SCHOOL DEANS**

- A. Provide leadership for and supervise the academic programs of the division/school.
- B. Provide reports essential for effective administration of the division/school and its academic programs.
- C. Establish and recommend the budget of the division/school.
- D. Recommend and supervise department, program, and school budgets.
- E. Make recommendations for faculty appointments, promotions, salaries, sabbatical and special leaves, and oversee or write required faculty evaluations.
- F. Make recommendations for undergraduate and graduate student awards.
- G. Encourage and facilitate the professional growth and teaching competency of the faculty.
- H. Support academic leadership and collaboration among department, program and school administrators.
- I. Support the development and competency of the staff of the departments, division, and school.
- J. Advance the financial support base of the programs and facilities of the division/school.
- K. Work cooperatively with the other deans to foster the liberal arts and their integration with major and professional degree curricula.

### **SECTION 4. DEPARTMENTAL CHAIRS AND PROGRAM DIRECTORS**

- A. Departmental Chairs. Departmental chairs have planning, management, and leadership responsibilities that include the following: departmental governance, instructional supervision, faculty affairs, student affairs, external communication, fiscal management, office management, and departmental development. While chairs are recognized as having duties spread across 12 months, the workload is generally equivalent to 10 months. Recommended by their colleagues but appointed by the president and the Board of Regents, chairs serve the faculty and the institution, a dual responsibility. They report, administratively, to their respective deans. Departments, if they wish, and in consultation with their deans and the provost, may amplify this job description so that it meets specific departmental conditions.
- B. The annual contractual term of service for departmental chairs is the 10-month period September 1 – June 30. Compensation for the chair during this 10-month period shall consist of two parts: a) a course load release during the academic year (September 1 – May 31) at a level to be determined in consultation with the provost, and b) in addition to his or her regular faculty contract, a 10-month service agreement carrying with it a stipend to be paid over those 10 months. In some cases, and as a consequence of the release time provided to the chair, departments may need additional funds to maintain their teaching schedules. Requests for such funds to meet the needs caused by the chair release time should be submitted annually to the provost by February 15 for the following academic year.
- C. Interdisciplinary Program directors and chairs have duties that are unique to each program and the scope of duties varies considerably among the programs. For selected programs, the position of director or chair carries with it a course release during the academic year at a level to be determined in consultation with the provost. For selected programs additional compensation may be considered as well.
- D. Chairs and directors are evaluated annually by their school or divisional dean in accordance with the description outlined above. This evaluation, to be shared in draft with the chair or director by September 1, is to be submitted in writing by the dean to the provost no later than September 30. This administrative evaluation may be included within the faculty member's other periodic reviews due the same year.



## PART VI. - EDUCATIONAL POLICIES COMMITTEE MANUAL

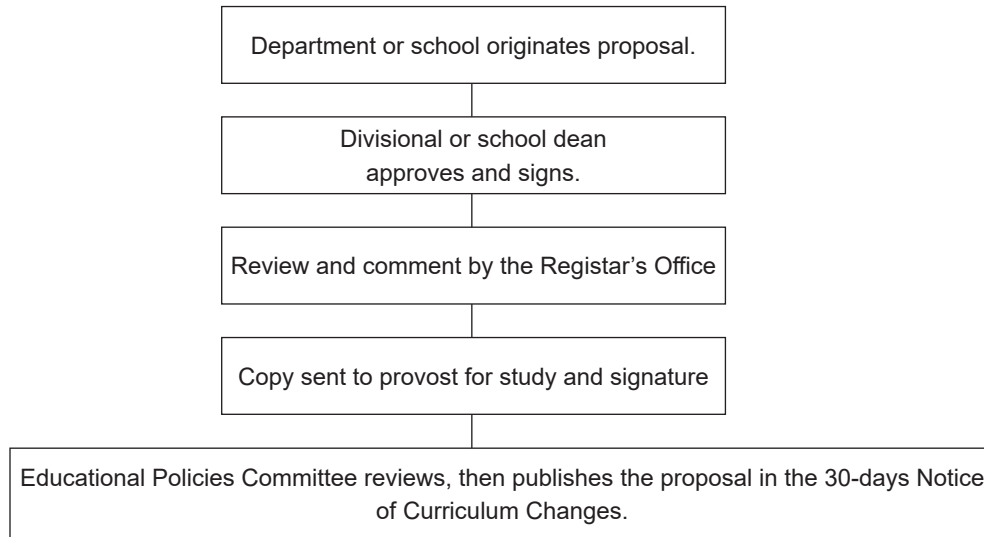
### TABLE OF CONTENTS

- Section 1. Faculty Approval of Curriculum and Degree Requirements
- Section 2. Flowchart of Usual Procedure for Curriculum Revision
- Section 3. Procedures Governing Revision of Curriculum and Degree Requirements
- Section 4. Format for Preparing Proposals
- Section 5. Checklist for Developing Proposals
- Section 6. Policies for Open Topic Courses
- Section 7. Publication Dates
- Section 8. Catalogs and Class Schedules

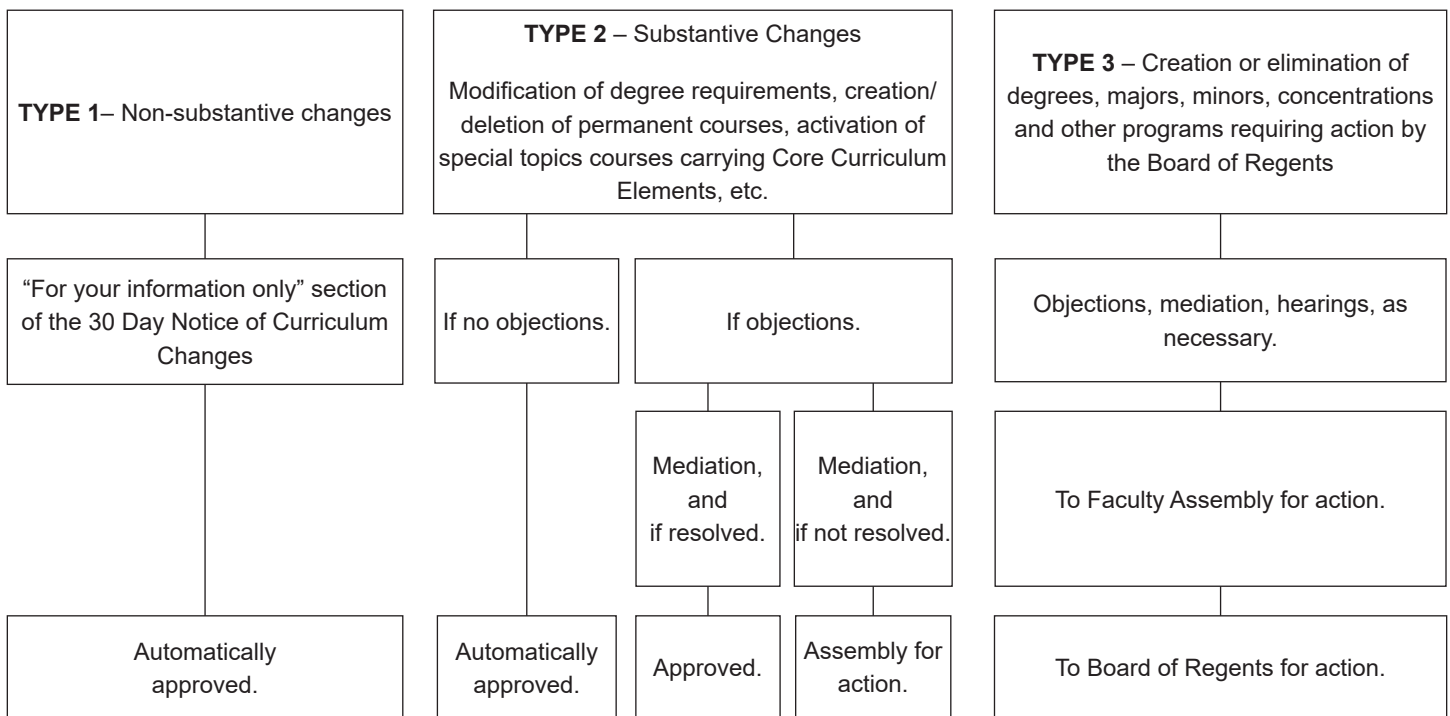
### SECTION 1. FACULTY APPROVAL OF CURRICULUM AND DEGREE REQUIREMENTS.

- A. All curricula and degree requirements shall be approved by the faculty [Faculty Constitution, Article III, Section 2,B.6].
  - 1. "Curricula" includes all courses, workshops and continuing education offered for credit at Pacific Lutheran University.
  - 2. "Degree requirements" includes all undergraduate and graduate requirements of a department, division, or school for successful completion of its program(s). (Examples of such requirements include: prerequisites; the number of courses or credit hours required for a major or minor; area examinations, research or thesis; recitals, exhibitions, or contests; foreign language requirements; courses to be taken in other departments; and internships.)
  - 3. All faculty legislation substantively affecting core curriculum elements or degree requirement shall carry with it an effective date.
- B. All curricular changes, except special topics courses that do not meet a core curriculum element, shall be placed on the EPC 30-Day Notice of Curriculum Changes and receive faculty approval before being listed in the university catalog by the Office of the Registrar, or on the PLU website. Specific topics for special topics courses are not listed in the university catalog.
  - 1. EPC categorizes proposed curricular changes into three different types of proposals – Type 1 (non-substantive programmatic changes), Type 2 (substantive programmatic changes), and Type 3 (establishing or eliminating new programs, majors, minors, or concentrations). An overview of the process for each type of proposal is detailed in section 2. of this manual. Forms and templates for EPC proposals can be found in the EPC section of the Provost Sakai Folder, <https://sakai.plu.edu/portal> Special topics courses that seek to carry a core curriculum designation must be approved through the usual process, with an EPC Proposal Form, before being offered.
  - 2. Special topics courses may be activated by memo to the registrar, with the exception of those courses that seek to carry a core curriculum designation, which must be approved through the usual process (i.e., with the appropriate EPC Proposal Form) before being offered. Before inclusion in the class schedule, the course title, number, course description, and credit hours for a specific special topics course must be provided in a memo to the Registrar.
  - 3. The same specific topic may only be offered twice as a special topics course within four years without faculty approval.

## SECTION 2. FLOWCHART OF USUAL PROCEDURE FOR CURRICULUM REVISION



### 30-day approval period



## SECTION 3. PROCEDURES GOVERNING REVISION OF CURRICULUM AND DEGREE REQUIREMENTS.

- A. Each proposed change in curriculum and in degree requirements shall be discussed and approved by the department or school of origin. The head of the department or school shall sign the proposal – indicating whether two-thirds of the faculty has approved the proposal or not – and submit it, where appropriate, to the divisional or school dean. Approval by the divisional or school dean shall be given in accordance with established procedures of the respective division or school. The divisional or school dean shall sign the proposal as evidence of such approval. The department or school originating the proposal shall forward one copy with the required signatures to the provost for signature, along with an electronic copy of the proposal.

- B. Approval by the divisional or school dean shall be given in accordance with established procedures of the respective division or school. The divisional or school dean shall sign the proposal as evidence of such approval. The department or school originating the proposal shall forward one copy with the required signatures to the Provost for signature, along with an electronic copy of the proposal.
- C. If a proposal affects staffing or enrollments outside of the unit that is originating the proposal, EPC strongly recommends seeking approval for the proposal by the affected unit(s), as indicated by the signature of the representative Dean or Chair, prior to submission. If a proposal comes to EPC without such an endorsement, EPC will seek input from the affected unit(s) directly.
- D. The Provost shall relay with appropriate comment to EPC for its review. Proposals for new degrees, new majors, new minors, concentrations and programs which require action by the Board of Regents require submission of a cost analysis. In addition, EPC shall present such proposals to the faculty, which will decide whether to recommend them to the Board of Regents.
- E. Descriptions of proposed curricular changes, course numbers, titles, credit hours, and synopses of proposed degree requirement changes shall be published by the EPC in the 30-day Notice of Curriculum Changes and sent via email to all faculty members. Complete copies of proposals are available online in the EPC section of the Provost Sakai folder.
- F. Faculty members must submit objections to proposals in writing to the Chair of EPC within 30 days from the date listed on the 30-day Notice of Curriculum Changes distributed by EPC. Objections received within this 30-day period will suspend approval, pending resolution of the objections. In the event a dispute cannot be resolved, EPC will make its recommendation to the faculty for action at the next regular faculty meeting.
- G. Every proposal that requires action by the Board of Regents (e.g. new degrees, majors, minors, concentrations, or programs) shall follow the procedure described above. EPC will present such proposals to the faculty, which will decide whether or not to recommend them to the Board of Regents.

#### **SECTION 4. FORMAT FOR PREPARING PROPOSALS.**

- A. Proposals require a completed EPC Proposal Form. Forms and templates for proposals can be found in the EPC section of the Provost website documents and forms, <https://www.plu.edu/provost/documents/file-group/epc-information/>. Type 3 proposals further require submission of a New Program Notification form and a completed Institutional Impact Evaluation form (procure up-to-date forms at <http://www.plu.edu/provost/documents/>).
1. All proposal forms must be submitted to the Office of the Provost.
  2. All proposals must include both a proposal summary and a statement of rationale, as well as information, where appropriate, about changes to course numbers, title, credit hours, and catalog description.
  3. Proposals should be formulated carefully, with any inherent problems carefully addressed. This is particularly important in the case of major curricular revisions (Type 2 and Type 3). Proposal rationales should discuss the philosophic, strategic, demographic, and economic aspects of the proposed changes, and take into account comparable practices at other peer institutions and those suggested by national, regional and state certifying bodies. Proposals must also address, using verifiable data and sound argumentation, the direct and indirect consequences and costs of the changes on staffing and enrollment in departments, divisions, schools and the university.
  4. Non-substantive changes do not typically require the same level of detail as Type 2 or Type 3 proposals. Type 1 proposals include changes in course number, title, or editorial changes to the catalog description. EPC may, at its discretion, determine whether a proposed change is substantive or non-substantive. If a determination is made that the proposal is indeed a substantive change, it may be sent back to the originating unit for additional detail. Minor corrections of language, grammar or typos may be requested directly by memo to the Registrar and do not require EPC approval.
  5. Activation of special topics courses that are not intended to meet a core curriculum element do not require EPC action. (However, the course number, title, credit value, and catalog description of such courses must still be filed with the Registrar's Office before a special topics course is included in the class schedule.) Special topics courses that are intended to meet a core curriculum element are considered substantive changes (Type 2) and require approval by the Core Curriculum Committee.

## SECTION 5. CHECKLIST FOR DEVELOPING PROPOSALS.

Checked items are required.	Type 1: Non-substantive Changes.	Type 2: Substantive changes.	Type 3: Creation/ Elimination of Degrees, Majors, Minors, Concentrations and Programs Requiring Action by the Board of Regents.
EPC form	X	X	X
Departmental and Division Signature(s)	X	X	X
Signatures of other affected Departments		X	X
New Program Notification and Institutional Impact Evaluation form			X
Library Services Signature(s)			X
Provost's Signature		X	X
EPC review	X	X	X

## SECTION 6. POLICIES FOR OPEN TOPIC COURSES.

- A. COURSES DESIGNED FOR INDIVIDUAL STUDENTS: Academic units may add any of the following courses designed for individual students to the curriculum without approval by the Educational Policies Committee

Note: When an instructor agrees to offer a course available in the regular curriculum to a student on an individual basis, the regular course number, title, and credits must be used. The common title designation on term-based records will be listed as IS for independently studied.

Course Number	Course Type	Credit Hours	Purpose	Instructional Mode	Term-based Title
291	Directed Study	1-4 cr; may be repeated for credit	Individual, introductory undergraduate study not available in the regular curriculum	Tutorial or close supervision of individual students	DS: followed by the specific title designated by the student
491	Independent Study		Individual, advanced undergraduate study not available in the regular curriculum	Advanced tutorial or guidance for individual students	IS: followed by the specific title designated by the student
591, 691, 791	Independent Study		Individual, graduate level study not available in the regular curriculum	Graduate level tutorial or guidance for individual students	Project: followed by the specific title designated by the student
598, 698, 798	Non-thesis Research Project		Graduate level, non-thesis research opportunities		
599, 699, 799	Thesis		Graduate level, demonstration of ability to do independent research	Advising and evaluating research and writing for individual students	Thesis: followed by the specific title designated by the student

- B. INTERNSHIPS: Academic units may add any of the following internship courses to the curriculum without approval by the Educational Policies Committee. Academic units that offer more than one internship should use the numbering designation below and distinguish different internships by means of the specific Term-based Title

Course Number	Course Type	Credit Hours	Purpose	Instructional Mode	Term-based Title
495	Internship	1-12 cr; may be repeated for credit	Permit undergraduate students to relate theory and practice in a work situation	Individual supervision of work activity. The student, work supervisor, and instructor obligations as well as course content, are stipulated in writing before the start of the internship	Intern: followed by the specific title designated by the student
595, 695, 795	Internship		Permit graduate students to relate theory and practice in a work situation		

C. COURSES THAT FULFILL THE SENIOR SEMINAR/PROJECT GENERAL EDUCATION ELEMENT

Course Number	Course Type	Credit Hours	Purpose	Instructional Mode	Term-based Title
499	Senior Seminar / Project	2-4 hours, as designated by the academic unit of the student's major	A substantial project, paper, practicum, or internship that culminates and advances the program of an academic major.	The end product must be presented to an open audience and critically evaluated by faculty in the student's field	Capstone: followed by the specific title designated by the academic unit.
499	Capstone		To enable senior students in academic unit to share their work and receive group criticism	Primarily presentation and critique of student papers and/or projects. The instructor customarily directs discussion, advises, and/or evaluates projects, but may also present additional material.	Capstone: may be followed by the specific title designated by the academic unit.

D. SPECIAL TOPICS COURSES: Academic units may activate any of the special topic courses listed below to the curriculum by memo to the Registrar and EPC. After a special topic course has been activated, the academic unit may offer any specific topic without EPC approval. However, academic units must still notify the Registrar's Office of the specific title, credit, and course description by memo as part of the class schedule preparation process.

The same specific topic cannot be offered more often than twice within four years. If an academic unit wishes to offer the special topic more regularly, it must be approved as a regular course through the usual course approval process.

A special topic course may not carry a core curriculum element, or appear in the university catalog, unless approved through the usual course approval process and the use of the EPC Proposal Form.

Course Number	Course Type	Credit Hours	Purpose	Instructional Mode	Term-based Title
287, 288, 289	Special Topics	1-4cr; may be repeated for credit	New, one-time, and developing undergraduate courses not yet available in the regular curriculum	Classroom instruction and interaction.	ST: followed by the specific title designated by the academic unit.
387, 388, 389					
487, 488, 489					
587, 588, 589			New, one-time, and developing graduate level courses not yet available in the regular curriculum		

**SECTION 7. PUBLICATION DATES.**

A. To permit timely publication of course changes in class schedules, the EPC advises faculty to submit all proposals as early as possible. Submission of proposals types by the following dates is strongly encouraged:

Type 3 proposals - October 1. Submission by this deadline will enable these proposals to be considered for inclusion in the class schedules for the following summer session and fall semester. This will help ensure adequate time for consideration by both the Faculty Assembly and the Board of Regents.

Type 2 proposals - December 1. Submission by this deadline will enable these proposals to be considered for inclusion in the class schedules for the following summer session and fall semester. EPC strongly encourages earlier submission of these kinds of substantive changes, especially if there is a core curriculum element request.

Type 1 proposals, being non-substantive, are generally considered on a rolling basis. For inclusion in the J-term and spring class schedules, submission at the beginning of that academic year is advised. For inclusion in the summer session and fall semester class schedules (and the catalog for the next academic year), submission by March 1 is advised.

## **SECTION 8. CATALOGS AND CLASS SCHEDULES.**

All catalogs and class schedules shall include only those courses that have been formally approved by EPC. Course numbers, titles, descriptions, credit hours, and status shall be shown only in their EPC-approved form. (Course titles may be appropriately abbreviated, where necessary.)

Only EPC shall authorize material changes in the university's curricula and course offerings.

Courses which have not been taught (even though they may have been offered) during the previous four-year period shall be automatically deleted from the list of EPC-approved courses and, therefore, from all catalogs and class schedules. Requests for exceptions to this policy shall be submitted to EPC. Reactivation of formerly offered courses may be requested by way of a memo to the Chair of EPC.

Previously used course numbers and course information are eliminated from Banner and can be reused once a course has not been offered in the catalog for more than twenty years.

## PART VII. - OTHER POLICIES

### SECTION 1. GRADUATE THESES, RESEARCH PROJECTS, OR PAPERS

#### A. Compensation For Supervision

1. Compensating faculty for graduate thesis, research project, or paper supervision is essential for the purpose of ensuring equitable forms of remuneration, endorsing a high level of quality supervision, and acknowledging significant commitments of faculty time and energy required to fulfill this responsibility.
2. The plan provides for two forms of compensation for thesis, research project, or paper supervision: (a) teaching load credit or; (b) financial payment.
  - a. At the discretion of the respective chair and/or dean, load credit may be granted to faculty serving as thesis, research project, or paper supervisors. Load credit is calculated as part of a faculty member's teaching obligation and is implemented concurrently at the time of supervision.
  - b. Payment for each completed thesis, research project, or paper will be authorized upon submission and acceptance by the Associate Provost for Graduate Programs and Continuing Education, and will be determined by the respective chair and/or dean, and the Provost. With the recommendation of the respective chair, dean, and Associate Provost for Graduate Programs and Continuing Education, partial payment may occur for incomplete theses, research projects, or papers that a student paid tuition for and the faculty member spent significant time advising.

### SECTION 2. HONOR SOCIETIES

Honor societies are organizations that serve to recognize the academic achievements of students who are among the highest in their class in scholarship. Honor societies may also have other requirements for distinction such as in leadership, service, academic discipline or co-curricular activity in the university.

Honor societies at Pacific Lutheran University base their membership criteria in whole or in part on students' academic achievement. An honor society is defined as a student organization with membership criteria containing a standard for high achievement in scholarship. All honor societies at Pacific Lutheran University serve to enhance the mission of the University.

The Faculty determines honors bestowed by the University (Faculty Bylaws, Article III, Section 2a) and therefore all honor societies are reviewed by the Faculty to both assure that the academic standards are appropriate to PLU and that the focus of the honor society is an appropriate fit with the PLU mission.

A recommendation for instituting a new honor society is to be approved by the faculty through the following procedure:

- A. A proposal for a new honor society which must include a rationale for the addition of the honor society to the PLU community is discussed and approved by the department or school of origin and approved by the divisional or school dean as appropriate.
- B. The proposal is then submitted to the Provost and the Educational Policies committee for review.
- C. The Educational Policies Committee reviews the proposal and publishes it online for a 30-day review period, during which objections may be submitted in writing.
  1. If no objections are received, the proposal will be automatically approved.
  2. If objections, mediation and hearings may be conducted as necessary. If the dispute cannot be resolved, then the committee will make its recommendation to the Faculty Assembly at the next regular meeting.

### SECTION 3. INSTRUCTIONAL RESPONSIBILITIES AND COURSE PROCEDURES

#### A. Course Load

Normally, the minimum full teaching load of a faculty member is 24 equated semester hours per school year. Reductions for administrative duties are made in the case of departmental chairs, interdisciplinary program chairs/directors, and divisional and school deans. The minimum of 24 semester hours per academic year should not be regarded as a faculty member's total responsibility to the university. Rather it is a general guide in assigning classes. Advising, committee assignments, and other activities are also included in the scope of a faculty member's basic responsibility.

