1 Definitions: Faculty, Rank and Titles ................................................................. 1

1.1 Definition of Dean ............................................................................................. 1
1.2 Faculty Appointments ....................................................................................... 1
1.3 Faculty Appointment and Rank Designation .................................................. 1
1.4 Rank Criteria: Summary and Guidelines for Implementation ....................... 3
  1.4.1 Instructor
  1.4.2 Assistant Professor
  1.4.3 Associate Professor
  1.4.4 Professor
  1.4.5 Professional Librarians with Faculty Rank
    1.4.5.1 Professional Status, Faculty Status and Appointment Criteria
    1.4.5.2 Criteria for Appointment and Rank
      1.4.5.2.1 Instructor
      1.4.5.2.2 Assistant Professor
      1.4.5.2.3 Associate Professor
      1.4.5.2.4 Professor
1.5 Status of Part-time Faculty............................................................................... 6
  1.5.1 Definition
  1.5.2 Responsibilities
  1.5.3 Rank, Promotion and Tenure
  1.5.4 Contracting
  1.5.5 Evaluation
1.6 Special Appointment Faculty............................................................................ 6
  1.6.1 Faculty Emeritus Status
  1.6.2 Scholar-in-Residence
  1.6.3 Affiliate
  1.6.4 Visiting
1.7 Appointment of Part-time Faculty..................................................................... 7
1.8 Privileges of Retired and Emeritus Status....................................................... 7
  1.8.1 Retirement Privileges
  1.8.2 Privileges of Emeritus Status
1.9 Administrators with Academic Rank.................................................................. 7
  1.9.1 Tenured Administrators who Transfer to Academic Assignments
  1.9.2 Untenured Administrators who Transfer to Academic Units
1.10 Endowed Chairs and Professorships............................................................... 8
2 Types and Definition of Contracts

2.1 Term Contracts

2.2 Notice Contracts
   2.2.1 Notification
   2.2.2 Non-Tenure-Track Faculty

2.3 Continuous (Tenured) Contracts

2.4 Locus of Appointment

2.5 Issuance and Receipt of Contract

3 Recruitment and Appointment of Faculty

3.1 Recruitment

3.2 Appointment Authority

3.3 Credit for Academic Service at Other Institutions

3.4 Academic Rank and Salary at Time of Appointment

3.5 Employment of Related Persons
   3.5.1 Definition
   3.5.2 Limitations
   3.5.3 Implementation

3.6 Immigration Status Policy

3.7 Summer, Interterm and In-service Appointments
   3.7.1 Summer Contracts
   3.7.2 Interterm Employment
   3.7.3 In-service Courses

4 Personnel Records

4.1 Files for Faculty with Notice or Continuous Contracts
   4.1.1 The Office of Vice President for Academic Affairs
   4.1.2 The Dean’s Office

4.2 Files for Faculty Other than Regular Faculty

4.3 Access

5 Evaluation

5.1 Code of Ethics for Evaluation
   5.1.1 Principles which Apply to all Participants
   5.1.2 Principles which Apply to Specific Participants

5.2 Criteria for Evaluating Teaching Faculty
   5.2.1 Character and Congruence with Mission
      5.2.1.1 Exhibit vital, growing Christian life
      5.2.1.2 Understand and affirm the goals of Christian higher education
      5.2.1.3 Model professionalism and collegiality
      5.2.1.4 Maintain moral integrity
   5.2.2 Competence and Contribution
      5.2.2.1 Teaching
      5.2.2.2 Scholarship
      5.2.2.3 Service
5.3 Evaluating Librarians ........................................................................ 25
  5.3.1 Performance in Librarianship
    5.3.1.1 Characteristics
    5.3.1.2 Evidence
5.4 The Professional Development Plan (PDP) ...................................... 25
  5.4.1 Provision for the PDP
  5.4.2 Content
  5.4.3 Self-Assessment Report
5.5 Frequency and Types of Evaluation.................................................. 27
  5.5.1 Quarterly Evaluation
  5.5.2 Annual Evaluation
  5.5.3 Review of Tenure-Track Faculty in Their Third Year of Employment
    5.5.3.1 Timing of Review
    5.5.3.2 Candidate’s File
    5.5.3.3 Role of Mentor
    5.5.3.4 Makeup of Third Year Review Committee
    5.5.3.5 Aspects of Review
    5.5.3.6 Report of Committee
    5.5.3.7 Dean’s Recommendation
    5.5.3.8 Faculty Status Committee Report
    5.5.3.9 Continuing guidance
  5.5.4 Review of Non-Tenure Track Faculty in their Third Year of Employment
  5.5.5 Post-Tenure Review
    5.5.5.1 Frequency of Post-Tenure Review
    5.5.5.2 Timing of Post-Tenure Review
    5.5.5.3 Post-Tenure Review Portfolio
    5.5.5.4 Make up and Process of Departmental Post-Tenure Review Committee
    5.5.5.5 Goal of Post-Tenure Review
    5.5.5.6 Follow-Up to Post-Tenure Review
5.6 Procedures for Special Review .......................................................... 33
  5.6.1. Appeal or Grievance
5.7 Mentoring Program for Tenure Track Faculty ................................. 35
  5.7.1 Assigning Mentors
  5.7.2 Function of Mentors