#### B. Office Hours

1. One of the hallmarks of a PLU education is faculty-student interaction. Faculty members are available to students in a variety of ways: faculty maintain fixed in-person office hours, meet with students outside of these fixed hours, and interact



with students via email and other electronic communication. Successful faculty are available to students, but also set limits in order to maintain a balance in their own work responsibilities.

2. Faculty are expected to spend at least five hours per week interacting with students outside of class. At least three of these hours should be fixed in-person office hours scheduled to accommodate a wide range of student schedules. The remaining hours may be flexible and include additional in-person office hours, meetings with students outside of these fixed hours, and email and other forms of electronic communication. Fixed in-person office hours should be posted and arrangements for scheduling appointments should be communicated to students at the start of a term. As far as possible, fixed in-person office hours should not be held during chapel period.

#### C. Examinations

1. Faculty members are expected to give tests or examinations or make assignments which will evaluate students' comprehension at frequent intervals so that both faculty and students will have a clear conception of progress in a course. The university wishes to avoid any accusation at the end of a semester that an instructor provided no evaluation information that could serve as advance warning that a student was doing inferior work.
2. According to faculty legislation, no major examination weighing more than 10% of a final grade may be scheduled in the week before final examinations.
3. Final examinations in all courses are scheduled by the registrar, and all faculty members must adhere to the regular examination schedule. Any deviation from the final examination schedule must be approved by the appropriate departmental chairs and divisional or school deans.
4. The faculty's policy regarding final examinations states:
  - a. A two-hour block of time will be scheduled Monday through Thursday in the last week of the regular semester for each course. The time is to be used for final examinations or other learning experiences related to the course completed. Friday of the final exam week is available for make-up examinations, follow-up of examinations already given, or student conferences.
  - b. Students in quarter or partial-semester courses may be evaluated prior to final examinations.
5. Faculty members are required to take all necessary precautions to prevent the circulation of any examination material which is to be used at a later time.
6. All instructors are expected to keep their final examination papers at least thirty days.
7. The faculty member in charge of an examination is asked to secure the aid of other faculty members if additional proctors are needed for administering a test.
8. See references in the general catalog and the Educational Policies Committee manual for information about credit by challenge examinations in the various departments where they are given, about Advanced Placement examinations through the College Board, and about CLEP examinations.

#### D. Major Examination Immediately Preceding Finals

No major examination (i.e., one weighing more than ten percent of the total class grade) shall be scheduled during the week prior to final examination week. One-credit-hour courses and laboratory sections are exempt from this policy.

#### E. Reporting Concerns about Students

Faculty members are strongly urged to identify students experiencing difficulty in the courses they instruct, especially in the first six weeks of a fall or spring semester. Poor performance on assignments, lack of participation, irregular attendance, or other criteria may contribute to academic progress concerns depending on the nature of a given course. Faculty members shall be provided a mechanism by which they can communicate concerns about students to initiate an appropriate response from relevant campus partners.

#### F. Grading and Grade Books

1. Formal grade reports are recorded on student transcripts at the end of each term in the academic year: fall semester, January term, spring semester, and summer sessions, according to a student's registration.
2. Specific information about the grading system, changing of grades, and student withdrawal from classes is in the general catalog.

3. Detailed instructions for completing grade sheets are issued by the Registrar's Office before the end of each term. Instructors must comply with deadlines since many other areas of the university are affected by delays that result from grade reports that are either incomplete or late.

#### G. Teaching and Course Feedback Forms

1. All persons teaching courses in conjunction with their contractual obligation to the university shall ensure that teaching and course feedback forms are administered to each class (other than independent studies) in a manner consistent with the procedures set forth below. The primary purpose of the teaching and course feedback form is to provide instructors with feedback they can use to reflect upon and improve their pedagogy.
  - a. The instructor shall provide instructions for completing the teaching and course feedback form including a recounting of the primary purpose of the form. Where possible, the teaching and course feedback form will be completed in class, with adequate time allowed by the instructor. If completed in class, the instructor shall leave the room until the teaching and course feedback forms have been completed. If in-class administration of the teaching and course feedback form is not possible, students may complete the evaluation outside of class. Evaluations will be completed within the last 20% of the course or during the final examination period for the course.
  - b. In the case of team-taught courses, students shall provide feedback to each instructor individually. The instructors shall determine the timing of the administration of the teaching and course feedback forms. (For example, if Professor A teaches the first half of the course and Professor B the last half, A and B shall determine whether it would be more appropriate to administer the teaching and course feedback forms for Professor A at the end of the course or at the conclusion of his/her active participation in the course).
2. Faculty legislation requires that students be informed that the teaching and course feedback forms and a summary of the teaching and course feedback form data will be provided to the instructor only after grades have been processed. In addition, the results will go to the instructor's academic unit head(s) for review. They will also be reviewed by the Rank and Tenure Committee, the provost, and the president in deliberations regarding promotion and tenure, and by interdisciplinary program chairs for decisions regarding program staffing. Hence, instructors should encourage students to complete the teaching and course feedback forms thoughtfully and carefully.
3. The procedure for appraising the results of the teaching and course feedback forms is as follows:
  - a. After the instructor has submitted final grades to the Registrar's Office, his or her teaching and course feedback form data shall be shared with the appropriate academic unit head and the instructor, along with the summary reports of results. The academic unit head shall ensure that the instructor receives evaluations within a reasonable length of time.
  - b. At the same time the provost shall send a copy of the summary reports to the instructor and shall place a copy in the instructor's permanent file. Candidates for tenure and promotion are responsible for providing these reports to the Rank and Tenure Committee.
  - c. Instructors shall keep the teaching and course feedback form data and the summary reports for five years.
  - d. Teaching and course feedback form data and summary reports play an important role in periodic faculty review according to the procedures spelled out in the Faculty Personnel Policy (Section IV, Part IV).
4. Individual academic units may add additional questions to the teaching and course feedback forms or add processes which are deemed desirable for purposes of faculty development and appraisal within their respective units.

#### H. Orders for Instructional Materials

The Higher Education Opportunity Act requires that the university have instructional materials selections and prices linked to the student schedule at the time students register for classes. The due date for faculty to submit requisitions for instructional materials for subsequent terms shall be communicated to faculty by the Office of the Provost at the beginning of each semester. Faculty must submit their requisitions for instructional materials by the announced date.

#### I. Room Assignments

Requests for classroom assignments are submitted through department chairs to the Office of the Registrar. Insofar as possible the registrar attempts to schedule classes as requested, contingent on availability of rooms, projected class sizes, and time preferences.

## SECTION 4. CLASS SCHEDULES

Each semester a tentative schedule is prepared within each department or school. The tentative schedule indicates courses to be offered, instructors, times, and classrooms. The tentative schedules are transmitted to the registrar for the preparation of the master schedule. Large enrollments require that classes be widely distributed throughout each available hour of the day and week. Changes in the master schedule, including time or place of meeting, may not be made without approval of the registrar, on recommendation of the appropriate chair(s) or dean(s).

## SECTION 5. ACADEMIC CALENDAR GUIDELINES AND PROCESS

- A. The following guidelines are to be used by the Registrar in developing a draft of the undergraduate academic calendar. Once prepared, the Registrar's draft is to be reviewed by the provost. The provost presents a draft calendar to President's Council for review after which a draft goes to the Faculty Assembly for consideration. The authority to adopt the calendar rests with the Faculty Assembly. Once approved by the Faculty Assembly the calendar shall be published.
- B. The graduate academic calendar follows the same process as above except that the Graduate Council shall review the Registrar's draft before it is submitted to the provost.
- C. General Policies
  1. In accordance with federal financial aid regulations, Fall and Spring semesters in the undergraduate academic calendar are 15 weeks in duration, a period of time that includes Final Exam Week. A "week" is defined as any calendar week in which classes meet for at least one class day. For most courses a "class day" is any day Monday through Friday, although for some courses a "class day" may include Saturday. No classes are to be held on school holidays.
  2. Graduate calendars may differ from undergraduate calendars. Graduate programs must publish their schedules on a regular basis and inform their students of changes to those schedules in a timely manner.
  3. Calendars are to be adopted at least two years in advance of their starting date and may be amended in accordance with the usual process for calendar adoption.
- D. Guidelines for the Undergraduate Academic Calendar
  1. Summer Semester
    - a. Summer Semester for undergraduates starts one week after Spring Commencement (normally the first week of June). It is 9 weeks in duration and is organized as follows:
      - i. Summer Term I – 4 weeks that include 19-20 class days
      - ii. Summer Term II – 4 weeks that include 19-20 class days
      - iii. Workshop week.
    - b. Memorial Day and Independence Day are school holidays. No classes are held and offices are closed.
    - c. The Summer Semester calendar should allow residence halls to be cleared of occupancy at least two weeks prior to the start of the Fall semester.
  2. Fall Semester
    - a. Fall Semester is 15 weeks in duration. Fall Semester begins the day after Labor Day except when doing so results in fewer than two weeks between the end of Fall Semester and the first class day in J-term, or fewer than two full weeks between Thanksgiving Break and Finals Week.
    - b. Labor Day is a school holiday. No classes are held and offices are closed.
    - c. Fall Semester shall begin on a Monday or Tuesday.
    - d. Convocation is held at 10:00AM on the first day of classes in Fall Semester. If this falls on a Monday classes resume at 12:30PM; if this falls on a Tuesday classes resume at 11:50AM.
    - e. Fall Mid-Semester Break is the Friday of the 7th week of classes.
    - f. If Veterans Day falls on a Tuesday or Thursday, classes shall end at 10:55AM and resume at 11:50AM. If Veterans Day falls on a Monday, Wednesday or Friday the class schedule is not affected and Chapel may be devoted to recognition of the day.
    - g. Thanksgiving Break begins at 1:35PM on the Wednesday before Thanksgiving. Classes resume at 8:00AM the following Monday. PLU offices are closed on Thursday and Friday of Thanksgiving Break.

- h. Fall Semester grades are due no later than one business day prior to the beginning of J-term. Here, a “business day” is defined as a day in which PLU offices are open.
3. January Term
- a. J-term is 4 weeks (19-20 class days) in duration and should begin no sooner than two calendar weeks after the end of the preceding Fall Semester.
  - b. Birthday of Martin Luther King, Jr. is a school holiday. No classes are held and offices are closed.
  - c. J-term grades are due no later than one business day prior to the start of Spring Semester. Here, a “business day” is defined as a day in which PLU offices are open.
  - d. J-term Study Away courses must return by the last day of the J-term, must conform to the standard deadlines for submission of grades and may not extend any deadlines into Spring Semester.
4. Spring Semester
- a. Spring Semester is 15 weeks in duration and should begin no sooner than one calendar week after the end of J-term unless doing so will result in Spring Semester ending after Memorial Day weekend. If that would occur, Spring Semester may begin directly after J-Term.
  - b. Spring Semester may begin on any day of the week.
  - c. Presidents Day is a school holiday. No classes are held and offices are closed.
  - d. Spring Break begins after seven weeks of the semester and is one week in duration. Classes resume at 8:00AM on the Monday following Spring Break.
  - e. When Easter falls at the beginning of Spring Break, Good Friday is a school holiday and classes resume on Monday after Spring Break at 8:00AM.
  - f. When Easter falls at the end of Spring Break, classes resume on Monday at 8:00AM following Spring Break.
  - g. When Easter is separate from Spring Break, Good Friday is a school holiday and classes resume on Monday at 8:00AM.
  - h. Commencement is on Saturday following the last day of Final Exam Week and takes place no later than Memorial Day weekend.
  - i. Spring Semester grades are due no later than one business day prior to the start of Summer Term I. Here, a “business day” is defined as a day in which PLU offices are open.

## **SECTION 6. ACADEMIC YEAR RESPONSIBILITIES**

Normal fulfillment of a faculty contract entails a variety of on-campus responsibilities outside the classroom throughout the 4-1-4 academic year. This includes January Term even when a faculty member is not teaching then.

## **SECTION 7. REGISTRATION**

- A. The Registrar’s Office supplies faculty members and students with appropriate information about registration as required.
- B. The normal course load for undergraduate students in good standing is 12-17 semester hours of credit per semester, with 5 hours maximum during the January term and 6 hours in the summer sessions. Provisional students, students on probation, and students reinstated after having enrollment terminated for academic reasons, are advised to carry the minimum full-time load of 12 semester hours.
- C. Changes in registration that involve adding or dropping courses may be made during the first two weeks of a term in accord with provisions in the general catalog. Students who drop a course after two weeks must obtain the instructor’s signature and thus secure authorization for a withdrawal (W) to be entered on their transcripts.

## **SECTION 8. CANCELLATION**

Neither an instructor nor a department has sole authority to cancel instruction in a subject. Unusual situations should be brought to the attention of the appropriate divisional or school dean for recommendation to the provost.

## **SECTION 9. CLASS LISTS**

Class lists are distributed to all instructors on the first day of each term. The second class lists are distributed on the sixth day of each term. A more final list is distributed after the tenth day of each term, after changes in registration have been processed. No names may be added or deleted from class rosters after the deadline date for adding courses to a student's registration. Any discrepancies in the class list should be reported to the Office of the Registrar immediately.

## **SECTION 10. CLASS ATTENDANCE—STUDENTS**

- A. The university assumes that every student has freely accepted personal responsibility for regular class attendance. Although attendance itself is not a measure of successful learning, and course grades are issued on the basis of academic performance and not on the basis of attendance alone, such performance normally includes regular participation in the total class experience and is evaluated accordingly. In the event of unavoidable absence students are strongly encouraged as a matter of courtesy to inform their instructors and may be required to do so. Any arrangements for missed work are discretionary between instructor and student, except as specified below.
- B. Undergraduate students officially representing the university off campus for a performance, competition, or academic presentation shall not be penalized solely for missing class due to such events (including travel time). With prior documentation of such involvement, these students shall be allowed to complete missed exams or, at the discretion of the course instructor, substitute an alternative assignment. However, whether a missed lab, clinical, or other in-class activity may be made up shall be up to the academic unit.
- C. The burden is always on the student, not the faculty member, to take steps to remedy the effects of absences from class. In particular, the student is responsible for making prior arrangements with the instructor to complete missed work or to substitute comparable work instead. An academic unit may adopt shared policies to govern such assignments, including an expectation that the work be submitted, or the test taken, prior to the absence.

## **SECTION 11. CLASS ATTENDANCE--FACULTY**

- A. Instructors who know in advance that they will be away from campus during scheduled class periods are responsible to arrange that their classes are covered during their absence. Arrangements should be cleared through department chairs or deans. Emergency absences should be reported at the earliest hour to the department chair or dean concerned.
- B. If an instructor is absent because of his/her own illness – or that of a family member – lasting more than three days, procedures outlined in the Family and Medical Leave of Absence policy should be followed.

## **SECTION 12. INSURANCE COVERAGE**

The comprehensive liability insurance policy of Pacific Lutheran University provides coverage to the institution for any activities it conducts on or off campus. The coverage has been broadened to extend to trustees, officers, employees, and even volunteers for any activity they undertake that is sanctioned by the university and that furthers the interest of the university. To a limited extent, the personal liability of a student is also covered, but this coverage is restricted to those activities required of students by the university as a condition to students accomplishing their course work. Specifically, for students, it does not apply to extracurricular activities.

## **SECTION 13. INTEGRATIVE LEARNING OBJECTIVES OF PACIFIC LUTHERAN UNIVERSITY**

- A. Pacific Lutheran University's Integrative Learning Objectives are designed to provide a common understanding of how learning at PLU is targeted. These objectives offer a unifying framework for understanding how our community defines the general skills or abilities that should be exhibited by an individual who is granted a PLU bachelor's degree. Therefore, they are integrative in nature.
- B. University policy, adopted by the Provost's Academic Council and President's Council in the summer of 1998, lodges responsibility for the singularly academic components of assessment directly with academic departments, schools, and cross-disciplinary programs and their administrators. The Integrative Learning Objectives (ILOs) are intended to provide these units with a conceptual reference in their efforts to build on and reinforce the goals of the General Education Program elements in their own particular curricula, as well as to assist the university in such assessment related activities as general student and alumni surveys. Academic units may refer to the ILOs in their annual assessment reports. Not all ILOs are expected to be dealt with equally by every program, much less by every course. (Any change in the current university policy that lodges primary responsibility for academic assessment with academic units and programs will include consultation with the faculty through its standing governing structure.)

- C. The ILOs do not represent, by themselves, all of our understanding of education. Rather, they are a part of a more complex web of education. One can conceptualize the outcomes of a PLU education in three general categories: knowledge, skills or abilities, and values and attitudes. These outcomes occur simultaneously at the individual course, program or major, and institutional levels. Work to develop and measure or evaluate the learning outcomes of students is connected to and informed by the learning outcomes set by groups of faculty in departments, schools, and programs. Likewise, these activities are guided by the outcomes established by the whole faculty for all PLU graduates. Students' perceptions of the educational process should provide useful feedback at all three levels.
- D. The ILOs, which relate primarily to the skills/abilities domain at the whole institutional level, range from the ability to critically analyze and resolve complex issues and problems to being able to work in and understand constantly changing environments, cultures, and times. They transcend disciplines and specialized knowledge, but are not meant to replace or change the contextualized knowledge base of disciplines and fields. They are meant to serve as a useful framework that unifies education throughout Pacific Lutheran University while disciplinary study provides students with the knowledge and understanding of a field that will allow them to function effectively in their chosen area. With respect to this base of knowledge, these global statements can be made:
1. The PLU graduate is expected to have a broad knowledge of the basic liberal arts and sciences.
  2. The PLU graduate should have an understanding of the interconnections among these basic liberal arts and sciences that provide the broad framework for living with the complexities of life.
  3. The PLU graduate is expected to develop an in-depth knowledge of a specified area of knowledge designated as a major within the university.
  4. The PLU graduate should have an understanding of the interconnections among the basic liberal arts and sciences and the in-depth knowledge of her/his specified major area.
- E. The Integrative Learning Objectives
- In addition to the knowledge base described above, and an awareness of how different disciplinary methodologies are used, every student at Pacific Lutheran University is expected to develop the following abilities:
1. Critical Reflection
    - a. Select sources of information using appropriate research methods, including those employing technology, and make use of that information carefully and critically.
    - b. Consider issues from multiple perspectives.
    - c. Evaluate assumptions and consequences of different perspectives in assessing possible solutions to problems.
    - d. Understand and explain divergent viewpoints on complex issues, critically assess the support available for each, and defend one's own judgments.
  2. Expression
    - a. Communicate clearly and effectively in both written and oral forms.
    - b. Adapt message to various audiences using appropriate media, convention, or styles.
    - c. Create symbols or meanings in a variety of expressive media, both verbal and nonverbal.
  3. Interaction with Others
    - a. Work creatively to identify and clarify the issues of concern.
    - b. Acknowledge and respond to conflicting ideas, principles, and traditions, identifying common interests where possible.
    - c. Develop and promote effective strategies and interpersonal relationships for implementing cooperative actions.
  4. Valuing
    - a. Articulate and critically assess one's own values, with an awareness of the communities and traditions that have helped to shape them.
    - b. Recognize how others have arrived at values different from one's own, and consider their view charitably and with an appreciation for the context in which they emerged.
    - c. Develop a habit of caring for oneself, for others, and for the environment.

- d. Approach moral, spiritual, and intellectual development as a life-long process of making informed choices in one's commitments.
  - e. Approach one's commitments with a high level of personal responsibility and professional accountability.
5. Multiple Frameworks
- a. Recognize and understand how cultures profoundly shape different assumptions and behaviors.
  - b. Identify issues and problems facing people in every culture (including one's own), seeking constructive strategies for addressing them.
  - c. Cultivate respect for diverse cultures, practices, and traditions.
  - d. Note: even though these objectives are listed here as discrete elements, they are highly interconnected.

## **SECTION 14. STATEMENT ON LEARNING ENVIRONMENTS**

- A. With learning at the heart of our enterprise, Pacific Lutheran University must insist on high standards for the physical and virtual environments in which we engage our students. These spaces should communicate to students that their learning is our highest priority and facilitate with smart design and appropriate resources our ability to pursue our mission. Well-designed and maintained environments positively affect concentration, morale, and behavior; help attract and retain both students and faculty; and are essential to activities of learning, whether this means encouraging lively, thoughtful, and inclusive verbal exchanges or conducting inquiry using specific technology in the lab, classroom, studio, rehearsal room, online, or elsewhere.
- B. Thus, Pacific Lutheran University supports excellent and well-maintained learning spaces (including, but not limited to, classrooms, laboratories, studios, rehearsal rooms, clinical and athletic spaces, and offices) in keeping with the following statement of values:
  - 1. Learning spaces should be comfortable, convenient, spacious, acoustically well-designed, well-lit, aesthetically pleasing, and equipped appropriately for the instruction assigned to that space.
  - 2. Information technology should be thoughtfully deployed to give students exposure to up-to-date platforms, extend the boundaries of the classroom, facilitate communication, and make informational resources more accessible.
  - 3. Strong initiatives regarding faculty development will empower instructors to make best use of available resources and shape the new instructional landscape as technological advancement leads to the design of imaginative learning environments that extend beyond classrooms and class times.
  - 4. The process of continually updating our teaching spaces and instructional technology will ideally combine long term vision about optimal design with a systematic approach to improvements that includes input from the faculty utilizing those spaces, as well as rigorous adherence to a rising minimum standard for every learning space.
  - 5. Systems for reporting and addressing problems will optimize communication and response time.
  - 6. Dedication of funds to all of these efforts – as determined long range in the campus master plan development and in procedures for allocations over shorter terms, (such as through capital improvement and equipment budgets) – will be as transparent as possible, so the university community can cooperatively set priorities.

## **SECTION 15. JANUARY TERM RATIONALE**

- A. The January term's intensive, four-week format is a unique pedagogical opportunity. It supports study away, in-depth focus on a single theme or topic, and the use of student-centered and active-learning pedagogies. The January term's intensive format also supports other pedagogical activities that contribute to building an intentional culture of learning inside and outside the classroom.
- B. Taking advantage of January's unique format will strengthen PLU's academic program, contribute to the flourishing of the university's academic culture, showcase the themes that PLU 2010 identifies as defining a distinctive education, and allow PLU to distinguish itself among universities in the region.
- C. The January term offers an opportunity for an intensive First-Year Experience Program that combines rigorous academic study with co-curricular activities that serve the goals of the First-Year Program—thinking, literacy, and community. Further, the January term offers the opportunity to orient students to PLU's mission, support them in understanding how they position themselves within the PLU community and the world, and support them as they embrace their role as active citizens.
- D. Academic offerings in the January term should be those that are suited to the intensive, four-week pedagogical context.

E. Offerings particularly suited to the January term include:

1. international and domestic study away
2. service-learning
3. student-faculty research
4. major and minor program offerings particularly suited to an intensive format
5. First-Year Experience courses
6. some internship opportunities
7. experiential learning opportunities (courses that link intellectual study with active experiences based on that learning)
8. courses appropriate to the intensive format because of individual faculty style and pedagogical decisions
9. other courses that, for pedagogical reasons, are effectively offered in an intensive term
10. curricular and co-curricular programming that contributes to an intentional culture of learning and so supports a flourishing academic culture at PLU.

## **SECTION 16. SUMMER SESSIONS**

A. Summer Sessions Salaries

1. Each year summer salaries are set after considering summer tuition rates, annual PLU salaries, and regional salary trends. Salaries for continuing PLU faculty are paid according to academic rank on a set rate for each semester hour taught. Part-time PLU faculty and visiting faculty are also paid at a set rate per semester hour taught. Payment of full salary is contingent upon adequate minimum enrollments, with exceptions made by the dean of summer sessions for faculty who reside away from their permanent address for the purpose of teaching at PLU and, in some cases, to support courses in selected areas. Each year a "Guidelines for Determining Summer Session Salaries" sheet will accompany faculty contracts.