6 Promotion .................................................................................................. 35
  6.1 Policy for Promotions ........................................................................ 35
  6.2 Eligibility for Promotion ..................................................................... 36
  6.3 Criteria for Promotion ........................................................................ 36
    6.3.1 Promotion to Assistant Professor
    6.3.2 Promotion to Professor
    6.3.3 Promotion to Professor
  6.4 Procedure for Promotion .................................................................... 37
    6.4.1 Schedule
    6.4.2 Initiating Promotion Consideration
6.4.3 Preparation of Application
   6.4.3.1 Candidate’s File
6.4.4 Role of Mentor
6.4.5 Makeup of Promotion Review Committee
6.4.6 Deliberation of Promotion Review Committee
6.4.7 Further Levels of Evaluation
   6.4.7.1 The Applicant’s Dean
   6.4.7.2 Faculty Status Committee
   6.4.7.3 Vice President for Academic Affairs
   6.4.7.4 President
   6.4.7.5 Responsibility for Notification

7 Tenure .............................................................................................................. 40
   7.1 Policy for Tenure ........................................................................................ 40
   7.2 Eligibility for Tenure .................................................................................. 40
      7.2.1 Time Required
      7.2.2 Credit Toward Time Required
      7.2.3 Restoration of Tenure or Granting at Appointment
   7.3 Criteria for Tenure ....................................................................................... 42
   7.4 Procedure for Tenure .................................................................................. 42
      7.4.1 Schedule
      7.4.2 Initiating Tenure Process
      7.4.3 Preparation of Application
         7.4.3.1 Candidate’s File
      7.4.4 Role of Mentor
      7.4.5 Designating a Tenure Review Committee
      7.4.6 Deliberation of Tenure Review Committee
      7.4.7 If the Candidate is Not Recommended for Tenure
      7.4.8 Further Levels of Evaluation
         7.4.8.1 The Applicant’s Dean
         7.4.8.2 Faculty Status Committee
         7.4.8.3 The Vice President for Academic Affairs
         7.4.8.4 The President
         7.4.8.5 The Board of Trustees
         7.4.8.6 Responsibility for Notification

8 Separation ........................................................................................................... 46
   8.1 Resignation .................................................................................................... 47
   8.2 Retirement ...................................................................................................... 47
   8.3 Non-Reappointment ...................................................................................... 47
   8.4 Prolonged Mental or Physical Illness ............................................................ 48
   8.5 Layoff ............................................................................................................. 48
      8.5.1 Significant Curtailment of Program
      8.5.2 Enrollment Emergency
      8.5.3 Financial Exigency
      8.5.4 General Procedures
8.5.4.1 Institutional Action
8.5.4.2 Individual Reappointment
8.5.5 Specific Procedures
  8.5.5.1 Involuntary Layoffs
  8.5.5.2 Layoff of Specific Faculty Members
  8.5.5.3 Special Provisions for Financial Exigency
8.5.8 Right to Individual Appeal of Layoff

8.6 Dismissal for Cause
  8.6.1 Conditions Prior to Action
  8.6.2 Grounds for Dismissal
  8.6.3 Procedures

8.7 Action Short of Dismissal

8.8 Progressive Discipline Policy

8.9 Right to Appeal

9 Faculty Rights and Responsibilities

9.1 Responsibilities of Faculty
  9.1.1 Principal Occupation
  9.1.2 Course Offerings and Content
  9.1.3 Absence and Class-related Duties
    9.1.3.1 Attendance Contract
    9.1.3.2 Illness
    9.1.3.3 Cancellation of Class
  9.1.4 Availability and Office Hours
  9.1.5 Student Recruitment, Advising, Counseling
  9.1.6 Share in Governance
    9.1.6.1 School Meetings
    9.1.6.2 Service on Committees or Task Forces
  9.1.7 Major Academic Events

9.2 Academic Freedom
  9.2.1 Librarians
  9.2.2 Enforcement

9.3 Professional Ethics
  9.3.1 General Statement
  9.3.2 As Teachers
  9.3.3 As Colleagues
  9.3.4 As Members of Institution
  9.3.5 As Members of Community
  9.3.6 As Scholars and Researchers
  9.3.7 As Employees
  9.3.8 As Christians

9.4 Policy on Nondiscrimination

9.5 Policy on Racial or Ethnic Harassment
  9.5.1 Purpose
  9.5.2 Complaints and Questions
  9.5.3 Enforcement
9.5.4 Procedures

9.6 Policy on Sexual Harassment .............................................................. 64
  9.6.1 Purpose
  9.6.2 Position of the University
  9.6.3 Definition
  9.6.4 Procedure
    9.6.4.1 Grievance Officers
    9.6.4.2 General Inquiries
    9.6.4.3 Process
      9.6.4.3.1 Consultation with Director of Human Resources
      9.6.4.3.2 Presentation of Complaint
      9.6.4.3.3 Investigation
      9.6.4.3.4 Recommendation
      9.6.4.3.5 Corrective Action
    9.6.4.4 Faculty and Supervisor Responsibilities
    9.6.4.5 Employee and Student Responsibilities
  9.6.5 Protections
    9.6.5.1 Confidentiality
    9.6.5.2 False Claims
    9.6.5.3 Retaliation