# **SECTION IV**

# **PERSONNEL POLICIES AND**

# **EMPLOYMENT BENEFITS**

# **Section IV. - PERSONNEL POLICIES AND EMPLOYEE BENEFITS**

## **PART I. - ACCESS TO FACULTY PERSONNEL FILES**

### **SECTION 1.**

- A. 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.
- B. 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.
- C. 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.
- D. 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.
- E. In no case shall any confidential information be copied or taken from a confidential file except by direct consent of the provost or president.

## **PART II. - 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/personnel-manual/>

## **PART III. - PHILOSOPHY OF FACULTY COMPENSATION**

### **SECTION 1.**

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.

### **SECTION 2.**

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.

### **SECTION 3.**

- A. The 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.
1. Thus, Pacific Lutheran University supports a compensation system for faculty (direct compensation, benefits, and career-related investments) that:
  2. Is compatible with and supportive of the University's mission statement.
  3. Is fair and non-discriminatory.
  4. 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.
  5. 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.
  6. Helps the University compete successfully for faculty with a mix of disciplinary expertise and skills vital to its mission.
  7. Provides long-term opportunities and resources for professional development.
  8. Is reviewed annually to ensure that it remains competitive with the appropriate peer institutions.

## **PART IV. - FACULTY PERSONNEL POLICY**

### **SECTION 1.**

- A. 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.
- B. Universities exist for the preservation, perpetuation and expansion of knowledge and truth. This tradition is grounded in the traditions of the most ancient Western universities. The Lutheran Reformation promoted transformative ideas about the freedom of conscience, interpretation, and inquiry--ideas that contributed to the development of a Lutheran higher education tradition. Institutions in this tradition, such as Pacific Lutheran University, affirm the rights and responsibilities of all academics to search for truth. This search requires the rights of full academic freedom that is essential to teaching and to research. Academic freedom implies fundamental protection of the rights of faculty in teaching and of students to freedom in learning. Freedom in research is fundamental to the advancement of truth. As an institution firmly grounded in the tradition of Lutheran higher education, Pacific Lutheran University upholds these Principles of Academic Freedom for all faculty:
1. Faculty are entitled to full freedom in research and in the publication of the results, subject to the adequate performance of other academic duties.
  2. Faculty are entitled to freedom in the classroom in discussing their subject, but should be careful not to introduce into their teaching controversial matter which has no relation to their subject.
  3. Faculty are citizens, members of learned professions, and officers of an educational institution. As citizens, faculty are free from institutional censorship or discipline. As scholars and educational officers, faculty should remember that the public may judge the academic profession and Pacific Lutheran University by their utterances. When speaking as scholars and educational officers, faculty should be as accurate as possible, should exercise appropriate restraint, should show respect for others, and should make every effort to indicate whether or not they are speaking for the institution.
- C. The principles above and 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.
- D. 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 available in any given year. In addition to promotion raises (see below), additional adjustments could include across-the-board salary increases, adjustments to rectify salary inequities, adjustments for consistency with external comparable salary levels, and adjustments for years of experience. A seemingly reasonable guideline is to use at least half of the funds available after promotion raises for across-the-board salary increases. In order to maintain an equitable salary structure, and to prevent undue compression between ranks in the future, adjustments for promotion should be a consistent 10% of the current median salary of the rank to which a faculty member has been promoted. Such increases reflect the professional accomplishments that promotion indicates.
  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.
- E. 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.
  6. 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.

## SECTION 2. FACULTY REVIEW PROCESS FOR TENURE-TRACK AND TENURED FACULTY

- A. 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.
- B. These regular reviews are designed to serve a number of university constituencies and important functions of the university.
  - 1. To serve individual faculty members in the pursuit of tenure and promotion by assessing the progress of faculty members with regards to teaching, scholarship and service.
  - 2. To support the work of the Rank and Tenure Committee by establishing a relatively uniform system of equitable evaluation for faculty members between and across units.
  - 3. To contribute to ongoing assessment across the university by allowing the university to remain in compliance with accreditation bodies on issues of faculty review.
- C. 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.
- D. 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.
- E. 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.
- F. Before the granting of tenure, review procedures shall be as follows:
  - 1. By June 1, the faculty member will submit to the department chair or dean, as appropriate, a report of activities for the closing academic year. A template for the annual activity report will be provided by the Office of the Provost.
    - a. The report will include a self-evaluation, reflections on available teaching and course feedback forms, and a discussion of priorities for the coming academic year in regards to teaching, scholarly/professional activity and service. The criteria used in the reports will be those for appointment, promotion and rank described in the Bylaws to Article V of the Faculty Constitution, or commensurate criteria adopted for this purpose by departments, divisions, or schools.
    - b. Academic units are encouraged to conduct peer evaluations also.
  - 2. The chair or dean will by July 15 write an annual performance review for each faculty member, which shall be based on the report described in 1.a. above and other sources of information such as classroom visits, reviews by peers, and scholarly products. The chair or dean will use the criteria for appointment, promotion and rank described in the Bylaws to Article V of the Faculty Constitution, or commensurate criteria adopted for this purpose by departments, divisions, or schools. The chair or dean will meet with the faculty member and discuss the report and performance 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. The faculty member may supplement the review by appending his or her own statement to the review as it is forwarded by the chair/dean to the Office of the Provost.
  - 3. The discussion (2 above) will be specific with regard to each faculty member's strengths and weaknesses, including recommendations for improvement and an appraisal of any significant reservations about performance including teaching, scholarly/professional activity and service.
  - 4. The first evaluation at the university shall note in writing that a faculty member has been informed of the conditions of employment, expectations for teaching, scholarship, and service, and the rank and tenure rules of the university.
  - 5. During the third year of probationary credit leading toward tenure a comprehensive written review by the chair or dean is due February 26 in the provost's office (for those hired with credit towards tenure, see note below about the timing of the review). This will constitute the annual review for the third probationary year. The review will be generated according to the procedures described above (at F.1-4, deadlines adjusted). The review will in addition explicitly address the advisability of retaining a faculty member based on the following:

- a. Evidence of the faculty member's past and current performance. Procedures for the handling of the third-year or other subsequent comprehensive reviews shall be conducted in such a way that this review is congruent in evidence and practice with the procedures for tenure and promotion review. While each department, division, school, or unit is granted the authority and responsibility to set their own specific review guidelines (see note below), all reviews shall include consideration of the following:
    - i. Materials assembled by the candidate that provide evidence of his or her performance in teaching, scholarly/professional activity, and service. Evidence will include a resume;, self-assessment statement; teaching and course feedback forms and summary reports; and any other documents that may be useful. These might include copies of publications and other scholarly work, copies of syllabi and other course materials, evidence of service activities. These materials shall be distributed to department/school colleagues. These materials may also be made available to the other colleagues who have been invited to provide input about the faculty member.
    - ii. Letters from colleagues solicited specifically for the review process. This should include letters from all department/school colleagues, all team-teaching colleagues, the chairs or directors of any cross-disciplinary programs in which the faculty member teaches, and any other colleagues designated by the faculty member to provide input for the review on any aspect of the faculty member's performance that he or she wishes. It is especially important to have letters from those who can provide input based on direct observation of teaching.
  - b. Expectation of continued competence and/or reasonable progress toward tenure and promotion criteria (described in the Bylaws to Article V of the Faculty Constitution) and any applicable department, division, or school criteria.
  - c. Departmental and university projected needs, staffing, and planning.
  - d. Notes:
    - i. Procedures for the handling of third year and subsequent reviews shall be more explicitly developed in schools and divisions. In all cases, however, for the third year review, the review committee will include a faculty member from outside the person's unit, appointed by the provost after consultation with the dean of the unit. The role of the outside committee member shall be to provide a pan-university perspective to the review process. This person shall participate fully according to the third year review procedures of the unit. A candidate's file is due to the department/school by January 15, letters from colleagues are due to the chair/dean by February 8, and a draft comprehensive third-year review is due to the faculty member by February 18.
    - ii. For faculty members who were hired with years of credit toward tenure, the timing of the third-year review shall be as follows: (1) with one year of credit toward tenure, the review shall occur in the third year of tenure eligibility (i.e. the second tenure-stream year at PLU), (2) with two years of credit towards tenure, the review shall occur in the fourth year of tenure eligibility (i.e. the second tenure-stream year at PLU), and (3) with three years of credit towards tenure, the review shall occur in the fourth year of tenure eligibility (i.e. the first tenure-stream year at PLU). If a faculty member has two years of credit toward tenure as the result of service at PLU, then that faculty member may elect for their third-year review to occur in their first tenure-stream year at PLU after consultation with their chair, dean, and provost and only if specified in their contract at time of hire to the tenure-eligible position.
6. During the year in which an individual is a candidate for tenure a comprehensive review about that person (following the Procedures of the Rank and Tenure Committee in the Faculty Handbook, Section 1 "Consideration for Tenure") will be completed according to the timetable set by the Rank and Tenure guidelines (see Rank and Tenure Committee Procedures, Section 5). This will constitute the annual review for the sixth probationary year.
- a. Copies of these statements shall be retained by the provost.
  - b. It shall be the responsibility of the provost to provide this information to the Rank and Tenure Committee when faculty members are under consideration for promotion or tenure.
7. Nothing in this section precludes recourse to the university grievance procedure, described in the Bylaws to Article VI "Grievance, Disciplinary, and Dismissal Procedures" of the Faculty Constitution.
- G. After the granting of tenure, continued review procedures shall be as follows:
1. By June 1, the faculty member will submit to the department chair or dean, as appropriate, a report of activities for the closing academic year. A template for the annual activity report will be provided by the Office of the Provost.
    - a. The report will include a self-evaluation, reflections on teaching and course feedback forms, and a discussion of priorities for the coming academic year in regards to teaching, scholar/professional activity and service. The criteria

used in the reports will be those for appointment, promotion, and rank described in the Bylaws to Article V of the Faculty Constitution, or commensurate criteria adopted for this purpose by departments, divisions, or schools.

- b. Where applicable, the report will describe an individual's plan for sabbatical leave or other self-improvement. (See "Sabbatical, Regular, and Special Leaves of Absence" in the Faculty Handbook.)
2. During the fourth year and the subsequent fourth year after achievement of tenure, the chair or dean will complete a comprehensive review according to the procedures described in (F.5.a.i-ii.) above, focusing on the faculty member's performance in the years since the last such review and progress toward promotion. This review should take into consideration the previous self-evaluations and reviews. The chair or dean will meet with the faculty member and discuss the written review by April 21. The report along with the review by the chair or dean shall be due April 30 in the provost's office.
- H. For those faculty members who achieve the rank of professor, or have been tenured for eight years, continued review procedures shall be as follows:
1. By June 1, the faculty member will submit to the department chair or dean, as appropriate, a report of activities for the closing academic year.
    - a. The report will include a self-evaluation, reflections on available teaching and course feedback forms, and a discussion of priorities for the coming academic year in regards to teaching, scholarly/professional activity and service. The criteria used in the reports will be those for appointment, promotion and rank described in the Bylaws to Article V of the Faculty Constitution, or commensurate criteria adopted for this purpose by departments, divisions, or schools.
    - b. Where applicable, the report will describe an individual's plan for sabbatical leave or other self-improvement. (See — Sabbatical, Regular, and Special Leaves of Absence in the Faculty Handbook.)
  2. Each fifth year the chair or dean will complete a comprehensive review according to the procedures described in (F.5.a.i-ii.) above, focusing on the years since the last review. The chair or dean will meet with the faculty member and discuss the written review by April 21. The report along with the review by the chair or dean shall be due April 30 in the provost's office.
- These procedures for faculty review are not the procedures for censure or dismissal, which are dealt with separately in the Faculty Handbook (Bylaws to Article VI of the Faculty Constitution and D. below).
- I. The faculty has recommended that the provost provide to the Rank and Tenure Committee such information on any tenured faculty member being considered for dismissal, and that the provost obtain the early and continuing advice of the Rank and Tenure Committee in such cases. Any such role of the Rank and Tenure Committee precedes use of the more formal mechanisms for conciliation or dismissal that are provided in the Faculty Constitution and Bylaws.

The procedures above are summarized in the following table:

	<b>Due Feb 18/ Feb 26*</b>	<b>Due Mar 15</b>	<b>Due Apr 21/ Apr 30*</b>	<b>Due Jun 1</b>	<b>Due Jul 15/ Sept 15*</b>	<b>Due on 3rd Monday of September</b>
<b>Before Tenure</b>	Third-Year Review (faculty member's files due Jan 15)			Annual activity report and self evaluation	Annual Review	Tenure Review
<b>After Tenure</b>	<b>faculty member</b>	Report on previous four-year experience	Review of tenured faculty member (every four years)	+Annual activity report and self evaluation		
<b>After Promotion to Professor or after 8 years as a tenured</b>		Report on previous five-year experience	Review of tenured faculty member (every five years)	+Annual activity report and self evaluation		

\* The first date is when the draft review is due to the faculty member. The second date is when the final review is due in the Provost's Office.

+ Chairs and/or deans receive this, but do not write a review.

### **SECTION 3. FACULTY REVIEW PROCESS FOR CONTINGENT FACULTY:**

- A. The purpose of these reviews is to ensure quality teaching and learning is consistent across the university. In addition, these reviews are an essential component of on-going university assessment. These reviews also support the professional development of our faculty members.
1. Within 30 days of the end of the term in which teaching responsibilities for the academic year are completed or by June 1 (whichever is earlier), the faculty member will complete an annual activity report for the appropriate chair or dean. A template for the activity report will be provided by the Office of the Provost. The report will include a self-evaluation, and reflections on available teaching and course feedback forms. Where relevant, the report will include a discussion of priorities for the coming academic year in regards to teaching, scholarly or professional activity and service. Thirty days after the receipt of the report, the chair or dean will complete a performance review based on the report above and deliver the completed review to the Office of the Provost; the chair or dean will also give a copy of the review to the faculty member. A template for this review will be provided by the Office of the Provost. The faculty member may supplement the review by appending his or her own statement to the review.
  2. During the third year of teaching at the university, the chair or dean will write a comprehensive review of the faculty member consistent with the procedures described above (in Section 2, F. 1. a.). 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 Office of the Provost, along with a copy of the faculty member's report and of the review by the chair or dean, by April 30. During each subsequent fifth year of teaching at the university, the chair or dean will complete a comprehensive review according to these same procedures focusing on the years since the last review. In the intervening years, the chair or dean will conduct the annual reviews in accordance with the procedures described above (in A.1.).

### **PART V. - 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/personnel-manual/> and scroll down to Benefits>Leaves>Family and Medical Leaves of Absence: Faculty.

### **PART VI. - POLICY ON DELAYING ACCUMULATION OF QUALIFYING YEAR OF ELIGIBILITY FOR TENURE**

#### **SECTION 1.**

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.

#### **SECTION 2.**

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.

#### **SECTION 3.**

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.

### **PART VII. - POLICY ON UNIT INTERPRETATIONS OF CRITERIA FOR TENURE AND PROMOTION**

#### **SECTION 1.**

- A. Unit interpretations of the criteria for tenure and promotion, if they are developed, should be consistent with and should not limit the scope or alter the rigor of the university criteria. When units develop or revise interpretations of the university criteria, they are advised to submit them to the Rank and Tenure Committee and to the provost for feedback/discussion.



- B. It is advised that unit interpretations of the university criteria be presented to prospective and new faculty in the context of the university criteria, and be accompanied by the university criteria.
- C. If a unit has an interpretation document, chairs/deans should include it with a candidate's tenure/promotion evaluation letter to the Rank and Tenure Committee.
- D. Unit interpretations are merely advisory statements to help guide the Rank and Tenure Committee's deliberations. Ultimately, it is the charge of the committee to ensure that the standards for achieving tenure and promotion are kept consistent across the university.

## **PART VIII. - 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.

## PART IX. - THE RANK AND TENURE COMMITTEE PROCEDURES

The following are the internal operating procedures of the Rank and Tenure Committee in effect at the time this Handbook was published. Revisions are made periodically by the committee and are on file in the Office of the Provost.

### SECTION 1. CONSIDERATION FOR TENURE

#### A. Initiating Consideration for Tenure

1. The provost provides a list of faculty in their sixth qualifying year of service, including credit toward tenure for service elsewhere. All these are automatically considered, subject to the terms and conditions of tenure eligibility in Article V, Section 1, Subsection A of the Bylaws to the Faculty Constitution.
2. In exceptional cases, a dean or chair may recommend consideration before the sixth year. The faculty member may decline such early consideration.

#### B. Gathering Information and Recommendations for Tenure

1. The candidate provides the basic materials for the tenure file, including summaries of student evaluations, third-year reviews, and annual reviews. The candidate is informed by the Provost Office if any crucial documents are missing or incomplete so that the candidate may attempt to complete the file.
2. Candidates submit a current resume, a self-assessment based on the criteria for tenure, an official transcript showing conferral of highest degree, and any other material they feel is directly relevant to their case (e.g., abstracts of publications, special syllabi, reviews of performances). Candidates do not normally meet with the committee, but they may ask to do so if they think it essential.
3. Candidates provide the names of three members of the PLU faculty outside their discipline, and of three persons off-campus who have knowledge of their professional performance. The committee sends a request for a recommendation to each of these, together with a copy of PLU's criteria for tenure.
4. The candidate's chair or dean provides a comprehensive recommendation, including both a detailed analysis of the candidate's record with regard to each criterion and a discussion of the candidate's role in the future of the department or school. Normally the chair or dean should consult with the faculty of the department or school in preparing this recommendation. Some schools or departments may use a faculty committee to formulate the recommendation.
5. Faculty within the candidate's department or school are all asked to give a written recommendation directly to the committee, guided by the criteria in the Faculty Constitution and Bylaws. If the response rate is low, the committee asks the chair or dean to encourage faculty to reply.
6. A list of candidates for tenure is distributed to all faculty with an invitation to submit a signed recommendation about any candidate. The committee is especially interested in information from faculty who have worked with the candidate in professional or service activities: team-teaching, research projects, committees or task forces.
7. All recommendations and other data are kept in a special tenure file locked in the provost's office. Only members of the committee, the provost, and the president have access to this file, and they are bound to maintain its confidentiality. For example, neither the candidate nor a chair or dean is told about the particular contents of any letter or even if a particular individual has submitted a recommendation. The purpose of this strict confidentiality is to secure the most candid and substantial recommendations.

The committee is conscious of its obligation to corroborate claims made in confidential documents. In exceptional cases, those who have written recommendations may be asked to meet with the committee for discussion or otherwise to provide additional information.

8. The committee uses as much informed opinion and accurate data as it can. Special attention is given to the comprehensive recommendation from the chair or dean, and to the individual recommendations from faculty within the candidate's department or school. Also crucial is evidence of the quality of teaching, including but not limited to teaching and course feedback forms.

#### C. Deliberation for Tenure

1. Throughout its deliberations, the committee is concerned with these questions: Are recommendations being made with regard to the criteria for tenure specified in the Faculty Constitution and Bylaws? Is there clear evidence that the candidate will be a permanently valuable teacher and scholar (or artist, performer, coach, etc.) in his or her discipline? Have recommendations for or against a candidate been based on this kind of evidence? Are the standards for achieving tenure being kept consistent across the university?

2. The process of the committee's deliberations is as follows:
  - a. The committee checks each candidate's file to see if it is complete. If not, every effort is made to obtain crucial documents.
  - b. Each committee member reads all information submitted for all candidates, though the discussion of each case is organized by one member of the committee. Discussion focuses on the criteria for tenure and on the long-term needs of the department or school. If recommendations are contradictory or not fully supported with reliable evidence, additional material is often sought from the candidate, from the chair or dean, or from others who may have the needed information or perspective.
  - c. Committee members realize that any personal relationship with candidates or with those recommending them must not interfere with the obligation to make thoughtful and just decisions. Members express their personal opinion of a candidate only after all the information provided to the committee has been discussed.
  - d. By faculty legislation (May 9, 1986), no faculty may serve on the committee the year they are considered for tenure. (Although current committee members may be considered for promotion, no member so considered participates in any review of the information or recommendations pertinent to his or her candidacy.)
  - e. After thorough consideration of all evidence for a particular candidate, a vote is taken by secret ballot. Advisory members (e.g., students) do not vote. The results of this first ballot are only preliminary.
  - f. After preliminary votes on all candidates, each case is reviewed again, with attention to any new evidence and to the consistency of applied criteria. Then a final vote is taken on each case by secret ballot.
  - g. The committee first reports the affirmative or negative character of each final ballot (but not the exact proportion of yeas and nays) to the provost, who is then invited to discuss with the committee those cases in which his or her judgment differs. An attempt is made to reach a consensus or at least to specify clearly the reasons for any disagreement. In some cases the committee may decide to reconsider its recommendation.
  - h. The committee then reports the affirmative or negative character of its recommendation (but not the exact proportion of yeas and nays) to each candidate, to that candidate's chair or dean, and to the president.
  - i. In the case of a negative recommendation from the Rank and Tenure Committee, the candidate may request reasons for that recommendation from the chair of the committee, after a 24-hour waiting period. These reasons reflect a process in which professional peers have reviewed requested material and exercised their best judgments about whether or not a case has been sufficiently made. As communicated to the candidate, however, the reasons for a negative recommendation will be quite general. This is to protect the confidentiality of those who have written about the candidate. It also reflects the fact that the committee is comprised of individuals who may weigh factors of a case differently. Thus, in communicating the reasons for a negative recommendation to the candidate, the committee chair may, for example, specify which area (teaching, scholarship, or service) was of primary concern in the committee's deliberations, and indicate one or several points of concern within that area. The chair of the committee will communicate the reasons orally. If this communication takes the form of a meeting, the candidate and the committee chair may each request a witness. The candidate may subsequently request that these general reasons be confirmed in writing. The candidate should consider that it may not always be to the advantage of the faculty member to be informed of the reasons for non-reappointment, particularly in writing.
  - j. In the case of a negative recommendation from the provost, the candidate may request reasons for that recommendation from the provost, after a 24-hour waiting period. The procedures shall parallel those used by the Rank and Tenure Committee as described above (Section 1.C.i). If the candidate requests a reconsideration by both the Rank and Tenure Committee and the provost, these requests should be submitted simultaneously.
  - k. A candidate or the candidate's chair or dean may request in writing that the committee reconsider its decision. The committee is obliged to reopen the case but is unlikely to change its recommendation unless there is substantial new evidence. Any change is immediately reported to the president and the provost.
  - l. A candidate or the candidate's chair or dean may request in writing that the provost reconsider his/her decision. The provost is obliged to reopen the case but is unlikely to change his/her recommendation unless there is substantial new evidence. If, after reviewing new evidence, there is any change in the provost's recommendation, that change is immediately reported to the president.
  - m. After reviewing both the committee's recommendations and those of the provost, the president meets with the committee and the provost separately. In any case for which the president is reluctant to accept the committee recommendation or the provost recommendation, an attempt is made to reach consensus. The committee and/or the provost may choose to reconsider their respective recommendations in private or in consultation with each other

before resubmitting it them to the president. Any change in the committee's recommendation is immediately reported to the candidate, the candidate's chair or dean, and the provost. Any change in the provost's recommendation is immediately reported to the candidate and the candidate's chair or dean.

- n. Finally the president decides on each case and forwards both his or her recommendations and those of the committee and the provost to the Board of Regents. The board makes the ultimate decision to approve or deny tenure.
- o. If tenure is denied, a terminal contract is offered. In exceptional cases, the committee may reconsider its recommendation after such a contract has been signed, but only if such a request is made by both signatories to the contract--the president and the faculty member.

## **SECTION 2. CONSIDERATION FOR PROMOTION**

### **A. Initiating Consideration for Promotion**

1. The chair or dean normally submits a written nomination to the committee. Tenure candidates are not automatically considered for promotion.
2. Nominations may come from the candidate's chair, dean, faculty colleagues, or the candidate him or herself.
3. The committee informs each nominee and gives each an opportunity to decline if the nomination seems to that person premature or otherwise inappropriate.

### **B. Gathering Information and Recommendations for Promotion**

1. The procedures parallel those used for tenure cases as described above (Section 1.B. 1-8).
2. Faculty members who are candidates for promotion to associate professor during the semester in which they are candidates for tenure submit a single file. The candidate's self-assessment statement in the file must speak to both the criteria for tenure and promotion and the qualifications for the rank of associate professor. On-campus and off-campus referees, as well as faculty in the candidate's department/school are asked to submit separate recommendations for promotion and tenure; however, they may submit a single letter that addresses both tenure and promotion, if they choose. Faculty who are candidates for tenure in one semester and candidates for promotion in another semester may ask that the provost transfer any appropriate material from the tenure file to the promotion file. In cases where a faculty member is a candidate for tenure in one semester and for promotion in another, both on-campus and off-campus referees will be asked to submit new letters for the promotion process.
3. The promotion file, like the tenure file, is available only to the committee, the provost, and the president. Otherwise its contents are strictly confidential.

### **C. Deliberation on Promotions**

1. Throughout its deliberations on promotions, the committee is concerned with these questions:
  - a. Are recommendations and decisions being made with regard both to the general criteria for tenure and promotion and to the specific qualifications for promotion to a particular rank as listed in the Faculty Constitution and Bylaws?
  - b. Is there clear and substantial evidence that the candidate has met these criteria?
  - c. Have recommendations for or against a candidate been based on this kind of evidence?
  - d. Are the standards for promotion to a given rank, including time in service, kept consistent across the university?
2. The committee's deliberations on promotions exactly parallel those for tenure (C.2.a-m), except that there is no provision for appeal after the president has submitted his/her final recommendations, together with the committee's and the provost's, to the Board of Regents. A faculty member can of course be renominated in the future.

## **SECTION 3. CONSIDERATION OF NON-RETENTION OF NON-TENURED FACULTY**

### **A. In order to ensure that faculty rights and due process are respected with consistency throughout the university, the committee oversees all cases in which full-time or tenure-eligible faculty are terminated or offered terminal contracts.**

1. The provost sends to the committee the names of any faculty members being considered for termination or a terminal contract at least ten days before the deadline for informing that individual. A justified exception occurs when new and decisive information comes to light in the last ten days before the deadline. In all cases the provost explains in writing the reasons for termination or a terminal contract.

2. The committee considers each such case and decides on a recommendation which is sent to the provost at least five days before the deadline for notifying the individual involved. In some cases the committee may ask to meet with the provost.
3. If a terminated faculty member appeals, the chairman of the committee represents its views in the appeal procedure. In cases where faculty rights or due process seem to be seriously infringed, the committee may decide to initiate an appeal even if the faculty member involved is not so inclined.

## **SECTION 4. CONTINUING CONCERNS ABOUT RANK, TENURE, AND RETENTION**

- A. The committee believes that decisions about rank and tenure should reflect the collective judgment of the whole faculty. The committee is not merely a bureaucratic device for assembling data, nor should its recommendation be regarded as just one more opinion. Rather the committee strives to represent, through its careful deliberations, the will of the faculty to retain and reward those, and only those, who enhance our community through their excellence. Though the committee's recommendations are not binding, they should carry the weight of the collective voice of the faculty as a whole.
- B. In order to meet this standard, the committee depends on all faculty to respond promptly and thoughtfully to requests for information and recommendations. It also expects administrators to carry out their duties carefully and promptly, including annual evaluations, third year and other periodic reviews, and comprehensive recommendations.
- C. While one of its functions is to ensure university-wide consistency in standards for promotion and tenure, the committee is aware that there are significant differences in the ways various academic units weigh the relative importance of degrees, publications, community involvement, and other issues. Each academic unit must make explicit what it expects and then apply those expectations consistently in making recommendations. The continuing challenge for the community is to acknowledge those discipline-specific interpretations while maintaining equivalent university-wide criteria.

## **SECTION 5. DEADLINES FOR PROCEDURES OF THE RANK AND TENURE COMMITTEE (ADJUSTED ANNUALLY)**

- A. Consideration for Tenure (adjusted annually)
  1. April 12: Provost sends list of candidates to the committee. Committee opens tenure file in the Provost's Office for each candidate, including teaching and course feedback form summary reports and annual and third-year reviews.
  2. April 16: Committee informs candidates and their chairs and deans of current procedures/schedule.
  3. May 3: Committee holds meetings--one with candidates, one with deans and chairs--to review and clarify current procedures.
  4. May 17: Candidates submit names and addresses of referees on and off campus.
  5. June 3: Committee requests recommendations from the candidates department/school colleagues and from the candidate's on-campus referees.
  6. June 10: Committee requests recommendations from off-campus referees.
  7. Sept. 3: All PLU faculty are sent a list of candidates for tenure.
  8. Sept. 6: Candidates submit their file.
  9. Sept. 16: Deadline for receipt of tenure recommendations. Committee begins deliberations on each case.
  10. Nov. 15: Committee completes deliberations and confers with provost.
  11. Nov. 20: Committee reports its recommendations to the president, candidates, and their chairs and deans.
  12. Dec. 2: Committee deliberates requests for reconsideration, if any.
  13. Dec. 9: Committee meets with president to discuss its final recommendations.
- B. Consideration for Promotion to Associate Professor (adjusted annually)
  1. March 8: Committee sends notice of April 30 deadline for nominations for promotion to associate professor to all deans and department chairs.
  2. March 29: Committee sends notice of April 30 deadline for nominations for promotion to associate professor to all faculty.

3. April 30: Deadline for nominations for promotion to associate professor. Committee informs candidates and their chairs/deans; candidates may decline. Candidates, if they accept nomination, are asked to submit an up-to-date resume, a self-assessment based on the Criteria for Promotion and the Qualifications for Rank, an official transcript indicating conferral of highest degree, the names of three PLU referees outside their department, the names of three off-campus referees, and other material they consider relevant. The provost opens a promotion file, including teaching and course feedback form summary reports, periodic reviews by deans/chairs, and other material as requested by the candidate.
  4. May 3: Committee meets—with candidates, and separately with their chairs/deans—to clarify procedures, especially the relationship between the tenure and promotion decision-making processes.
  5. May 17: Candidates submit names and addresses of referees on and off campus.
  6. June 3: Committee requests recommendations from faculty in candidate's department/school and from the candidate's on-campus referees.
  7. June 10: Committee requests recommendations from off-campus referees.
  8. Sept. 3: All PLU faculty are sent a list of candidates for promotion to associate professor.
  9. Sept. 6: Candidates submit their files.
  10. Sept. 16: Deadline for receipt of promotion recommendations. Committee begins deliberations on each case.
  11. Nov. 15: Committee completes deliberations and confers with provost.
  12. Nov. 20: Committee reports its recommendations to the president, candidates, and their chairs and deans.
  13. Dec. 2: Committee deliberates requests for reconsideration, if any.
  14. Dec. 9: Committee meets with president to discuss its final recommendations.
- C. Consideration for Promotion to Professor (adjusted annually)
1. Oct. 9: Committee sends notice of November 30 deadline for nominations for promotion to professor to all deans and department chairs.
  2. Nov. 1: Committee sends notice of November 30th deadline for nominations for promotion to professor to all faculty.
  3. Dec. 2: Deadline for nominations for promotion to professor. Committee informs candidates and their chairs/deans; candidates may decline. Candidates, if they accept nomination, are asked to submit an up-to-date resume, a self-assessment statement based on the Criteria for Promotion and the Qualifications for Rank, the names of three PLU referees outside their department, the names of three off-campus referees, and other material they consider relevant. The provost opens a promotion file, including teaching and course feedback form summary reports, periodic reviews by deans/chairs, and other material as requested by the candidate.
  4. Dec. 4: Committee meets with candidates (and separately with their chairs/deans) to clarify procedures.
  5. Dec. 9: Committee receives names of referees from candidates.
  6. Dec. 11: All PLU faculty are sent the list of candidates for promotion to professor.
  7. Dec. 13: Committee sends requests for recommendations to on-campus referees and to all faculty in the candidate's department/school.
  8. Dec. 16: Committee sends requests for recommendations to all off-campus referees.
  9. Feb. 7: Deadline for promotion file to be complete. Committee checks for completeness and informs candidates of missing documents they should submit.
  10. Feb. 7: Deadline for receipt of promotion recommendations. Committee begins deliberations on each case.
  11. Mar. 27: Committee completes deliberations and confers with Provost.
  12. Apr. 17: Committee reports its recommendations to the president, candidates, and their chairs and deans.
  13. Apr. 27: Committee deliberates requests for consideration, if any.
  14. Apr. 30: Committee meets with president to discuss its final recommendations.

D. Consideration of Non-Retention

1. Dec. 1: Committee receives from provost names and rationale for non-retention of second-year faculty.
2. Dec. 10: Committee sends to provost its recommendations on non-retention of second-year faculty.
3. Feb. 15: Committee receives from provost names and rationale for non-retention of first-year faculty.
4. Feb. 25: Committee sends to provost its recommendations on non-retention of first-year faculty.
5. Mar. 1: Committee receives from provost names and rationale for all terminal contracts.
6. Mar. 10: Committee sends to provost its recommendations on terminal contracts.

## **SECTION 6. TENURE AND PROMOTION CRITERIA**

Those preparing written evaluations of faculty members being considered for tenure or promotion are urged to read carefully the general policies, criteria, and qualifications set forth in the Faculty Bylaws, Article V, Section 1, Subsection B. It is understood that any existing departmental or school guidelines that are on file with the committee and are consistent with the Faculty Constitution and Bylaws will also be considered. Qualitative judgments should be supported by specific discussion and documentation wherever possible.

## **PART X. - OTHER FACULTY POLICIES**

### **SECTION 1. RECRUITMENT AND SELECTION OF NEW FACULTY**

- A. The provost's office publishes guidelines for the recruitment and selection of new faculty. The guidelines are a digest of prevailing practices by the academic units of Pacific Lutheran University, and they include certain mandatory provisions. They are intended to provide guidance for unit heads (both the chairs of departments and the deans of divisions and schools) and faculty search committees in carrying out successful and orderly faculty recruitment and selection. The guidelines are reviewed annually, and are available online (Provost's website and Human Resources website).
- B. The deans are responsible for implementing these policies and for overseeing effective and timely hiring processes. The university is dedicated to having a diverse, representative, and committed faculty. Special attention will be given to identifying and attracting qualified underrepresented candidates and individuals whose goals, objectives, and academic philosophy are compatible with those of the university. Compliance with federal regulations and PLU policy is obligatory throughout.

### **SECTION 2. REDUCTION AND REALLOCATION OF FACULTY POSITIONS**

- A. Purpose. The rules and procedures set forth herein are intended to achieve the following ends:
  1. To establish and maintain orderly procedures for reduction or reallocation of faculty among various academic units or sub-units if or when the university is faced with financial exigencies or extraordinary circumstances.
  2. To provide members of the university faculty with an opportunity to participate in decisions relating to reduction/reallocation in force. (See Sections C and E.)
  3. To provide maximum feasible notice in advance to faculty members who must be terminated from employment at Pacific Lutheran University in connection with a reduction/reallocation in force.
  4. To seek further to minimize the distress caused faculty members who may be terminated in connection with a reduction/reallocation by providing assistance in securing re-employment.
- B. Definitions. As used herein, the following terms shall have the indicated meaning.
  1. "Financial exigency" is a demonstrably bona fide situation in which the university faces an imminent financial crisis which threatens the survival of the institution as a whole and which cannot reasonably be alleviated by less drastic means than those covered in these policies and procedures.
  2. "Reductions/Reallocations in force" shall refer to the reallocation of faculty positions among, and the reduction or consolidation in whole or part of academic units or sub-units, or other cause.
  3. "Academic unit" shall refer to a college, school, division, or department.
  4. "Academic sub-unit" shall refer to (a) a recognized program of study within an academic unit; (b) recognized subdivisions of an academic discipline.

C. Initiation of Reduction/Reallocation of Tenured Faculty Positions.

In the event of demonstrable financial exigency or planned discontinuance or reduction of an academic unit or sub-unit, which can be expected to involve tenured faculty positions, the university president, in consultation with the Board of Regents and the faculty, shall initiate the reduction/reallocation procedures. Such an initiative shall be accompanied by a written statement of reasons why such action is necessary or appropriate, and copies shall be given to all members of the Board of Regents and the faculty. The normal right of faculty members to petition the president, or the Board of Regents, shall apply to the initiation of these procedures.

D. Reduction of Full-Time Tenured Faculty Positions or Reallocation of Such among Academic Units.

1. The faculty should be informed as early as possible of significant impending financial difficulties. It should participate at all levels of the process in advising and recommending with regard to key decisions as to the future of the institution and of specific academic programs within the university. Faculty action should be effected as outlined elsewhere in this document, and particularly through the establishment and utilization of a Joint Committee on Reduction/Reallocation in Force. This joint committee shall be composed of the members of the Faculty Affairs Committee, Educational Policies Committee, and Rank and Tenure Committee, acting in concert and electing their own special officers for this joint committee operation.
2. When it has been determined by the Board of Regents in consultation with the provost, the president, and the Faculty Joint Committee that a reduction/reallocation resulting in reduction in force is or may be necessary, the president, in consultation with the provost and Faculty Joint Committee, will request the development of proposals concerning the reallocation or reduction of full-time faculty positions among the university's academic units and sub-units. Any discontinuance of an academic unit or sub-unit is an action that would take into account, among other things, educational considerations made by the faculty.
3. In the event that a reduction or reallocation of force is necessary, each academic unit shall develop a proposal and submit it in writing to an appropriate higher level academic unit(s) of which it is a part for review and for subsequent submission to the Faculty Joint Committee for its review and recommendation. The Faculty Joint Committee shall work in consultation with the provost. Its recommendations, along with those of the provost, shall then be forwarded to the president along with initial proposals and all accompanying reviews and recommendations.
4. After considering these materials and any other available information, the president or the president's designate shall prepare a written recommendation for presentation to the Board of Regents. In any case in which the president's recommendation differs from those of an academic unit, the provost, or the Faculty Joint Committee on Reduction/Reallocation in Force, these differences shall be attached to the president's recommendation for consideration by the board. Copies of the president's recommendation to the board shall be given to all faculty members.
5. The Board of Regents, exercising legally designated authority, will review the recommendation of the president and all accompanying materials. At the conclusion of its review, the board will determine an appropriate course of action.

E. Reduction of Non-Tenured Faculty Positions. When conditions of financial exigency or other extraordinary circumstances make it apparent that retrenchment affecting non-tenured faculty is appropriate, the president, through the Office of the Provost, shall promptly inform the faculty, through their respective academic units and sub-units, of the nature and extent of the situation and shall cause a plan for orderly action to be prepared. The plan shall be developed after consultation with the Educational Policies Committee, Faculty Affairs Committee, and Rank and Tenure Committee and with faculty and administration of all affected academic units and sub-units.

F. Termination of Tenured Faculty Members from Employment. In those instances in which it is necessary to reduce tenured faculty positions the following procedures shall apply:

1. If in a given academic unit where a reduction in faculty is to be made it is determined that individual faculty members are not qualified to perform the duties, functions, and responsibilities of any other academic units or sub-units of the university, those individuals with least retention priority as determined in F,3 and 4 will be terminated from the faculty. In the event a faculty member whose position in a given academic unit or sub-unit is eliminated is qualified to teach in another unit or sub-unit of the university, his or her right to such a position shall be determined in accordance with the criteria in F,3 and 4 and with his or her tenure rights preserved. The qualification of faculty members who have been terminated from positions in their original academic units to teach in other academic units of the university shall be determined by the provost in consultation with the administration and faculty of those academic units to which the faculty member might be transferred. Normal procedures for determining faculty qualifications shall be respected. A faculty member whose position has been terminated and who wishes to remain on the faculty has the responsibility to suggest appropriate areas in which that faculty member might serve.



2. In each instance in which it is necessary to distinguish among faculty members who have been determined to be qualified only in academic units or sub-units where the number of qualified faculty members exceeds the remaining positions available, the relative retention priority shall be determined on the basis of criteria in F,3 and 4.
3. The following criteria shall be used in determining the relative retention priority of faculty members in those academic units or sub-units in which they are qualified to serve. (Certain exceptions are set forth in F,4.)
  - a. Tenured faculty members shall have priority over all untenured faculty members.
  - b. Among faculty members with tenure, the member with the most points accrued according to the following formula relating seniority and rank shall have the highest retention priority. For service on the faculty of Pacific Lutheran University, a member shall accrue 3 points for each year at the rank of instructor, 4 points for each year at the rank of assistant professor, 5 points for each year at the rank of associate professor, and 6 points for each year at the rank of professor. Service at other institutions shall not be used in this formula. (Years of service for the purposes of this subsection shall be computed in the following manner: years of service shall be measured from the first day of contractual employment as a faculty member at Pacific Lutheran University. It shall include all sabbatical and special leaves granted prior to the adoption of these procedures. After their adoption, it shall be determined at the granting of special leaves of absence whether the leave is to be counted toward years of service.) For faculty members with full-time tenure, a year at rank shall be a contractual year; for faculty members with part-time tenure, a year at rank shall be a full-time-teaching-equivalent year.
  - c. Among tenured faculty members with equal points according to the formula in 3,b above, the member who has obtained the highest academic degree appropriate to his or her academic duties at Pacific Lutheran University shall have the greatest retention priority.
  - d. Among tenured faculty members of equal rank/seniority points and equal degree, that faculty member chosen by the president of the university in consultation with the faculty of the appropriate areas as most essential to the program of the university shall have greatest retention priority.
4. In instances where essential needs of the university, unique and essential competencies of individual persons, or essential requirements established by affirmative action programs exist, and where, therefore, it seems that exceptions to the above procedures are needed, the president may take such action as necessary to prevent significant adverse impact. In making such a decision, it is expected that the president will consult with and request a recommendation from the provost, the relevant academic administrative unit(s) and its (their) faculty members, and the Faculty Joint Committee on Reduction/Reallocation in Force, and seek the approval of the Board of Regents. It is also expected that the president will take into account the information in the files resulting from the mandatory reviews of faculty members. In an extraordinary situation in which it is contemplated that a non-tenured faculty person might be retained in preference to a tenured faculty person of the same academic unit, it shall--in addition to the above procedures--be necessary to secure the approval of the Faculty Joint Committee.

G. Notice of Termination.

1. Notice of termination from employment at Pacific Lutheran University in connection with a reduction in force shall be given to affected faculty members by the president in accordance with the guidelines established by the Faculty Constitution and Bylaws, Article V.
2. A faculty member who files an appeal from a notice of termination shall be deemed to have received formal written notice of termination as of the date of receipt of the original notice, and not as of the date of the final decision on the appeal.

H. Hearing and Appeal Procedures.

1. Faculty Committee.
  - a. Any tenured faculty member who feels aggrieved by a notice of termination under these procedures shall be entitled to a hearing before a faculty committee. (This faculty committee shall be chosen following the same procedures as established for the election of the Faculty Formal Dismissal Hearing Committee as set forth in Article VI, Section 2, Faculty Constitution and Bylaws.) The request for a hearing must be made within 30 days after receipt of notice of termination. The hearing shall take place within 30 days of the request. The hearing need not conform in all respects with a proceeding conducted pursuant to Article VI, Faculty Constitution and Bylaws, but the essentials of an on-the-record informal adjudicative hearing will be observed. The issues in this hearing may include:
    - i. The existence and extent of the condition of financial exigency. The findings of a faculty committee in a previous proceeding involving the same issue may be introduced.

- ii. The validity of the educational judgments and the criteria for identification for termination. The recommendations of appropriate faculty bodies on these matters and the plans for retrenchment/reallocation generated according to the procedures of Section D of this document shall be considered presumptively valid.
  - b. The faculty committee shall report its finding and make a recommendation to the president within 15 days after the completion of the hearing.
2. President.
- a. The president shall review the findings of the faculty committee, and after discussing the matter with the aggrieved faculty member, shall recommend action to the board.
  - b. Should the faculty member prefer, he/she may appeal directly to the president without using recourse to the faculty committee process.

3. The Board of Regents.

After receiving the president's recommendation, the Board of Regents will discuss the termination with the aggrieved faculty member should the faculty member request it. The board will then review the president's recommendation with the president and will either uphold the previous decision or approve a recession.

4. Non-Tenured Faculty.

Should non-tenured faculty feel aggrieved in termination because of retrenchment, they may seek a review by the president or a hearing before a Faculty Review Committee elected according to the same procedures as established for the election of the Faculty Formal Dismissal Hearing Committee as set forth in Article VI, Section 2 of the Faculty Constitution and Bylaws. The non-tenured faculty member may, through the Office of the President, appeal the decision to the Board of Regents.

I. Rehiring of Faculty Members.

- 1. If, subsequent to the issuance of notices of termination to faculty members, but before the effective date of those terminations, it should be determined that it is no longer necessary to carry out some of all of the terminations, the board, upon recommendation of the faculty and the administration, will determine which previously reduced academic units or sub-units should be reallocated faculty positions; individual faculty members who have previously been terminated from those academic units or sub-units will then be offered re-employment with those individuals having the highest retention priority under the criteria set forth in F,3 and 4 being the first to be offered re-employment.
- 2. Should conditions permit the filling of positions vacated because of financial exigencies within three years following termination, formerly tenured faculty shall be offered re-employment, with those faculty having greatest retention priority being the first to be offered re-employment. For a period of two years attention also shall be given to the possibility of offering re-employment to non-tenured faculty who have been terminated in connection with a reduction/reallocation of the type covered in this document.
- 3. If the university because of financial exigency terminates tenured appointments in certain areas it will not at the same time or within three years make new appointments in those or other substantially related areas without having offered the positions to those formerly tenured Pacific Lutheran University faculty who have been terminated according to these procedures.

### **SECTION 3. REDUCTIONS IN LOAD AND PHASED RETIREMENT**

A. Reductions in Load

- 1. Recognizing that reduction in load can significantly facilitate professional growth or otherwise enhance the ability of individual faculty to perform their remaining obligations at an optimal level, and considering that both of the above are in the long-term interest of the university, the faculty has adopted the following policies and procedures.
  - a. A faculty member's teaching load may be reduced to no fewer than two courses (8 semester hours) for full-time faculty, and one course (4 semester hours) for part-time tenure eligible faculty, distributed over the academic year. The provisions for a regular leave of absence govern release from all teaching responsibilities for one or more semesters.
  - b. A faculty member proposing to teach a reduced load for the following academic year or seeking to renew a current reduced load contract shall submit a request in writing to the appropriate unit chair(s) and to the provost. The provost, after consultation with the unit chair(s), has the authority for granting such requests and shall notify the faculty member of his or her decision in writing, detailing the following:

- i. the conditions of approval, including:
  - (a.) the reduction in load approved,
  - (b.) the commensurate salary,
  - (c.) the effect on accumulation of time toward tenure, sabbatical leaves, and points for reduction in force,
  - (d.) any adjustments in provision of office space or other accommodations, and
  - (e.) any alterations in tuition remission, or
- ii. the reasons for denial.
- c. All other benefits for the faculty member shall remain in full except those for which contributions paid by the university are a part of actual salary (social security and retirement).
- d. To facilitate staffing adjustments and enhance their prospects for approval, faculty members are advised to submit their requests in writing by December 15 of the previous year.