9.7 Procedure for Dealing with Complaints of Harassment Other than Sexual Harassment .............................................................. 68
  9.7.1 Responsibilities of Faculty and Supervisors
  9.7.2 Complaint Reviewers
  9.7.3 Process

9.8 Amorous Relationships Policy .......................................................... 71
  9.8.1 Definition
  9.8.2 Rationale

9.9 Academic Integrity, Complaints and Appeals .................................... 72
  9.9.1 Academic Integrity
  9.9.2 Appeals of Student Academic Complaints
  9.9.3 Levels of Appeal
  9.9.4 Acceptable Evidence

9.10 Complaints Outside Authorized Channels ...................................... 74
  9.10.1 Disposition
  9.10.2 Informing Faculty

9.11 Reporting Suspected Abuse ............................................................ 74

9.12 Policy on Political Activity .............................................................. 75

10 Faculty Development ............................................................................ 75
10.1 Sabbaticals ....................................................................................... 76
  10.1.1 General Provisions
  10.1.2 Eligibility and Options
  10.1.3 Benefits
  10.1.4 Obligations
10.1.5 Procedure
10.1.6 Criteria
10.2 Doctoral Completion Awards
10.3 Professional Travel
10.4 Professional Association Memberships
10.5 Forgivable Loan Fund
10.6 Grants
    10.6.1 Academic Renewal Grants
    10.6.2 Faculty Research Grants
10.7 Weter Lectureship
10.8 New Faculty Seminar
10.9 Instructional Development Committee
10.10 Theological Education for Faculty
10.11 Personal Enrollment in SPU Courses
    10.11.1 Undergraduate
    10.11.2 Graduate
10.12 Assistance with External Research and Grant Proposals
11 Workload
11.1 Teaching Duties
    11.1.1 General Expectation
        11.1.1.1 Undergraduate Teaching Formula
        11.1.1.2 Graduate Teaching Formula
        11.1.1.3 Mixed Graduate-Undergraduate Loads
        11.1.1.4 Load Adjustments
        11.1.1.5 Limit on Overload Assignment
    11.2 Definition of “Year” and Vacations
11.3 Outside Employment
11.4 School Organization
11.5 Faculty Retreat and Faculty Inservice
11.6 Academic Occasions
    11.6.1 New Student Convocation
    11.6.2 Annual Convocation
    11.6.3 Honors Convocation
    11.6.4 Ivy Cutting
    11.6.5 Commencement
11.7 Workload Implications of Political Activity
12 Working Conditions
12.1 Office Space and Administrative Support
12.2 Research Policies
    12.2.1 Human Subjects Research
    12.2.2 Laboratory Animal Care
12.3 Interest in Creative Works
    12.3.1 Definitions
    12.3.2 Personal Initiative and Production for Hire
14.3 Institutional Benefits ................................................................................................. 100
  14.3.1 Paid Holidays
  14.3.2 Unpaid Leaves of Absence
  14.3.3 Tuition Scholarship
    14.3.3.1 Undergraduate Scholarship for Spouse and Dependents
    14.3.3.2 Graduate Scholarship for Spouse
    14.3.3.3 Application for Scholarship
  14.3.4 Relocation Allowance
  14.3.5 Parsonage Allowance
  14.3.6 Camp Casey
14.4 Benefits for Part-time Faculty .................................................................................. 103

15 Compensation Policies .................................................................................................. 103
15.1 Salary Schedule ........................................................................................................ 104
  15.1.1 Instructor
  15.1.2 Assistant Professor
  15.1.3 Associate Professor
  15.1.4 Professor
15.2 Individual Contract .................................................................................................... 105
15.3 Payroll Period ........................................................................................................... 105
15.4 Payroll Deductions ................................................................................................... 106
15.5 Garnishment of Wages .............................................................................................. 106

16 Complaints and Grievances .......................................................................................... 106
16.1 Intent and Time Limits ............................................................................................... 106
16.2 Definitions ................................................................................................................... 106
  16.2.1 Complaint
  16.2.2 Grievance
  16.2.3 Parties
  16.2.4 Days
16.3 Procedures .................................................................................................................. 107
  16.3.1 Complaint Procedures
  16.3.2 Grievance Procedures
    16.3.2.1 Filing of Grievance
    16.3.2.2 Panel Formation, Investigation and Recommendation
  16.3.3 Hearing Conditions and Process
  16.3.4 Appeal to the President
  16.3.5 Appeal to the Board of Trustees
  16.3.6 General Provisions
    16.3.6.1 Medical Testimony
    16.3.6.2 Rights of Action by Parties
  16.3.7 Effect of Time Limits
  16.3.8 Mandatory Arbitration

17 Amendments to the Handbook ........................................................................................ 114