## B. Phased Retirement

### 1. Purpose

PLU has adopted this Phased Retirement Policy for the purpose of providing a voluntary early retirement incentive plan that offers eligible faculty and administrators an opportunity to begin a transition from regular employment while remaining an employee of the University. During this transition period, eligible employees electing this option would have a substantially reduced workload, and would receive compensation and benefits as described below. No employee is required to take a phased retirement; this plan is offered as an option to eligible employees as an additional benefit in recognition of extended service on behalf of the University. PLU encourages all personnel to make such personal planning as would best suit each person's individual and/or family needs and has provided this phased retirement option to expand the range of choices available to eligible employees.

### 2. Eligibility for phased retirement is limited by the following criteria, all of which must be satisfied:

- a. The employee must be either (1) a tenured faculty member or (2) an administrative employee who has either (a) a written employment contract in the year preceding the commencement of phased retirement or (b) who has been otherwise informed in writing that he or she is eligible for phased retirement.
- b. The employee must reach a minimum age of 60 in the academic year in which phased retirement begins.
- c. An otherwise eligible administrative employee must have also completed a minimum of 15 years of service with Pacific Lutheran University at the conclusion of the academic year preceding the year in which phased retirement begins AND must have held an administrator position (exempt status) prior to 12/31/02.
- d. The employee's employment with PLU must have begun on or before December 31, 1996.
- e. NOTE: ALL EMPLOYEES HIRED ON OR AFTER JANUARY 1, 1997, ARE NOT ELIGIBLE FOR PHASED RETIREMENT.

### 3. Benefits

- a. Eligible employees selecting phased retirement before the "Normal Retirement Age" as defined in the Pacific Lutheran University 403(b) Retirement Plan ("the PLU retirement plan") (age 65 as of 1997) may receive income payments equal to one-fifth of the employee's base salary in the academic year immediately preceding the phased retirement for up to five succeeding years. Eligible employees may request that the income payment period be reduced from five years and, in such circumstances, PLU may, in its discretion, leave the income payment at one-fifth of the last base year salary or may agree to adjust the income payment to reflect the number of years of the income payment period.
- b. Eligible employees who are at or past the "Normal Retirement Age" defined in the PLU retirement plan may also elect a phased retirement, provided, however, that the time period over which income payments may be spread shall not in any circumstances extend beyond the last date on which an income payment would have been received had such employee selected phased retirement before the "Normal Retirement Age" defined in the PLU retirement plan and, provided further, that there must be at least two years over which the transition to retirement will occur and the income payments will be spread as a part of phased retirement. Note: Eligible employees who are over the "Normal Retirement Age" at the time this policy is enacted or exempt from the latter of these two restrictions.

- c. During the years of phased retirement in which an eligible employee is receiving an income payment, most benefits available to regular employees of the University will continue to be available at whatever costs are applicable during any given year. Those benefits include medical insurance, dental program, life insurance, and tuition remission. The University reserves the right to alter or adjust benefits based on the requirements of state and/or local federal laws or budgetary considerations.
- d. In the event that a person participating in this program becomes eligible for group medical, dental and life insurance benefits from another source, whether through employment or otherwise, PLU reserves the right to discontinue any such benefit. Any person who becomes eligible for health and/or dental insurance benefits pursuant to Medicare, shall utilize such benefits and benefits pursuant to Medicare shall be primary and benefits provided by PLU shall be secondary.
- e. During the period in which a person is receiving income payments in connection with Phased Retirement, that person agrees to be reasonably available to PLU to respond to such questions or address issues which may arise out of the services provided to or courses taught at PLU, to provide specific project by project services to PLU and to perform special short term duties such as academic advising, policy or program research and/or fundraising. Such duties shall not exceed one fifth of the normal faculty workload and shall be determined after consultation with the applicable department. They could, but would not normally, be understood to include regular teaching or committee assignments.
- f. In the event of the death of a faculty member participating in phased retirement and receiving income continuation payments, the income continuation will be paid through the date of death and an additional amount equal to one-twelfth of such eligible employee's base salary in the year immediately preceding phased retirement will also be paid.
- g. The employment status, tenure status, and all other rights of employment will automatically end for all eligible employees selecting phased retirement as of the date the last income payment is made to such eligible employee. Thereafter, such eligible employee shall hold the status of a retiree.

#### 4. Procedure

- a. Eligible employees electing a phased retirement must submit a written request no later than December 15 of the academic year before which phased retirement is commenced. Faculty should submit such request to the Provost and administrators shall submit such request to the applicable University official. Copies of all requests shall be submitted to PLU's Human Resources Department and, for eligible faculty members, to the appropriate unit chair.
- b. Any eligible employee seeking an income continuation period of less than five years shall include the duration of such period in the request for phased retirement submitted pursuant to subparagraph a.
- c. Faculty requesting to work a reduced load during the phased retirement period shall include the proposed reduced load specifying courses to be taught for the duration of the reduced load period with the request submitted pursuant to subparagraph a.
- d. NOTE: THIS PHASED RETIREMENT POLICY REPLACES AND SUPERSEDES ANY PRIOR POLICY, PROGRAM OR PLAN FOR EARLY OR PHRASED RETIREMENT, INCLUDING, WITHOUT LIMITATION, THE PHASED RETIREMENT PROGRAM SET FORTH ON PAGES 141 AND 142 OF THE 1995 FACULTY HANDBOOK.

## SECTION 4. SABBATICAL, REGULAR, AND SPECIAL LEAVES OF ABSENCE

Sabbatical leaves and regular and special leaves of absence from the university are considered to be highly desirable, both for the faculty and for the university, and, in fact, are absolutely essential if the university is to maintain the highest quality of instruction. Such leaves encourage and nurture faculty improvement through study, research, writing, contact with faculty outside our university community, and other forms of productive scholarly activity. Utilization of leaves and other means available for growth should be the professional responsibility of all faculty. Because of the importance of utilizing these opportunities, the university may at times request a faculty member to accept a sabbatical leave (or special leave of absence at regular salary).

### A. Sabbatical Leaves.

- 1. Tenured full-time members of the faculty are eligible for sabbatical leave after each completion of a minimum period of six years of full-time faculty service (excluding years of leave). Tenured part-time faculty are eligible after completion of a minimum period of six years of faculty service. The eligibility period begins with the year of one's most recent appointment to the faculty or with the year following one's last sabbatical. Excess years of service preceding last sabbatical cannot be applied toward eligibility for a later sabbatical when it is the faculty member who elects to defer sabbatical. However, in cases in which the Provost, in consultation with the Dean, Chair, and concerned faculty member, determines that it is

in the best interest of the university for the sabbatical to be deferred, the faculty member's original schedule of eligibility for subsequent sabbaticals should be maintained whenever possible. Tenure-track faculty members who come to the university with no credit toward tenure are eligible to apply for sabbatical leave in their sixth year of employment even though they have not yet received notification of approval of their application for tenure.

2. Sabbatical recipients will receive 75% of their base salary for the duration of their leaves, either half-year or full-year. For full-time faculty, the base salary is the full regular salary one would have received had one not gone on sabbatical; for part-time faculty, the base salary is to be determined by averaging the fractional levels of appointment for the six most recent years. By scheduling half of a regular year's teaching responsibilities for one semester, an applicant can ask to be relieved of January term teaching as well as either the spring or fall semester teaching.
3. Recipients of either half-year or full-year sabbaticals will receive all fringe benefits for which they would ordinarily be eligible. University contributions will be at the same level as if the recipient had remained in his or her regular faculty role. Retirement and social security contributions are based on salary actually received and, therefore, would be reduced in proportion to any salary reduction. Other fringe benefits will be paid in full.
4. Salary and fringe benefits provided a faculty member on sabbatical will not have to be repaid should the faculty member not return to the university on completion of the sabbatical.
5. Faculty members who are eligible for sabbatical and wish to request the opportunity must ordinarily file initial application, which includes a description of the intended activities, with the provost no later than December 15th of the second year preceding the school year during which the sabbatical is desired. Copies of the application should be submitted to one's departmental chair and divisional or school dean. The provost, in light of the criteria listed in Section D, and of recommendations of the other academic administrators involved and of the Faculty Committee on Rank and Tenure, will issue provisional approval or will defer or deny the request. In the case of a denial, appeal may be made to the president.
6. By October 15th of the year preceding the requested sabbatical, those faculty members who received provisional approval should provide the above administrators with as nearly finalized plans for the requested sabbatical as possible. Recommendations for or against final approval will then be made by the provost to the president. Those sabbatical requests approved by the president will then be reported to the Board of Regents. If sabbatical plans are changed significantly from those reported to the board, reapproval by the provost and president must be obtained.

#### B. Regular Leave of Absence.

1. Any full-time or tenure-eligible members of the faculty may request from their academic administrators the opportunity of a leave of absence at any time. The selection criteria are given in Section D.
2. Faculty members receiving a leave of absence will not receive a salary but will ordinarily receive the fringe benefits to which they would otherwise be eligible as specified in Section A,3. This means that ordinarily neither retirement program nor social security contributions will be paid, but where a case for such contributions, in part or in full, can be made such provision is open to negotiation. Any fringe benefits awarded to an untenured faculty member on leave will have to be repaid should the faculty member not return to active service at the university upon completion of the leave.
3. Ordinarily a leave of absence will not be awarded for more than one consecutive calendar year.

#### C. Special Leave of Absence.

1. Special leaves of absence are like sabbatical leaves except that there is no set minimum period of service to the university required to establish eligibility. Ordinarily this type of leave will be reserved for faculty members whom the university wishes to help toward completion of an advanced degree or acquisition of an alternative educational background of special value to the university. The selection criteria are given in Section D.
2. The salary and fringe benefits awarded the recipient of a special leave will have to be repaid to the university unless the recipient returns to full-time service following the leave and maintains this status for a minimum of two years (or less, at the discretion of the university).
3. Faculty members may combine their request for provisional and final approval for a special leave of absence by filing it by October 15th of the year preceding the requested leave year.
4. Less than full salary for a one-semester special leave or less than half salary for a full-year special leave may be granted in circumstances in which the special leave is warranted but funds are inadequate.

D. Criteria for Selection of Faculty for Leaves.

1. The academic administration, in considering requests for leaves, should be guided by the following criteria:
  - a. In the case of sabbaticals, completion of additional years of service completed beyond the required minimum (specified in Section A,I) will give one priority over applicants who have completed fewer years of eligibility-earning service.
  - b. Rate and nature of change of the applicant's discipline and/or teaching area.
  - c. Appropriateness of timing for the university.
  - d. Appropriateness of timing for the individual (specific reason why leave should be taken during a certain year should be presented if this consideration is to apply).
  - e. Likelihood of leave leading to an advanced degree or area of expertise of particular benefit to the university.
  - f. Adequacy of applicant's use of past opportunities for conducting scholarly activity.

E. Reporting.

1. Faculty members on leaves of any kind shall submit an activity report to their chair and dean as well as the president and provost on completion of the leave. The activities report is due within one month of return from leave. A template for the post-leave activity report will be provided by the Office of the Provost.
2. Faculty returning from a sabbatical shall submit an abstract of no more than 250 words that summarizes his or her activities report to the provost within one month of return from leave. These abstracts will be presented to the Board of Regents.

F. Written Agreement.

For each leave of absence of any type, all variable terms of leaves of that type shall be agreed upon at the time the leave is granted. In particular, the post-leave status of any untenured faculty member in terms of years of tenure probationary period met shall be specified.

G. Budget Consideration.

1. The amount designated annually by the university for support of its leave program should normally equal at least 2% of the total instructional budget.
2. In order to encourage development of professional skills and provide opportunities for professional growth, administrators without faculty status may be recommended by the president for special leaves on the basis of individual needs.

## **SECTION 5. POLICY GUIDELINES FOR VISITING SCHOLAR APPOINTMENTS**

A. Title — Visiting Scholar

B. Qualifications — appropriate combination of degree and/or experience as determined by those initiating the offer.

C. Initiating the Offer — there must be:

D. An individual sponsor — a member of the faculty or administrative staff A department or program connection — signature of chair required Unit endorsement — signature of dean required

E. Offers should be coordinated by the Wang Center (where international visiting scholars' arrangements currently are coordinated).

F. Obligations of the Host – The initiating trio is responsible for hosting the visitor (international visitors in particular may need assistance with housing or other living arrangements). The Wang Center often is part of the initiating trio for existing formal exchange programs, but should not be expected to assume the responsibilities of “host” simply because they are the office coordinating/tracking all the visiting scholars on campus.

G. There should be a letter of “affiliation” from the Provost. The letter should identify benefits and expectations, should specify the term of the affiliation, should note whether the term can be extended, and that either party can terminate the affiliation, specifically addressing that in the event that PLU wishes to terminate the affiliation, PLU is not responsible for the Visiting Scholar's travel expenses.

H. Obligations of the Visiting Scholar – negotiated on an individual basis and identified in the letter of appointment. In general, there is an expectation of involvement in the campus community to the benefit of students and faculty (guest lectures, appearances in classes, special events with student groups, act as resource contact person for faculty and students, etc.) Further, Visiting Scholars are expected to uphold the same policies and standards of conduct as other faculty on campus.

- I. Prerequisites of the position – The Visiting Scholar will receive a PLU identification card (and access to the library, campus events, and a PLU email account), office space if available and endorsed by the sponsoring trio, and institutional affiliation – use of letterhead, etc.
- J. Other Benefits – If the individual is part of a formal exchange program, these depend on the specific program (see Wang Center for Global Education). If the individual is not part of a formal program, then the initiating trio must support any other appropriate benefits. If university resources beyond the budgets of the initiating trio are to be committed to a Visiting Scholar, then the Provost must agree in writing.
- K. NOTE: VISITING SCHOLARS ARE NOT PLU EMPLOYEES AND DO NOT RECEIVE COMPENSATION OR BENEFITS FROM PLU. THEY MAY BECOME EMPLOYEES (PART-TIME FACULTY, ETC.), BUT SUCH EMPLOYMENT IS SUBJECT TO NORMAL HIRING PROCEDURES AND AN EMPLOYMENT CONTRACT WILL BE ISSUED.

## **SECTION 6. POLICY ON ENDOWED CHAIRS AND PROFESSORS**

### **A. Background and Purpose**

- 1. Endowed faculty positions are created to advance the mission of the university, to attract and retain faculty of distinction, to honor donors, and to enrich programs. These positions provide enhanced support for distinguished faculty, enabling greater contributions to the university, the community, and human knowledge through teaching, scholarship, and service.
- 2. This policy offers guidelines for the establishment, appointment, and review of endowed positions at Pacific Lutheran University. It does not replace any other policies and procedures governing employment at PLU. In particular, all existing policies concerning hiring, tenure, promotion, and faculty review must be followed and take precedence if there is any perceived conflict.

### **B. Funding requirements**

- 1. An endowed position is a faculty appointment supported by income from an endowment created for such a purpose. These are dedicated faculty positions focused on a particular area of scholarship and/or teaching. Such appointments may be made at two levels:
  - a. Endowed Chair – Endowment income must be sufficient to completely cover the base salary and benefits of a full-time, continuing associate professor or professor as well as an appropriate level of additional support, consistent with the terms of this policy.
  - b. Endowed Professor – Endowment income must be sufficient to cover half the base salary and benefits of a full-time, continuing associate professor or professor as well as an appropriate level of additional support, consistent with the terms of this policy.
- 2. Prior to establishing any endowed position, at least 50% of the required funds will generally be “in hand,” along with legally binding commitments for the remainder.
- 3. In the event there are insufficient gifts to fund the position fully at the time of its establishment, the Endowed Position Agreement (see Section 3, below) should contain:
  - a. provisions for alternative uses for the funds raised; or
  - b. commitment by the president to fund any deficiency from the general fund.
- 4. No final commitment establishing an endowed position shall be made to a prospective donor prior to approval by the president, the provost, and the relevant academic leader(s).
- 5. The primary criterion governing the establishment of an endowed position is that it advances the mission and strategic agenda of the university.

### **C. Endowed Position Agreement**

Each endowed position shall be governed by an Endowed Position Agreement developed and agreed upon by the president, provost, academic leader(s), and donor(s). The Endowed Position Agreement shall specify:

- 1. The name of the endowed position;
- 2. The purposes and objectives of the endowed position and the ways it will advance the mission and strategic agenda of the university;
- 3. The field(s), discipline(s), or specialization(s) in which the appointment may be made;

4. The academic unit (department, program, school, or division) within which the endowed position will be housed;
5. The academic leader(s) who will oversee the position. Generally, this will be the dean in the case of a professional school and the chair and dean in the case of a department or program within the College of Arts and Sciences. In the event of a position endowed in multiple academic units, the Endowed Position Agreement should specify how oversight responsibilities will be shared by multiple chairs and deans as applicable.
6. The budgetary guidelines and relevant signatory authority for funds included in the endowment;
7. Minimum qualifications for faculty appointed to the position;
8. The expectations for appointed faculty, including conditions for reappointment if appropriate;
9. Guidelines for review of faculty holding the position, including standards to which they will be held and guidelines for the provost and the department, program, division, and/or school that will conduct reviews;
10. Provisions to fund contingent faculty or new hires to fill courses if the endowed position removes teaching responsibilities from existing faculty lines;
11. Other terms unique to the appointment, to be developed jointly by the donor(s), president, provost, and academic leader(s);
12. Provision for alternative distribution of the income from the endowment should the subject area of the endowed chair cease to be consistent with the university's mission or its academic plan. This alternative distribution shall be as closely related to the donor's original intent as is feasible.

#### D. Definitions & Appointment Processes

1. Endowed positions can exist in three distinct categories, which are defined based on their appointment process and term as follows:
  - a. Endowed Distinguished Positions – Chairs or professorships that are appointed after a national search—to which PLU faculty are entitled to apply—run by the academic unit named in the Academic Position Agreement. Endowed Distinguished Chairs and Professors are appointed to indefinitely renewable terms in their endowed position, subject to review at least every five years.
  - b. Endowed Honorary Positions – Chairs or professorships that are appointed from within PLU's faculty after an internal search run by the academic unit named in the Endowed Position Agreement. Endowed Honorary Chairs and Professors are appointed to one or two terms of up to five years each.
  - c. Endowed Visiting Positions – Chairs or professorships that bring a continuing stream of scholars, creative artists, and practicing professionals to the university for a short period of time, usually no longer than two years. Endowed Visiting Chairs and Professors are appointed from outside of PLU's faculty in consultation with the academic unit named in the Endowed Position Agreement.
2. The term of appointment to an endowed distinguished or endowed honorary position is entirely distinct from a faculty member's rank and tenure. Appointment to these non-visiting endowed positions is only possible if the appointee has been or will be hired as a faculty member, and appointed persons must go through the same tenure process as all other faculty. Termination or dismissal from a regular faculty position automatically removes an appointed faculty member from the endowed position. Removal and/or conclusion of an endowed position do not change a faculty member's rank or tenure status.
3. The category in which an endowed position will be placed is determined by academic unit in which the position is housed, in consultation with the provost.
4. The category of an endowed position may be changed at the conclusion of a position-holder's term if the provost accepts the recommendation for such a change from the relevant academic leader(s).
5. All searches for endowed chairs and professorships should follow the regular and published faculty search procedures of the university and the relevant division or school, except as detailed below:
  - a. The selection criteria shall be consistent with the stated purposes, objectives, and restrictions established in the Endowed Position Agreement;
  - b. Commensurate with the honor accorded such positions, the minimum rank shall be at the Associate Professor rank or its equivalent for visiting professors unless otherwise specified in the Endowed Position Agreement.



6. Donors do not participate in the hiring process.

#### E. Terms of Appointment

1. Occupants of endowed positions shall be given an appointment letter specifying the conditions of their appointment consistent with the Endowed Position Agreement. The appointment letter shall include:
  - a. The term and renewability of the appointment;
  - b. Base salary and benefits, which will normally be commensurate with existing faculty compensation levels;
  - c. Supplemental salary, which should be awarded in accordance with the honor and the expectations of the endowed position;
  - d. Expectations for service to the university, the community, and/or for scholarship. Such expectations, which are normally above and beyond those placed on other faculty, should be matched by support from the endowment income for travel, student or staff administrative support, library acquisitions, or other expenses necessary to support the position.
  - e. Teaching load, which is normally one half to two thirds of the regular faculty load in recognition of enhanced expectations for service and/or scholarship.
  - f. Any other conditions as specified in the Endowed Position Agreement.
2. The occupant of the endowed position shall be entitled to the normal support funds and services generally available to all other members of the faculty, including adequate space for teaching and research. Such support funds will not generally be charged to the endowment income associated with the position.
3. Appointment to an endowed position is separate from appointment to the faculty. A decision to award tenure to either a current or prospective appointee follows the regular policies for such decisions. Tenure applies only to the regular faculty appointment; it does not imply continuation in the endowed position.
4. Appointment to an endowed position ends at the conclusion of a non-renewed term, upon the entrance of the appointee into retirement or phased retirement, or upon the termination or death of the appointee.
5. An appointee to an endowed chair or endowed professor position may elect to discontinue appointment prior to the end of the current term, returning to regular faculty status, provided notice is given to academic leader(s) and the provost no less than one year prior.

#### F. Review Process

1. Endowed chairs and professors will be reviewed as regular faculty for their teaching, scholarship, and service. In addition, they will be regularly reviewed by their academic leader(s) and the provost regarding their fulfillment of the terms of their appointment letter. Academic leader(s) may request that these reviews be combined or separated as long as both occur regularly.
2. At the end of each academic year, the appointee shall prepare an addendum to her or his Faculty Activity Report and Self Assessment detailing accomplishments and challenges specific to the endowed position. The academic leader(s), consulting as appropriate with other members of the appointee's academic unit, shall review and respond to the annual report.
3. Unless otherwise stated in the Endowed Position Agreement or agreed upon by the appointee and her or his dean, every occupant of an endowed chair or professorship will undergo review by her or his academic unit and by the provost every five years. Procedures for such reviews will normally be as follows:
  - a. By November 15th of the last year of an appointee's term, the appointee will submit to their academic leader(s) a review covering the years since the previous appointment. This review will include a comprehensive self-assessment with respect to the expectations of the Endowed Position Agreement and appointment letter;
  - b. By December 1st, the academic leader(s) will write a performance review based on the report, consulting as appropriate with other members of the appointee's academic unit. This review will include a recommendation for or against renewal, and will be shared and discussed with the faculty member prior to its release to the provost's office. The faculty member will have the right to include an addendum if she or he desires;

- c. The faculty report, the performance review, and the faculty addendum to that review (if desired) will be submitted to the Provost by December 15th;
  - d. By February 1st, the provost will notify the faculty member by letter whether her or his appointment has been renewed. Final authority for removal of the appointee rests with the provost. Copies of the letter shall be sent to the chair and/or dean.
4. All appointments should be subject to renewal at least every five years.
  5. Donors do not participate in the review process.

**SECTION V**  
**SPECIAL INSTITUTIONAL**  
**POLICIES AND PROCEDURES**

# Section V. - SPECIAL INSTITUTIONAL POLICIES AND PROCEDURES

## PART I. - COPYRIGHT LAW AND EDUCATIONAL FAIR USE

### SECTION 1. BACKGROUND

- A. Copyright law, current thinking and practice related to intellectual property rights, and even local computer use policies are constantly changing. Given this swirl of law, practice, and policy, engaging in scholarly or instructional activity while maintaining academic integrity and respecting the property of others can be quite a challenge, indeed.
- B. An exhaustive statement on copyright law is not possible here, so some general concepts and rules of thumb are presented instead.
- C. Much of the material below is drawn from the following sources, which can also serve as resources for elaboration and up-to-date information:
  - 1. "The Library of Congress-U.S. Copyright Office," at <http://www.copyright.gov>
  - 2. Stanford University Library's "Copyright and Fair Use" website, at <http://fairuse.stanford.edu/>
  - 3. Pacific Lutheran University policies and procedures, at
  - 4. <http://www.plu.edu/helpdesk/> (computer use policy)
  - 5. [www.plu.edu/srr-policy/code-of-conduct/academic-integrity/](http://www.plu.edu/srr-policy/code-of-conduct/academic-integrity/) (statement on academic integrity)
  - 6. [www.plu.edu/library/](http://www.plu.edu/library/) (from library page, navigate to course reserves section)
  - 7. Copyright Clearance Center, at <http://www.copyright.com>

### SECTION 2. GENERAL CONCEPTS

- A. Intellectual property laws generally hold that works created by individuals are protected for the life of the author plus 70 years. Commissioned or hired work may be copyrighted for 95 years after initial publication or 120 years after the date of creation, whichever is shorter. Material not protected by copyright law includes works that lack originality (e.g., a phone book), U.S. government publications, facts, and other items in the public domain.
- B. Fair use is for the most part a set of guidelines that attempt to implement various legal provisions for limited use of protected intellectual property without permission of the author or creator. "Educational fair use" encompasses the reproduction of protected works for classroom and other educational uses. Generally speaking, all material may be cited and quoted with attribution, but only limited portions of an article or book may be reproduced without permission. Just how much of a work may be reproduced under the aegis of educational fair use is a major area of contention. Up to one chapter from a book and up to one article from a journal issue seems to be a cautious, legally conservative limit.
- C. Factors for gauging fair use, as established in recent legal proceedings, include a) purpose and character of the use, b) the nature of the copyrighted work, c) the amount and substantiality of the portion used, and d) the effect of the use on the potential market for the work or value of the work.
- D. Individual liability for infringement of copyright is well established in the law. Faculty are responsible for their own actions under the law and should not assume they are less vulnerable than the university, or that the university is a shield of some sort.

### SECTION 3. SOME RULES OF THUMB

- A. Photocopying seems to be very safe ground at no more than one article from a journal issue and no more than one chapter from a book. More than these amounts becomes progressively tenuous.
- B. Coursepacks have become a battleground for publishers and educators over the principles of educational fair use and application of the factors for fair use, especially effect on markets. Production of a coursepack without copyright clearance for all copyrighted material is risky business these days.
- C. Digitizing a printed article, chapter, or image remains a murky area. Publishers do not like it because, they claim, it goes beyond usual fair use by changing to a format that more readily affects potential market through easy electronic distribution and unlimited duplication. Limited access and duration of availability seem to be circumstances tolerable to many publishers, circumstances that are offered by the university's electronic course reserves service.

## **SECTION 4. COURSE RESERVES AT PLU**

Procedures for arranging both print and electronic course reserves, additional information on copyright law and guidelines, and aids for acquiring copyright clearance when needed are available at the PLU course reserves web pages. From the library gateway at <https://www.plu.edu/library/for-faculty/course-reserves/>, navigate to the course reserves section for links to these and many other related resources.

## **PART II. - FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA)**

### **SECTION 1.**

The Family Educational Rights and Privacy Act of 1974, popularly known as the “Buckley Amendment” and carrying the acronym FERPA, governs the university’s collection, retention, and dissemination of information about students. FERPA accords students five rights:

- A. The right to inspect and review education records;
- B. The right to seek the amendment of education records;
- C. The right to consent to the disclosure of education records;
- D. The right to obtain a copy of the school’s FERPA policy; and
- E. The right to file a complaint with the FERPA Office in Washington, D.C. (Now known as the Family Policy Compliance Office).
- F. All faculty are required by law to follow these Federal guidelines. The policy appears on the Student Handbook website for review.

## **PART III. - APPLYING FOR INTERNAL AND EXTERNAL FUNDING**

PLU encourages faculty to apply for grants, fellowships, and other funding sources that support professional development. This funding can augment existing programs, create new programmatic activities, bolster institutional capacity, and foster faculty-student scholarship and other types of professional development.

### **SECTION 1. INTERNAL FUNDING**

- A. Innovative Teaching Grants
  - 1. 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.
  - 2. 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.
  - 3. 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.
  - 4. 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.
  - 5. 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.
  - 6. 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.
- B. Karen Hille Phillips Regency Advancement Awards
  - 1. Purpose: These annual awards are intended to enhance opportunities for the professional development of the university’s faculty.
  - 2. Eligibility: All members of the faculty, as defined by the Faculty Constitution (Article I, 1), shall be eligible.
  - 3. Amount of Awards: The maximum amount of each award is \$4,000, in any fiscal year.

4. Procedure:
  - a. Application for an award shall be initiated by faculty members in close consultation with their chair or dean. Completed applications are to be delivered to the office of the dean of the division or school. An application consists of a title, a 250-word abstract, a one-page description of the project, a proposed budget, a time-line, and a current curriculum vitae.
  - b. Each dean is asked to rank the applications within the division or school. Each dean may receive counsel from his or her faculty members on the merits of each proposal.
  - c. The Provost shall review all applications and determine the awards. The Provost may receive counsel from the deans and faculty.
  - d. The members of the Academic Affairs Committee of the Board of Regents will be apprised of the awards at its meeting that follows the announcement of the awards.
  - e. Award recipients shall provide to their deans and the Provost a full report upon conclusion of their projects. The report shall include an itemization of expenditures.
  - f. Unexpended funds from each award shall revert to the university.
5. Project Budget Guidelines for Regency Advancement Awards:
  - a. Individual project or activity costs may not exceed \$4,000.00.
  - b. If an award is requested for a portion of a larger project, cost items for that portion must be specifically identified.
  - c. Equipment, books, or other non-consumable materials are purchased only as university acquisitions and issued to the grantee on loan for the specified duration of the project, after which they revert to the university for appropriate disposition. Such purchases shall be made only through the appropriate university office, e.g., library, Information & Technology Services, purchasing.
  - d. Summer stipends for the grantee may be included in project costs if the project is to occur during June, July or August, but not in excess of \$750 per month, or \$2,250 total. Arrangements for payment are to be made through the Office of the Provost. It is expected that a faculty member who receives a stipend will not teach during the summer session or that arrangements will be made in advance with the Office of the Provost.
  - e. Stipends for student research assistants may be included. Arrangements for payment are to be made through the Office of the Provost. Please note that only individuals who are students at PLU may be paid as research assistants.
  - f. Expenses for family members (travel, lodging, meals) may not be included in project costs.
6. General Criteria for Evaluating Applications for Regency Advancement Awards:
  - a. The project is clearly and specifically defined.
  - b. The nature of the project and the likelihood of its completion bear a justifiable relation to the time period within which it is to be carried out.
  - c. The project advances the applicant's professional growth, the "cutting edge" of the applicant's discipline, and/or the enhancement of the applicant's departmental curriculum or quality of classroom instruction.
  - d. Priority consideration shall be given to qualified projects for which external funding is unlikely. Faculty members are, however, encouraged to articulate how they have and will leverage funding.
  - e. All else being equal
    - i. Only the intrinsic merit of a project or activity, not its total costs, shall be the primary and decisive
    - ii. Proposals from tenure track and tenured faculty are favored over those of contingent faculty
    - iii. Proposals from untenured faculty are favored over those of tenured faculty
    - iv. Proposals from faculty who have not recently received a Karen Hille Phillips Regency Advancement Award are favored over those who have received an award recently.
  - f. Projects related to sabbatical leave proposals shall not be excluded from consideration on that account, but shall have secondary priority in competition-all else being equal. Faculty who will be on sabbatical are not eligible to receive a stipend for the summer prior to the year during which they will be on sabbatical leave.
  - g. More specific criteria may be developed and applied by the dean or faculty of a given school or division.

C. Wang Center Faculty Research Grant

1. Purpose: These awards are intended to support research conducted internationally by the university's faculty.
2. Eligibility: All full time tenured and tenure-track faculty and contingent faculty members serving multiyear contracts are eligible.
3. Amount of Awards: The maximum amount of each award is \$3,300
4. Further details and the application can be found on the Wang Center website.

D. Wang Center Study Away Curricular Development Grant

1. Purpose: Provide funding assistance for prospective faculty leaders/directors to travel to place/country of interest to explore possibilities for establishing new programs and make appropriate contacts and arrangements. Enhance study away programming, particularly in underrepresented department and majors. Enable more PLU students to participate in study away by expanding program options available.
2. Eligibility: All full time tenured and tenure-track faculty and contingent faculty members serving multiyear contracts are eligible.
3. Amount of Awards: The grant will provide up to \$2500 for airfare and other travel expenses.
4. Further details and the application can be found on the Wang Center website.

## **SECTION 2. EXTERNAL FUNDING**

A. Grant Application Procedures

1. In order to facilitate the process, assist in proposal preparation, and to coordinate efforts, it is recommended that early in the formation of the proposal, the author explore the idea with the dean, department chair, colleagues, and the Office of the Provost. Shortly thereafter, one should contact the Office of Advancement and talk with the grants representative. In cases where the proposal has a large, programmatic reach of the grant is broad, and/or if matching funds from PLU will be requested, it is especially important to begin conversations with the department chair, dean, and the Offices of Advancement, Provost, and Finance and Administration early in the process of developing the proposal. To aid in that dialogue, applicants should complete the form, "Notice of Intent to Apply for a Grant," that helps the author address critical components such as deadlines, matching requirements, and grant implications. At least a week before final submission, a "Grant Approval Form" should be completed. This is an important document that PLU will use once the grant has been awarded to delineate the financial responsibilities and obligations. Both of these forms are available from the Office of the Provost website. Obtaining the requisite signatures assures that all relevant officials are cognizant of the grant proposal.
2. Once a proposal is complete and ready to submit, copies must be sent to the Office of Advancement and to the Office of the Provost, and one copy must be retained by the applicant. The Office of Advancement tracks grant applications, so it is most helpful if applicants notify them as to the outcome of the proposal and send to them copies of any acceptance or declination letters. Generally speaking, agencies award the funds with a check that is mailed to the Office of Advancement. Successful applicants need to coordinate with the Office of the Provost to assure that an account number and budget have been established with the Business Office. Doing so promptly enables the Office of Advancement to deposit the funds in the appropriate account.

## **PART IV. - INCLUSIVE LANGUAGE**

- A. PLU supports the efforts of faculty, students, staff, and administrators to employ and augment the inclusive language guidelines of their professions or disciplines, and to reflect upon the cultural conditions which have made such guidelines integral to contemporary language use.
- B. General ELCA guidelines suggest that inclusive language avoid stereotypes and biases and not alienate, demean, or misrepresent persons based on gender, race, physical or mental ability, sexual orientation, class, nationality, religion, family, age, or status.
- C. PLU promotes the use of language that includes and affirms groups that have often been misrepresented in or left out of discourse, directs our attention to the nuances of social reference and calls us to address all individuals with respect.

## **PART V. - POLICY FOR DEALING WITH AND REPORTING POSSIBLE MISCONDUCT IN SCIENCE**

### **SECTION 1.**

- A. Pacific Lutheran University has the responsibility to initiate inquiry and investigation into situations in which there is allegation of misconduct in scientific research carried out at this university in order to determine the veracity of the allegations and to report the proceedings and conclusions drawn from such inquiries and investigations to governmental and other agencies providing funding for the research. According to Rule 42 CFR Part 50 of the Public Health Service Act, misconduct in science is fabrication, falsification, plagiarism, deception or other practices that seriously deviate from those that are commonly accepted within the scientific community for proposing, conducting, or reporting research; or material failure to comply with federal requirements that uniquely relate to the conduct of research. It does not include honest error or honest differences in interpretations or judgments of data (42 CFR § 50.102).
- B. The procedures of Pacific Lutheran University for conducting such inquiry and investigation shall be according to the Rule of the Public Health Service Act contained in 42 CFR Part 50 with respect to timeliness of the inquiry and investigation processes, protection of privacy of both the persons bringing the allegations and the affected individual(s), and the reporting of such deliberations to the appropriate governmental or private agencies, e.g., the Office of Scientific Integrity for any research or related activities supported by the National Institutes of Health.
- C. In addition to the specific requirements of the Public Health Service Act Rules, the following procedures should be followed:
1. Inquiry may be initiated by written request from the person(s) bringing the allegation to the Office of the Provost.
  2. At the request of the provost, the inquiry shall be carried out by the Rank and Tenure Committee of the faculty with appropriate procedures to respect the privacy of all individuals concerned as are normally applied to matters of faculty rank and tenure and in accordance with Public Health Service Rule 42 CFR§ 50.103.
  3. If it is considered necessary as a result of the inquiry for full investigation to be made, the investigation shall be carried out according to Article VI, Section 2 of the Faculty Constitution and By-laws, Disciplinary and Dismissal Procedures, with the following exceptions:
    - a. Subsection d.(2).ix: The hearing is with respect to charges of scientific misconduct rather than incompetence.
    - b. Subsection d.(2).xiii: Dismissal is not assumed to be at issue with respect to the outcome of the investigation; recommendations of penalties or consequences shall be determined as appropriate to the seriousness and scope of the misconduct.
  4. The investigatory hearing shall comply with the above Public Health Service Act Rule Sections 50.103 and 50.104 with respect to specific requests for notification and reporting and for due process.
  5. The affected individual may petition for redress if he or she has cause for grievance in the event that the procedures and rules cited or described above have not been followed.
  6. A complete copy of the policy statement and the Public Health Service Rule shall be made available by the Office of the Provost to any faculty member or other university-employed scientific investigator upon his or her request.

## **PART VI. - POLICY ON POLITICAL ACTIVITIES**

- A. University facilities shall not be made available for purely political speeches. Organized student political groups may sponsor political figures on campus, provided that the activities are limited to institutional audiences and that the general public is not invited. Official organizations of the university may invite political figures to the campus for educational and lecture purposes only. Partisan campaigning on the campus is precluded.
- B. Personal or political mail not involving university business must be sent first class if it is to be distributed in individual mailboxes. With appropriate approval, materials may be distributed personally in various areas, such as a designated display area in the University Center. All university facilities, including materials, are to be paid for personally. University stationery and envelopes are not to be used for private matters.



## PART VII. - POLICY ON RELIGIOUS GROUPS

Pacific Lutheran University . . .

- A. understands and identifies itself as a Christian university in view of its Lutheran heritage, ownership and governance, mission, and educational philosophy.
- B. formalizes this identity as a Lutheran - and so, Christian - university in part through the provision of regular opportunities for worship (University Chapel and the University Congregation) and through the support of campus ministry staffed by Lutheran clergy (Campus Ministry Office).
- C. actively encourages the Christian faith and life of students, staff, and faculty while recognizing the diversity of Christian denominations and traditions represented within the university community.
- D. values the presence of those from other faith traditions, and also those who belong to no faith tradition, acknowledging the benefits within an educational institution of pluralism of ideas and commitments.
- E. provides for the academic study of Christianity and other religious traditions through the course offerings of its Religion Department.
- F. allows for members of the university community to organize recognized religious clubs whose activities are consistent with the university's educational objectives.
- G. retains the right to restrict and/or prohibit those religious groups whose activities originate outside of the university, conflict with the educational objectives of the university, or violate established university policies or procedures (for example, active, coercive, or confrontational proselytizing on campus, excessive use of University bulletin boards, or the excessive influence of off-campus organizations).
- H. To implement the above, Pacific Lutheran University will make provisions for organized religious groups and activities at three (3) distinct and differing levels. relating to a group's official level of involvement with the Campus Ministry Office.
  1. LEVEL I - Campus Ministry Sponsored Religious Groups/Activities
    - a. Sponsored groups and activities are those officially presented, supported, or organized by the university or the Campus Ministry Office. As such they shall be consistent with Pacific Lutheran University's identity and mission as a Lutheran University, but in addition they shall operate within the bounds of a Christian doctrine and principles, broadly construed. (This is consistent with the presentation of controversial positions within an educational setting.)
    - b. The Campus Ministry Council and the Campus Ministry Office are administratively responsible to the university president for the development and supervision of these sponsored religious groups and activities. Such groups and activities shall include (but need not be limited to) University Chapel, pastoral leadership for University Congregation, non-credit classes and discussion groups, and service-oriented projects to the community. Full institutional support shall be available for these groups and activities, including use of campus media, priority access to meeting space, and appropriate financial support.
  2. LEVEL II - Campus Ministry Partnerships (Endorsed Religious Groups/Activities)
    - a. Endorsed religious groups and activities are those organized and supervised by Christian denominations or groups other than the ELCA. These shall also be consistent with Pacific Lutheran University's identity and mission as a Lutheran university and in addition shall operate within the bounds of Christian doctrine and principles, broadly construed. (This is consistent with the presentation and discussion of controversial positions within an educational setting.)
    - b. When sufficient interest is indicated by students belonging to one of these organizations (typically this would mean a minimum of 50 students interested in denominational activities), the Campus Ministry Council shall recommend to the university president that he or she invite the appropriate church judicatory to suggest for appointment an official pastor/priest/chaplain for this organization. The suggested person, if acceptable to the council and the president for appointment, would be administratively responsible to the president and ecclesiastically responsible to the judicatory. The duties of the appointed person shall be developed in consultation with the council and carried out in cooperation with the staff of the Campus Ministry Office. Institutional support would include use of campus media, access to meeting space, and provision of university identification for the appointed professional. No direct budgetary allocations for salary, honorarium, or programming would be made. Endorsement would be subject to annual review and renewal by the Campus Ministry Council and the university president.

3. LEVEL III- Recognized Religious Groups/Activities (Religious Clubs)

Members of the university community may organize a religious club and seek recognition from the Campus Ministry Council under the following conditions. The groups seeking recognition shall submit to the council a written statement of purpose or constitution, a slate of responsible officers, a list of ten (10) charter members from the student body, and the name of an acceptable faculty or administrative staff adviser. The purpose of the group as well as its projected activities must be in accord with university objectives and in keeping with university policies. A designated officer of each group shall be responsible for reporting to the Campus Ministry Council concerning the nature and scope of club activities. Groups meeting the above conditions will be recognized by the Campus Ministry Council at a regular meeting. A current list of recognized religious clubs will be supplied to the scheduling office by the council. Recognized clubs will be provided use of campus media and access to university space. Recognition is subject to annual review for purposes of renewal or termination by the council.

### **PART VIII. - SPEAKER POLICY**

- A. Pacific Lutheran University endorses the principle that by definition it is a place of free inquiry. In accordance with this principle, any recognized university organization shall be allowed to invite any person of its choosing. Effort should be made to inform the academic and larger community that such sponsorship of a guest speaker does not necessarily imply approval of the views expressed or endorsement of them by either the sponsoring group or the university.
- B. Routine scheduling procedures required by the university must be followed before completing arrangements for any speaker. Availability of suitable space for the event which does not conflict with the university's regularly scheduled program will be the only factor considered in approving a proposed meeting, but it shall be required that the audience be given an opportunity to question speakers at the conclusion of their presentations. This latter requirement may be waived only by the director of the University Center or by appeal to the president. Either of these persons may also require:
  - 1. The appointment of an approved moderator for the event with authority to close the meeting if, in his/her judgment, it becomes disorderly or disruptive.
  - 2. The restriction of the audience to members of the campus community or to members of a specific organization only.

# **SECTION VI**

# **REFERENCE MATERIAL**

# **Section VI. - REFERENCE MATERIAL**

## **PART I. - ACADEMIC STRUCTURE OF THE UNIVERSITY**

### **SECTION 1. COLLEGE OF ARTS AND SCIENCES**

- A. Division of Humanities
- B. Department of English
- C. Department of Languages and Literatures
- D. Department of Philosophy
- E. Department of Religion
- F. Division of Natural Sciences
- G. Department of Biology
- H. Department of Chemistry
- I. Department of Computer Science
- J. Department of Geosciences
- K. Department of Mathematics
- L. Department of Physics
- M. Division of Social Sciences
- N. Department of Anthropology
- O. Department of Economics
- P. Department of History
- Q. Department of Marriage and Family Therapy
- R. Department of Political Science
- S. Department of Psychology
- T. Department of Sociology
- U. Department of Social Work

### **SECTION 2. SCHOOL OF ARTS AND COMMUNICATION**

- A. Department of Art and Design
- B. Department of Communication
- C. Department of Music
- D. Department of Theatre and Dance

### **SECTION 3. SCHOOL OF BUSINESS**

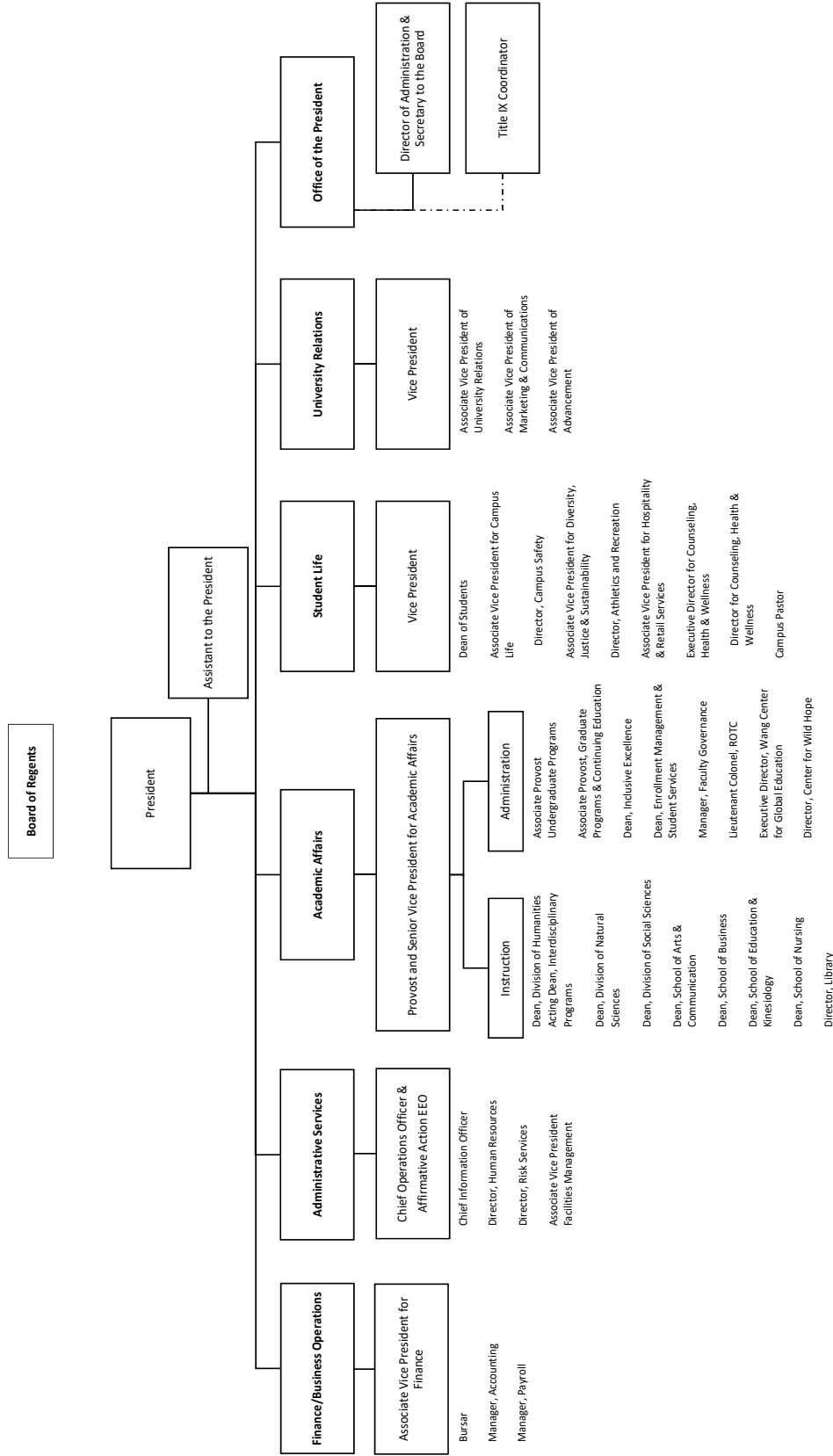
### **SECTION 4. SCHOOL OF EDUCATION AND KINESIOLOGY**

- A. Department of Education
- B. Department of Kinesiology

### **SECTION 5. SCHOOL OF NURSING**

### **SECTION 6. DEPARTMENT OF MILITARY SCIENCE**

### **SECTION 7. DIVISION OF GRADUATE STUDIES**



Pacific Lutheran University Organization Chart  
August, 2019

**RESTATED ARTICLES OF INCORPORATION  
of  
PACIFIC LUTHERAN UNIVERSITY**

**Restated as of September 8, 2009  
Amended as of September 7, 2010**

These are the Restated Articles of Incorporation of Pacific Lutheran University, a non-profit corporation organized under the laws of the State of Washington (the “Corporation”).

**ARTICLE I**

**NAME AND LOCATION**

The name of the Corporation shall be Pacific Lutheran University, and its principal place of business shall be in Tacoma, Washington.

**ARTICLE II**

**OBJECT AND PURPOSE**

**A. Organization:** The Corporation is organized exclusively for charitable, religious, education and scientific purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, including but not limited to, establishing and maintaining within the State of Washington an institution of learning of university rank in the tradition of Lutheran higher education, affiliated with the Evangelical Lutheran Church in America (the “ELCA”), and known as Pacific Lutheran University (the “University”).

**B. Powers:** In carrying out these purposes, the Corporation may exercise all powers of a corporation organized under the nonprofit corporation laws of the State of Washington, RCW 24.03 (the “Act”). Such power shall be exercised to carry out the University’s mission to educate students for lives of thoughtful inquiry, service, leadership, and care for other persons, for their communities, and for the earth.

In order to carry out its mission, the University shall have the power to:

- (1) confer degrees on students who meet the University’s requirements;
- (2) engage instructors, administrators and staff;
- (3) acquire, purchase, own, hold, improve, use, mortgage, sell and convey real and personal property of every kind and description;
- (4) purchase, construct, operate and maintain necessary and suitable buildings and structures for school purposes with necessary equipment and appurtenances;

(5) have, accept and receive any rents, profits, annuities, grants, legacies, donations or bequests of any kind whatsoever for such uses and purposes; and

(6) do all and every act and thing necessary and proper for carrying out the objectives and mission of the Corporation, which are permitted by the nonprofit corporation laws of the State of Washington.

### **ARTICLE III**

#### **TIME OF EXISTENCE**

The time of existence of this Corporation shall be perpetual.

### **ARTICLE IV**

#### **MEMBERSHIP**

The members of this Corporation shall be the member congregations of Region 1 of the ELCA (the “Members”). The Members shall vote on matters reserved for Member approval under the Articles of Incorporation, the Bylaws or the Act. The Members shall vote through representatives elected by the Members (the “Representatives”). The Representatives shall be elected in accordance with the procedures established from time to time by Region 1 of the ELCA. The number of Representatives shall be established by the Bylaws of the Corporation.

### **ARTICLE V**

#### **BOARD OF REGENTS**

The affairs of the Corporation shall be managed by a Board of Regents, who shall have the authority granted to a board of directors of a nonprofit corporation under the Act, and as further provided in the Articles and Bylaws of the Corporation. The members of the Board of Regents shall be elected in accordance with procedures established in the Bylaws of the Corporation.

### **ARTICLE VI**

#### **DISSOLUTION**

Upon the dissolution of the Corporation, the Board of Regents shall, after paying or making provisions for the payment of all the liabilities of the Corporation, dispose of all of the assets of the Corporation to the Evangelical Lutheran Church of America or its successors, provided that the recipient shall at that time qualify as an exempt corporation under Section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law) and if the recipient is not so qualified, then for similar or identical uses or purposes to any other similar Lutheran organization or organizations that are then qualified as an exempt organization or organizations under the provisions of Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, or any successor provision, as the Board of Regents shall determine.

## ARTICLE VII

### LIABILITY AND INDEMNIFICATION

**A. Limitation of Liability of Regents.** The members of the Board of Regents of the University (the “Regents”) shall not be personally liable to the University for monetary damages for conduct as a Regent, except: (i) for acts or omissions which involved intentional misconduct by the Regent or a knowing violation of law by the Regent; or (ii) for any transaction from which the Regent will personally receive a benefit in money, property, or service to which the Regent is not legally entitled. If the Washington Nonprofit Corporation Act is amended to authorize corporate action further eliminating or limiting the personal liability of directors, then the liability of a Regent shall be eliminated or limited to the fullest extent permitted by the Act, as so amended. Any repeal or modification of the foregoing section by vote of Members of the Corporation shall not adversely affect any right or protection of Regent existing at the time of such repeal or modification.

**B. Indemnification.** The Corporation shall indemnify the Representatives, Regents, the Chair, the President, and other officers of the Corporation against all liability, damage, and expenses arising from or in connection with service for, employment by, or other affiliation with the corporation or other firms or entities to the maximum extent and under all circumstances permitted by law more fully set forth in the Bylaws; provided that no indemnification shall be provided under this Section to any such person if the Corporation is prohibited by the nonexclusive provisions of the Act or other applicable law as then in effect from paying such indemnification or, if in the opinion of counsel, payment of such indemnification would subject the Corporation to imposition of excise taxes under the Internal Revenue Code or would cause the corporation to lose its exempt status from federal income taxation. The Board of Regents may, in its discretion, provide similar indemnification to other employees or agents of the Corporation.

**C. Reference to Bylaws.** All other conditions, qualifications, requirements, privileges and regulations regarding the Corporation, Members, Representatives, Regents and other officers shall be fixed and governed by the Bylaws of the Corporation.

## ARTICLE VIII

### AMENDMENTS

These Articles may be amended by vote of a majority of the Representatives of the Members at an annual meeting of the Members or a special meeting of the Members called for that purpose.

### CERTIFICATION

These Restated Articles of Incorporation correctly set forth without change the provisions of the Articles of Incorporation, as amended by the Articles of Amendment. These Restated and Amended Articles of Incorporation supersede the original Articles of Incorporation and all amendments thereto.



Executed under penalty of perjury under the laws of the State of Washington, this 14<sup>th</sup> day of September, 2010.

**PACIFIC LUTHERAN UNIVERSITY**

A handwritten signature in black ink, appearing to read "RL Gomulkiewicz". The signature is written in a cursive style with a large initial "RL" and a long, sweeping underline.

Name: Robert Gomulkiewicz  
Its: Chairman of the Board

**AMENDED BYLAWS  
of  
PACIFIC LUTHERAN UNIVERSITY**

**Amended as of September 6, 2011**

These are the Amended Bylaws of Pacific Lutheran University, a nonprofit corporation organized under the laws of the State of Washington (the "Corporation").

**ARTICLE I**

**Purposes**

1.1 **Nonprofit Purposes.** The Corporation has been organized exclusively for charitable, religious, education and scientific purposes, within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986, including but not limited to establishing and maintaining within the State of Washington an institution of learning of university rank in the tradition of Lutheran higher education (the "University"), affiliated with the Evangelical Lutheran Church in America (the "ELCA").

1.2 **Mission.** The mission of the University is to educate students for lives of thoughtful inquiry, service, leadership, and care for other persons, for their communities and for the earth.

**ARTICLE II**

**Registered Office and Registered Agent**

2.1 **Registered Office.** The registered office of the Corporation shall be located in the State of Washington at such place as may be fixed from time to time by the Board of Regents of the University ("Board") upon filing of such notices as may be required by law, and the registered agent shall have a business office identical with such registered office. A registered agent so appointed shall consent to appointment in writing, and such consent shall be filed with the Secretary of State of the State of Washington.

2.2 **Change of Address.** If a registered agent changes the street address of the agent's business office, the registered agent may change the street address of the registered office of the Corporation by notifying the University in writing of the change and signing, either manually or in facsimile, and delivering to the Secretary of State for filing a statement of such change, as required by law.

2.3 **Change of Agent.** The University may change its registered agent at any time upon the filing of an appropriate notice with the Secretary of State, with the written consent of the new registered agent either included in or attached to such notice.

2.4 **Other Offices.** In addition to the registered office of the Corporation, the University may have such other offices as the Board may from time to time designate.

## ARTICLE III

### Members

3.1 **Voting.** The members of the Corporation (the “Members”) shall be the congregations which are part of the synods of Region 1 of the ELCA (the “Synods”), acting by and through the Representatives, as defined below. At meetings of the Corporation, the following persons shall be entitled to vote on matters requiring approval of the Members of the Corporation, as representatives of the Members: (i) the members of the Board (the “Regents”); and (ii) the delegates in attendance at the annual meeting of the Members, lay or clergy, elected or appointed by the Synods, (collectively, the “Representatives”). Each Synod shall be entitled to elect or appoint one Representative for each five (5) congregations in such Synod at the time of the election or the appointment. Representatives who are not Regents shall serve until the convening of the next annual meeting of the Corporation or until their successors have been duly appointed and qualified. The Representatives who are Regents shall serve as Representatives for so long as they remain Regents.

### 3.2 Meetings of Members.

3.2.1 The Members, acting through the Representatives, shall meet annually on the campus of the University for the transaction of business pertaining to the University. The Chair of the Board (the “Chair”) shall issue notice of such meeting to the Members at least ten (10) days in advance of the meeting and shall serve as Chair of the meeting.

3.2.2 Special meetings of the Members may be called by the Board to transact business upon not less than ten (10) days notice to the Representatives, acting on behalf of the Members.

3.2.3 The notice of a special meeting shall state the purpose(s) of the meeting.

3.2.4 At any annual or special meeting, the presence of thirty percent (30%) of the Representatives, acting on behalf of the Members, shall constitute a quorum for such meeting.

3.3 **Annual Meeting.** At the annual meeting, the Representatives, acting on behalf of the Members, shall hear the reports from the Chair, the President of the University (the “President”), the nominating committee, and such other reports as the Chair or the Representatives, acting on behalf of the Members, shall deem advisable. The Representatives, acting on behalf of the Members, may make such recommendations to the Board as they deem advisable.

3.4 **Elections.** Regents shall be elected at the annual meeting of the Members, acting through the Representatives, in accordance with the following procedure:

3.4.1 Regents from the Member congregations of Region 1 of the ELCA (the “ELCA Regents”) shall be elected as follows:

a. A nominating committee shall be selected to propose candidates for election as Regents. The nominating committee shall consist of seven (7) members, four (4) of whom shall be elected by the Members, acting through the Representatives, at their annual meeting, and two (2) of whom shall be appointed by the Chair from among the members of the Board, with the Chair serving as an ex-officio voting member. If a vacancy on the committee occurs between annual meetings, the Chair shall fill the vacancy by appointment of a person or persons qualified to serve, subject to ratification by the officers of the Board.

b. In advance of the annual meeting, the nominating committee shall make known, through appropriate publications and other such media as the committee finds available, that it is receiving nominations for members of the Board. It shall publish the address to which nominations are to be sent and the dates on which nominations will be closed. The committee shall give due consideration to all nominees after ascertaining that each is qualified under Section 4.2 below and willing to serve if elected. It shall then present one (1) ELCA Regent position to be filled on the Board.

c. At all elections of ELCA Regents, nominations may also be made from the floor at the annual meeting. For nominations made from the floor, the nominator shall be required to qualify a nominee by presenting in writing to the secretary of the Board a statement not to exceed two hundred (200) words to be read to the meeting, which statement shall become a matter of record, and reasonable assurances that the nominee is willing to serve if elected. One seconding of the nomination is required and will be acknowledged, but without seconding speeches. Furthermore, the nominator must be able to assure the meeting that the nominee is willing to serve if elected.

3.4.2 Alumni Regents, as defined in Section 4.3.3 below, shall be elected at the annual meeting after nominations by the University Alumni Association pursuant to Section 4.3.3 below.

3.4.3 At Large Regents, as defined in Section 4.3.4 below, shall be elected at the annual meeting after nominations by the Board pursuant to Section 4.3.4 below.

3.4.4 Bishop Regents, as defined in Section 4.3.5 below, shall be elected at the annual meeting after nominations by the bishops of the Synods pursuant to Section 4.3.5 below.

3.4.5 Chair shall prepare an official ballot, listing all candidates and identifying each group as set forth in Section 4.3 of these Bylaws. As near as may be, the Chair shall ensure that one-third of the elective members of the Board in each category described in Section 4.3, shall be elected annually. The Chair shall distribute the ballots at the annual meeting and shall audit the election results and promptly report the same in writing to the bishops of the Synods and the President.

## ARTICLE IV

### Board of Regents

4.1 **Powers.** The affairs of the University shall be managed by a Board of Regents, who shall have the authority granted to a board of directors of a nonprofit corporation under

RCW 24.03, and as further provided in the Articles of Incorporation (the “Articles”) and Bylaws of the Corporation. The Board’s powers shall include, but are not limited to, the power to:

4.1.1 Govern the University in accordance with the purposes stated in the Articles, the provisions of these Bylaws, and in accordance with policies and/or regulations adopted by the Board from time to time.

4.1.2 Elect the President of the University, following such consultations with elected representatives of the faculty, the students, the alumni, and such other groups or organizations as the Regents deem advisable.

4.1.3 Elect, upon recommendation of the President, the other officers of the administration and members of the faculty.

4.1.4 Establish, upon recommendation of the President, the necessary structure, policies, and rules for the efficient organization, administration, and operation of the University.

4.1.5 Appoint, in case of vacancy in the office of the President, an acting President who shall serve until a President has been elected and installed.

4.1.6 Establish the academic program, upon recommendation of the President and faculty, and to specify the schools, colleges, and departments within which the faculty may develop curricula and instructional programs.

4.1.7 Empower the faculty to organize itself for the effective conduct of the academic program of the University, subject to the approval of the Board, and to regulate the life and conduct of the students in accordance with policies determined by the Board.

4.1.8 Oversee the management of the financial affairs of the University, including without limitation supervising the borrowing of funds, assumption of liabilities, fixing of salaries, guaranteeing of student loans, the management of all funds, and the acquisition and disposition of property, all in accordance with the provisions of the Articles and these Bylaws.

4.1.9 Establish tuition and other fees.

4.1.10 Establish scholarships, aid funds, awards, and prizes.

4.1.11 Authorize, upon recommendation of the faculty, the granting of degrees in course, and honorary degrees.

4.1.12 Discipline, suspend, or discharge, subject to the University disciplinary procedures, University officers, members of the faculty, staff and students.

4.1.13 Fill unexpired term vacancies in the membership of the Board.

4.1.14 Delegate to committees of the Board such responsibility and authority as it deems advisable.

4.1.15 Provide for fidelity bonds, in an amount to be determined by the Board, to cover all corporate officers and employees of the University.

4.1.16 Exercise all other powers and authorities given to the boards of directors of nonprofit corporations under the laws of the State of Washington.

4.2 **Qualifications.** Qualifications for service as a Regent of the University are:

4.2.1 For the ELCA Regents elected in accordance with Section 4.3.2 below membership in a congregation that is in a Synod of Region 1 of the ELCA; for the Bishop Regents as defined in and elected in accordance with Section 4.3.5, current service as a bishop of one of the Synods.

4.2.2 For all Regents:

(a) A deep commitment to: the mission, vision, values and purpose of the University; and Lutheran higher education.

(b) An understanding of educational and/or organizational administration.

(c) Willingness and ability to communicate on behalf of the University.

(d) A sense of stewardship which will allow development of prudent policies to protect the University's assets.

(e) Concern for the welfare and development of the leaders, officers and staff of the University.

(f) Concern for the welfare and development of the faculty, and an appreciation for their work of teaching, scholarship and leadership as central to the mission of the University.

(g) Concern for the health, activities, living conditions, and general physical, educational, and spiritual welfare of the students.

(h) Willingness and ability to attend and participate in regular meetings of the Regents, attend orientation and other informational and educational sessions and review materials prepared for them.

(i) In addition to giving generous financial support to the University's needs, proportionate to his or her means, a willingness and ability to help to identify donors and assist the University to raise funds.

### 4.3 **Number and Term.**

4.3.1 The Board shall consist of: (a) three Bishop Regents (as defined in Section 4.3.5), (b) the President of the University, who by virtue of his/her office, shall serve as an ex-officio voting member, and (c) not more than thirty-three (33) other voting members.

4.3.2 At least eighteen (18) ELCA Regents shall be elected by the Members, acting through the Representatives at their annual meeting from the members of congregations of the Synods. Of these eighteen (18), at least three (3) shall be pastors.

4.3.3 Three (3) Regents shall be nominated by the University Alumni Association, to be seated upon election by the Member, acting through the Representatives at their annual meeting (the Alumni Regents). Of these three (3) Alumni Regents, at least one (1) shall be a member of a congregation of the ELCA.

4.3.4 Twelve (12) regents-at-large shall be nominated by the Board, to be seated upon election by the Members, acting through the Representatives at their annual meeting (the "At-Large Regents").

4.3.5 The three (3) bishops who will serve as Regents shall be nominated by the bishops of the Synods for staggered terms, to be seated upon election by the Members, acting through the Representatives at their annual meeting (the "Bishop Regents").

4.3.6 Each ELCA Regent, Alumni Regent, At-Large Regent and Bishop Regent shall serve for a term of three (3) years, beginning with the first regular meeting of the Board following election and may be elected for a maximum of three (3) consecutive terms. As an ex-officio voting member of the Board, the President shall serve as a Regent as long as he/she holds the office of the President and shall not be subject to any term limitation.

4.4 **Advisors.** The Board may appoint such advisors as the occasion warrants and for such periods of time as seems advisable. Advisors shall have such voice as the Board shall grant to them but shall not have vote. Advisors from the faculty and the student body shall be appointed for such periods and in such numbers as deemed necessary. All bishops of Region 1 not elected to the Board shall be advisors of the Board and are welcome to attend all meetings.

4.5 **Change of Number.** The number of Regents may at any time be increased or decreased by amendment to these Bylaws in accordance with the terms of these Bylaws.

4.6 **Removal of Regents.** Any Regent may be removed by the vote of seventy five percent (75%) of the other Regents present at any regular meeting or special meeting at which a quorum is present.

4.7 **Vacancies.** All vacancies on the Board, whether caused by resignation, death or otherwise, may be temporarily filled by election of the remaining Regents at any regular or special meeting. Any Regent so appointed to fill a vacancy shall stand for election or ratification by the representatives at their next annual meeting.

4.8 **Resignation.** A Regent may resign at any time by delivering written notice to the Chair, the President or the secretary of the Board. A resignation is effective when the notice is delivered unless the notice specifies a later effective date.

4.9 **Meetings.** The Board shall meet at least three (3) times a year. The first meeting shall be held as soon as practicable after the annual meeting of the Representatives. Additional meetings may be held at the call of the Chair or the President. The Chair is required to call a special meeting of the Board whenever five (5) or more Regents request in writing that such a meeting be called. Five (5) days notice shall be given for all meetings of the Board or any committee, and the notification of special meetings shall stipulate the purpose(s) of such meetings.

4.10 **Waiver of Notice.** A Regent may waive any notice required by law, by the Articles or by these Bylaws before or after the time stated for the meeting, and such waiver shall be equivalent to the giving of such notice. Such waiver must be in writing, signed by the Regent entitled to such notice and delivered to the University for inclusion in the minutes or filing with the corporate records. A Regent's attendance at or participation in a meeting shall constitute a waiver of any required notice to the Regent of the meeting unless the Regent at the beginning of the meeting, or promptly upon the Regent's arrival, objects to holding the meeting or transacting business at the meeting and does not thereafter vote for or assent to action taken at the meeting.

4.11 **Action by Regents Without a Meeting.** Any action required or permitted to be taken at a meeting of the Board, or of a committee thereof, may be taken without a meeting if a consent in the form of a record, setting forth the action so taken, is executed by all of the Regents entitled to vote on the matter. The action must be evidenced by one or more written consents setting forth the action taken, signed by each of the Regents, or by each of the members of the committee, as the case may be, either before or after the action taken, and delivered to the Chair or secretary of the Board for inclusion in the minutes or filing with the University's records. Subject to appropriate safeguards, consents transmitted by facsimile or by e-mail shall be considered valid written consents. Action taken under this Section is effective when the last Regent signs the consent, unless the consent specifies a later effective date.

4.12 **Participation by Means of Communications Equipment.** Regents may participate in a regular or special meeting of the Board (or of a committee thereof) by, or may conduct the meeting through the use of, any means of communication by which all Regents participating can hear each other during the meeting

4.13 **Quorum.** A majority of the Regents shall constitute a quorum for the transaction of business, and a majority of a quorum may act, except as otherwise provided in these Bylaws.

4.14 **Registering Dissent.** A Regent who is present at a meeting of the Board at which action on a corporate matter is taken is deemed to have assented to such action unless (a) the Regent's dissent or abstention from the action is entered in the minutes of the meeting; or (b) the Regent delivers written notice of the Regent's dissent or abstention to the presiding officer of the meeting before its adjournment or within a reasonable time after adjournment of the meeting. The right to dissent or abstain is not available to a Regent who voted in favor of the action taken.



**4.15 Officers of the Board.** The Board shall elect from among the Regents a Chair, Vice-Chair, and Secretary. They shall be elected at the first regular meeting of the Members, acting through the Representatives following the annual meeting of the Representatives. They shall serve for one year or until their successors are elected and qualified. They shall also serve in their respective capacities as officers of the University. In addition to their specific duties as set forth below, the officers shall manage the annual evaluation of the President, administer all contacts related to the President's employment and compensation, recommend to the Board any appropriate adjustments to presidential compensation and benefits and perform such other duties as the Board may delegate to them.

4.15.1 The Chair shall preside at all meetings of the Representatives and of the Board. Together with the secretary or treasurer, the Chair shall sign all authorized corporate documents requiring such signatures, and generally perform the duties pertaining to the office of the Chair.

4.15.2 The Vice-Chair of the Board, in the event of the absence or disability of the Chair, shall serve as set forth in Section 4.15.1 above.

4.15.3 The Secretary shall keep a true record of the proceedings of the Members, acting through the Representatives, and of the Board; conduct all correspondence pertaining thereto; and with the Chair, execute all corporate documents requiring such signatures and generally perform the duties pertaining to the office of the secretary, including preservation of the corporate records.

**4.16 Treasurer.** The Board shall elect at its first regular meeting a treasurer of the University whose office, subject to re-election, shall be for one year. The Treasurer need not be a member of the Board.

4.16.1 The Treasurer of the University shall be responsible for the receipt and custody of all money and securities of the University, except as otherwise provided by the Board; the Treasurer shall take such measures for their safekeeping and shall disburse under such conditions as the Board may direct. The Treasurer shall, however, with the authorization of the Board and in concert with such other persons as the Board may authorize, have power to buy and sell real and personal property relating to the general routine of operations of the University within limitations set by the Board.

4.16.2 The Treasurer shall cause to be prepared an annual statement of the financial condition of the University for the President and the Board. At such other times as the President or the Chair may request it, the Treasurer shall prepare such financial statements as requested. The books shall at all times be open to inspection by the Board and shall be audited at least once a year.

4.16.3 In case of protracted absence on the part of the Treasurer, or inability to act, the Board shall make provision to care for the duties of the office. In case of vacancy in the office of the Treasurer, the Board shall fill the office at its next meeting.

**4.17 Vacancies; Resignation and Removal.** The Board may fill vacancies in any office arising from any cause at any regular or special meeting of the Board. An officer may

resign at any time by delivering notice to the Chair or President. Such notice shall be effective when delivered unless the notice specifies a later effective date. Any officer elected or appointed by the Board may be removed at any time, with or without cause, by the affirmative vote of a majority of the Board .

**4.18 Committees.** The Board , by resolution adopted by a majority of the Board , may create one or more committees of Regents. Each committee must consist of two or more Regents, together with such other persons not serving as Regents as the Board shall approve, all of whom serve at the pleasure of the Board. The Board may from time to time, upon consultation with the President, appoint administrative officers of the University as advisors to such committees. The committees shall confer, as occasion warrants, and upon recommendation of the President, with appropriate administrative officers of the University, as well as with representatives of the faculty and the student body.

4.18.1 Each committee shall have such power as may be delegated to it from time to time, except that no committee shall have the authority to: (a) approve an action that by law is required to be approved by the Board or the Members, acting through the Representatives, including, but not limited to, merger, consolidation or the sale, lease or exchange of all or substantially all of the property and assets of the University not in the ordinary course of business; (b) elect, appoint, or remove Regents, officers or any member of any committee; (c) amend the Articles; or (d) adopt, amend or repeal these Bylaws; provided that, if the Board creates an executive committee, such executive committee shall have authority to act on behalf of the Board between meetings of the Board.

4.18.2 The creation of, delegation of authority to or action by a committee does not relieve the Board, or any individual Regent, of any responsibility imposed upon the Board or an individual Regent by law, by the Articles or by these Bylaws.

4.18.3 Each member of a committee shall continue as such until the next annual meeting of the Board and until his or her successor is appointed, unless the member resigns or is removed.

4.18.4 Appointments made in the same manner as provided in the case of the original appointments may fill vacancies in the membership of any committee.

4.18.5 Unless otherwise provided in the resolution of the Board designating a committee, a majority of the whole committee shall constitute a quorum and the act of a majority of the members present at a meeting at which a quorum is present shall be the act of the committee.

**4.19 Policies and Procedures.** The Board may adopt, amend or repeal such policies and procedures as it may deem advisable for the conduct of its affairs.

**4.20 Annual Report.** The Board shall report annually through the Chair to the Representatives of the Members.

## ARTICLE V

### Administration of the University

5.1 **President.** The President of the University shall be the executive head of the University, and an advisory member of all committees of the Board. The President shall report regularly to the Board, or whenever required by it, concerning the work and needs of the University.

5.1.1 The President shall nominate to the Board for its approval all senior administrative officers, such as provost, vice presidents, and academic deans, as well as tenure-eligible members of the faculty. The President shall recommend for approval by the Board, faculty promotions and leaves of absence. The President shall have authority to make temporary appointments of senior officers. All officers and staff shall serve at the pleasure of the President, subject to tenure limitations and such policies as the University may establish for employees.

5.1.2 The President shall cause to be prepared a budget for each year to be submitted to the Board for approval.

5.1.3 The President shall, together with the provost, the Chair, and the secretary of the Board, sign all diplomas given in evidence of degrees granted by the University.

5.1.4 The President shall promote the mission of the University and its ideals of scholarship.

5.1.5 The President may, if he or she deems it necessary for good cause, suspend a faculty member or administrative officer.

5.1.6 The President may be removed from office for any reason by a vote of two-thirds (2/3rds) of the total number of Regents, excluding the President; notice of the meeting at which such vote is taken shall provide that a purpose of the meeting is to discuss removal of the President from office.

5.1.7 The President shall report to the annual meeting of the Corporation.

5.2 **Qualifications.** The President of the University shall:

(a) demonstrate a deep understanding of and commitment to: the vision, mission, values and purpose of the University; and Lutheran higher education, as grounded in the Lutheran confessional tradition; and

(b) be a member of a Lutheran church, or of a Christian denomination with which the ELCA has a relationship of full communion.

## ARTICLE VI

### Faculty

6.1 **Membership and Tenure.** The faculty shall consist of the President of the University, the vice presidents, the deans of the schools and colleges, the dean of students, the

professors, the associate professors, the assistant professors, the instructors, the professional librarians, as well as other persons designated by the Board upon recommendation of the President. The President, as he or she deems advisable, may invite non-academic members of the administrative staff to attend faculty meetings. The individuals may be given the right to speak, but they shall not have vote. Tenure in office shall be granted only by the Board on the recommendation of the President.

**6.2 Faculty Organization.** Subject to approval by the Board, the faculty may organize its internal rights, responsibilities and duties, authorities and privileges as it deems fit to the extent that such organization is consistent with the Articles of Incorporation, these Bylaws and any policies and procedures adopted by the Board from time to time. The faculty, however organized, with the approval of the Board, shall be empowered to make recommendations, through the President, to the Board in any matter concerning the welfare and conduct of the University, including, among other matters, the following:

6.2.1 Policies and procedures governing faculty appointments, promotions in rank, tenure, and salary schedule.

6.2.2 Requirements for admission and graduation.

6.2.3 Approval of candidates for degrees, both earned and honorary.

6.2.4 Changes in the number and organization of schools, colleges, divisions, or departments.

6.2.5 Basic changes in the curricula of the University, degrees offered, and the addition or deletion of courses.

6.2.6 Policies relating to rules and regulations governing student life, conduct, and activities.

6.2.7 The structure of the calendar of the University, as well as the calendar for each year.

6.2.8 The budget and related fiscal matters pertinent to the operations and well-being of the University.

## **ARTICLE VII**

### **Students**

Subject to the review and approval of the Board, the administration of the University shall prescribe rules, policies and procedures for students of the University, consistent with the Articles of Incorporation, these Bylaws and the policies and procedures adopted by the Board from time to time. Rules, policies and procedures regarding academic affairs of students shall be established in consultation with the faculty.

## ARTICLE VIII

### Miscellaneous

8.1 **Notices.** Except as may otherwise be required by law, any notice required by these Bylaws must be in writing and may be transmitted by: (1) mail, private carrier or personal delivery; (2) telephone, wire or wireless equipment which transmits a facsimile of the notice; or (3) by electronic mail. Written notice shall be deemed effective at the earliest of the following: (i) when received if transmitted under subsections (2) or (3) above; (ii) when mailed, as evidenced by the postmark, if mailed with first-class postage, prepaid and correctly addressed; or (iii) on the date shown on the return receipt, if sent by registered or certified mail, return receipt requested, and receipt is signed by or on behalf of the addressee.

8.2 **Contracts.** The Board may authorize any officer or officers, agent or agents of the University, in addition to the officers so authorized by these Bylaws, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the University, and such authority may be general or confined to specific instances.

8.3 **Checks, Drafts, etc.** All checks, drafts or orders for the payment of money, notes or other evidences of indebtedness issued in the name of the University, shall be signed by such officer or officers, agent or agents of the University and in such manner as shall from time to time be determined by resolution of the Board. In the absence of such determination by the Board, the Treasurer or the President shall sign such instruments.

8.4 **Deposits.** All funds of the University shall be deposited to the credit of the University in such banks, trust companies or other depositories as the Board may select.

8.5 **Gifts.** The Board may accept on behalf of the University any contribution, gift, bequest or devise for the general purposes or for any special purpose of the University.

8.6 **Fiscal Year.** The fiscal year of the University shall begin on June 1.

8.7 **Books and Records.** The University shall keep a copy of the following records at its registered or principal office:

8.7.1 The Articles or Restated Articles and all amendments thereto currently in effect;

8.7.2 The Bylaws or Restated Bylaws and all amendments thereto currently in effect;

8.7.3 A record of the names and addresses of Regents;

8.7.4 Correct and adequate records of accounts and finances;

8.7.5 A record of officers' names and addresses;

8.7.6 Minutes of the proceedings of the Board, and the committees of the Board, if any, and copies of all actions taken by the Board and committees without a meeting.

## ARTICLE IX

### Liability and Indemnification

9.1 **Limitation of Liability of Regents.** The Regents shall not be personally liable to the University for monetary damages for conduct as a Regent, except (i) for acts or omissions which involved intentional misconduct by the Regent or a knowing violation of law by the Regent or (ii) for any transaction from which the Regent will personally receive a benefit in money, property, or service to which the Regent is not legally entitled. If the Washington Nonprofit Corporation Act is amended to authorize corporate action further eliminating or limiting the personal liability of directors, then the liability of a Regent shall be eliminated or limited, and the Regents are authorized to amend the Bylaws to eliminate or limit the liability of a Regent, to the fullest extent permitted by the Washington Nonprofit Corporation act, as so amended. Any repeal or modification of the foregoing section by vote of Members of the Corporation shall not adversely affect any right or protection of Regents existing at the time of such repeal or modification.

9.2 **Indemnification.** The Corporation shall indemnify the Representatives, Regents, the Chair, the President, and other officers of the Corporation against all liability, damage, and expenses arising from or in connection with service for, employment by, or other affiliation with the Corporation or other firms or entities to the maximum extent and under all circumstances permitted by law more fully set forth in the Bylaws; provided that no indemnification shall be provided under this Section to any such person if the Corporation is prohibited by the nonexclusive provisions of the Washington Nonprofit Corporation Act or other applicable law as then in effect from paying such indemnification or, if in the opinion of counsel, payment of such indemnification would subject the Corporation to imposition of excise taxes under the Internal Revenue Code or would cause the Corporation to lose its exempt status from federal income taxation. The Board may, in its discretion, provide similar indemnification to employees or agents of the Corporation.

## ARTICLE X

### Amendment of the Bylaws

Upon recommendation by the Board, these Bylaws may be amended at any annual or special meeting of the Members, acting through the Representatives, upon presentation of the proposed amendment in writing to the Members, acting through the Representatives, at the meeting at which the proposed amendment is to be considered. The adoption of a proposed amendment requires the affirmative vote of a majority of the Representatives, acting on behalf of the Members, present; provided, however, the Board may, by majority vote, amend the provisions of Sections 4.6 through 4.19 and of Articles VIII and IX, without approval of the Members, acting through the Representatives.

## CERTIFICATION

These Amended Bylaws were adopted by vote of the Representatives of the Members of the Corporation at an annual meeting held on September 6, 2011.

By: Bruce T. Bjerke  
Name: Bruce T. Bjerke  
Its: Chairman of the Board

00468507.doc

# Index 11/16 v16

## A

Absence: 10, 11, 18, 19, 22, 28, 33, 53, 77, 97, 98, 100, 101, 102. See Leaves of Absence  
Academic Advising: 57, 58, 100. See Advising  
Academic Calendar Guidelines and Process: 75  
Academic Council: 55  
Academic Dishonesty: 59, 60, 61, 62  
Academic Freedom: 6, 8, 22, 29, 83  
Academic Integrity: 58, 59, 108  
ACADEMIC PERFORMANCE AND INTEGRITY COMMITTEE: 36, 36–142  
Academic Policies, Procedures and Services: 56, 57  
Academic Structure: 10, 19, 116  
Academic Year Responsibilities: 76  
Accreditation: 85  
Ad Hoc Committees: 17, 18, 19, 33  
ADHP - Composition and Jurisdiction: 61  
Adjunct Professor: 23  
Administration, University: 12  
Administration, University: 38, 39  
Administrative Faculty: 33  
Administrators  
    Evaluation of: 63  
    Faculty Rank: 8  
    Faculty Status: 23, 33, 35, 102  
    Nomination and Terms of Office: 63  
    Position Descriptions: 64  
Admission and Retention of Students: 36, 43  
Admission and Retention of Students (Faculty Committees, Standing Committees): 36  
Admission and Retention of Students (University Committee): 43  
Admission to the Faculty: 14  
Advising. See Academic Advising  
Advising Records: 58  
Advising Week and Registration: 58  
Advisors on Leave: 58  
Advisory Membership: 36, 37, 38, 39, 41, 42, 43, 47, 52  
Amendments: 12  
Americans with Disabilities Act: 82  
Animal Care and Use Committee: 46, 47  
Articles of Incorporation: 8, 83  
Assembly: 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 21, 27, 31, 33, 34, 35, 36, 63, 66, 88. See Faculty Assembly  
Assistant Professor - Qualifications: 26  
Associate Professor - Qualifications: 26  
Attendance: 77

## B

BENEFITS COMMITTEE: 50  
Board of Regents: 8, 9, 10, 11, 12, 15, 16, 17, 21, 22, 23, 24, 26, 29, 30, 31, 33, 38, 42, 43, 48, 54, 63, 64, 66, 83, 92, 96, 97, 98, 101, 102. See Faculty Representative  
Budget Advisory Committee: 38, 39, 50  
Bylaws (Faculty): 8, 13

## C

Campus Life Committee: 36  
Campus Ministry Council: 43. See also Religious Organizations  
Capital Expenditures Committee: 44



Censure: 9, 87  
 Chair of the Faculty: 9, 10, 14, 15, 16, 17, 35, 54  
 Change of AdvisOr: 58  
 Class Lists: 77  
 Class Schedules: 71, 75  
 Clinical Faculty: 35  
 Colleges - Definition and Organization: 19, 20  
 Collegiality: 25  
 Committees  
     Board of Regents: 8, 9, 10, 11, 12, 15, 16, 17, 21, 22, 23, 24, 26, 29, 30, 31, 33, 38, 42, 43, 48, 54, 63, 64, 66, 83, 92, 96, 97, 98, 101, 102  
     Faculty: 9, 10, 13, 14, 15, 16, 17, 18, 19, 22, 23, 26, 31, 42, 72, 90, 97, 98  
     Faculty Ad hoc: 17, 18  
     Joint: 96, 97  
     Standing: 17, 18, 19, 21  
 Committee's activities (Annual Report): 18, 38, 39, 40, 41, 43. See also Record of committee's activities  
 Conciliation Committee: 29, 43, 84  
 Constitution and Bylaws (Faculty): 8, 40  
 Contingent Faculty: 33, 88  
 Continuing Education: 6, 38, 58  
 Copyright Law: 108  
 Core curriculum Committee: 36–142  
 Councils: 54  
 Course Approval:  
 Course Load: 72  
 Course Release  
     Chair of the Faculty: 16  
     Departmental Chairs: 64  
     Program Directors: 64  
     Vice Chair of the Faculty: 16  
 Courses  
     Approval of: 65  
     Cancellation: 76  
     Capstone:  
         Designed for Individual Students:  
         Directed Studies:  
         Independent Study:  
         Internships:  
         Special Topics:  
 Criteria for Tenure and Promotion: 24  
 Curriculum  
     Approval by Faculty: 65  
     Degree Requirements: 65  
     Notice of Changes: 66

## D

Dead Week: 73  
 Deans: 8, 10, 26, 33, 63, 64, 72, 73, 77, 85, 87, 93, 94, 95  
 Degree Requirements: 65, 66  
 Degrees, Honorary: 72  
 Departmental Chairs  
     Position Descriptions: 64  
 Departments: 9, 19, 20, 38, 43, 64, 73, 77, 78, 85, 87, 90, 95  
     Administrators - Evaluation of: 63  
 Disciplinary Action: 23, 29, 63  
 Diversity Committee: 52  
 Division of Graduate Studies: 116

Divisions: 19, 20, 33, 43, 55, 85, 86, 87, 95  
Administrators: 64  
Administrators - Evaluation of: 63  
Definition and Organization: 20  
Due Process: 22, 29, 84, 92, 93, 112

## E

Educational Policies Committee: 37, 38, 66, 73, 96  
Manual: 65  
Elections: 16, 17, 19, 35, 41  
Endowed Chairs and Professors: 103, 103–142  
Enrollment, Low - Continuing Education Courses: 58  
Evaluations: 35, 47, 63, 64, 85, 87, 90, 93, 95. See also Teaching Evaluations  
Examinations: 73  
Before Finals Week: 73

## F

Faculty  
Appointments: 8  
Definition: 13  
Professional Misconduct: 11, 28, 29, 86, 112  
Faculty Affairs Committee: 38, 43, 48, 54, 63, 96  
Faculty Assembly: 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 21, 27, 31, 33, 34, 35, 36, 63, 66, 88. See Voting  
Faculty Compensation: 82  
Faculty Council for Individualized Majors: 55  
Faculty Executive Committee: 10, 15, 16, 17, 42  
Faculty Joint Committee on Reduction/Reallocation of Force: 95  
Faculty Officers: 10, 15  
Chair: 10  
Secretary: 10, 12, 16, 17, 18, 35, 38, 39, 40, 41, 43  
Vice-Chair: 10  
Faculty Representatives to the Board of Regents: 38, 54  
FACULTY REPRESENTATIVES TO THE BOARD OF REGENTS: 54  
Faculty Review Process: 85–109, 88–109  
Fair Use: 108  
Fall Semester: 75  
Family/Medical: 88  
Family/Medical Leaves of Absence: 88  
Fellows: 35  
Files, Access to: 82  
Financial exigency: 22, 95  
Formal Dismissal Hearing Committee: 29, 97, 98  
Formal Hearing Process: 60, 61

## G

General Education Council: 21  
General Education Program: 38  
Global Education Committee: 39  
Governance: 8, 9, 17, 33, 40, 63, 64  
Governance Committee: 10, 11, 12, 16, 17, 18, 19, 35, 40, 41  
Grading: 73  
Graduate Council: 55  
Graduate Theses and Research Papers: 72  
Grants: 38  
Grievances: 11

## H

Hearings: 30, 61  
History: 6  
History (University): 6  
Honorary Degrees: 38  
honorary societies: 72–109  
HPRB: 44  
HPRB UNIT DESIGNATES: 45  
HUMAN PARTICIPANTS REVIEW BOARD: 44

## I

Inclusive Language: 109  
Independent Study:  
Individualized Majors: 55  
Institutes - Definition: 19, 21  
    Research Centers - Definition: 19, 21  
Institutional Animal Care and Use: 46, 47  
Institutional Memberships:  
Instructional Resources Committee: 41  
Instructional Responsibilities: 72  
Instructor: 27  
Insurance Coverage: 77  
Integrative Learning Objectives: 77  
Integrity, Academic: 58, 59, 108  
Interdisciplinary Programs: 19, 20, 21

## J

January Term: 76  
January Term Rationale: 79

## L

LEADERSHIP RECOGNITION COMMITTEE: 49  
Learning Environments: 77–78, 79–80. See also Learning Spaces  
Learning spaces: 79  
Leaves of Absence: 11, 27, 87, 88  
    Regular: 100  
    Sabbatical: 11, 22, 27, 28, 33, 34, 64, 87, 89, 97, 99, 100, 101, 102  
Lecturers: 13, 34  
Legislation: 10, 11, 17, 18, 33, 40, 41, 73, 85, 91  
Liability: 77, 108  
Liberal Arts: 6, 64, 78  
Library: 33, 41, 84, 103, 108, 109  
Load Reduction: 16  
Long-Range Planning Committee (University): 52

## M

Major Advising: 57  
Medical Leaves of Absence: 88  
Meetings, Faculty. See Assembly  
Misconduct in Science: 112  
Mission Statement: 6

## N

New Positions: 95  
Non-Major Advising: 57  
Non-Retention of Non-Tenured Faculty: 92  
Nontenured Faculty

Reduction/Reallocation: 92, 96

## O

Objectives, Integrative Learning: 77, 78

Office Hours: 72

Officers: 8, 10, 15, 29, 30, 77, 96

## P

PARKING COMMITTEE: 47

Parliamentarian: 15

Part-Time Faculty: 23, 27, 100, 101, 103

Performance Review Policies and Procedures: 83

Personnel Policy (Faculty): 83

Personnel Records, Access to: 82

Phased Retirement: 98

Philosophy of Faculty Compensation: 82

Political Activities: 112

Position Descriptions - Departmental Chairs and Deans: 64

President

Duties and Responsibilities: 8, 11

President's Council: 54, 63, 88

Privacy Act: 63, 109

Probationary Advising: 57

Probationary Period: 23, 28, 102

Professor - Qualifications: 26

Professors Emeriti: 13

Promotion: 11, 23, 24, 26, 27, 42, 83, 84, 85, 86, 87, 91, 92, 93, 94, 95

Provost

Definition: 63

Provost's Academic Council: 63, 77

## Q

Quorum: 43

## R

Rank: 9, 11, 13, 16, 22, 23, 26, 27, 28, 34, 35, 42, 80, 84, 85, 87, 88, 92, 93, 97, 112. See also Promotion

Qualifications: 26

Rank and Tenure Committee: 42, 43, 63, 85, 86, 87, 88, 90, 96, 112

Procedures: 90

Record of the committee's activities (Annual Report): 18, 38, 39, 40, 41, 43. See also Committee's activities

Recruitment and Selection: 95

Reduction: 16, 22, 28, 95, 96, 97, 98, 99, 101

Reduction in Load: 28, 98, 99

Reduction/Reallocation of Faculty: 23, 95

Regents. See Board of Regents

Registration: 14, 73, 76, 77

Rehiring: 98

Representatives to the Board of Regents: 38, 54

Research Paper Adviser - Compensation: 72

Resident Faculty: 35

Retirement: 11, 28, 47, 48, 99, 100, 101

Retirement Fund Advisory Committee: 47

Retirement Program: 100

Review Policies and Procedures: 85

Review Process: 85–89

Room Assignments: 74

Rules of Order, Faculty Assembly: 9, 10, 14, 17, 21

## **S**

Sabbatical Leaves: 11, 22, 27, 28, 99, 101  
SAFETY COMMITTEE: 53  
Scholarship (Criterion): 25  
Schools: 6, 9, 19, 20, 33, 38, 42, 43, 55, 77, 78, 85, 86, 87, 90, 95  
Science, Possible Misconduct: 112  
Search Procedures: 95  
Secretary of the Faculty: 10, 12, 16, 17, 18, 35, 38, 39, 40, 41, 43  
Self-Assessment Statements for Performance Reviews: 89  
Service (Criterion): 25  
Speaker Policy: 114  
Special: 100  
Special Institutional Policies: 108  
Special Rules of Order: 9, 14  
Spring Semester: 76  
Statement on Learning Environments: 79  
Strategic Enrollment Management Advisory Committee: 48–142  
Student Appeal Process: 63  
Summer Semester: 75  
Summer Sessions: 73, 76, 80  
Suspension: 11, 29, 62, 63, 84

## **T**

Table of Organization. See 111  
Teaching (Criterion): 24  
Teaching Evaluations: 35, 74  
Teaching Load. See Course Load  
Tenure: 8, 11, 22, 23, 24, 26, 27, 28, 29, 33, 34, 42, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100, 101, 102, 112  
Criteria: 24  
Delaying Accumulation of Qualifying Year of Eligibility: 88  
Eligibility: 23  
Qualifications for: 22  
Recommendations: 90  
Termination: 22  
Tenure and Promotion  
Criterion (Scholarship): 25  
Criterion (Service): 25  
Criterion (Teaching): 24  
Tenured Faculty  
Evaluations of: 87  
Reduction/Reallocation: 96  
Termination: 96  
Terminal Contracts: 92, 95  
Termination: 24, 27, 29, 84, 92, 97, 98  
Nontenured Faculty: 29, 92  
Procedures: 29  
Tenured Faculty: 29, 96  
Textbooks: 74  
The Academic Advising Office: 58  
Thesis:  
Thesis Adviser - Compensation: 72  
TITLE IX COMMITTEE: 49  
Travel: 102

## **U**

University Budget Advisory Committee: 38, 39

University Committees: 8, 18

UNIVERSITY COMMITTEES: 43

## **V**

Vice-Chair of the Faculty: 10, 15, 16

Visiting Faculty: 34

Visiting Scholars: 35, 102

Policy Guidelines: 102

Voting Eligibility: 35

Voting Rights: 63