



**WARNER PACIFIC UNIVERSITY**

**FACULTY HANDBOOK**

**2019-2021**

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# Warner Pacific Faculty Handbook

## TABLE OF CONTENTS

50	PREAMBLE.....	1
100	UNIVERSITY PURPOSE, ORGANIZATION, AND GOVERNANCE .....	2
101	History and Mission of Warner Pacific University .....	2
101.1	History.....	2
101.2	Warner Pacific University Mission, Vision & Values.....	3
101.3	Faculty Values .....	3
101.4	Accreditation.....	4
102	Warner Pacific University Corporation .....	4
103	Articles of Incorporation .....	4
104	Bylaws.....	4
105	The Board of Trustees .....	5
106	Administrative Structure of Warner Pacific University .....	5
106.1	President.....	5
106.2	Chief Academic Officer.....	6
106.2.A	Duties of the Chief Academic Officer.....	6
106.2.B	Appointment of the Chief Academic Officer .....	7
106.2.C	Evaluation of the Chief Academic Officer .....	7
106.2.D	Removal of a Chief Academic Officer .....	7
107	Divisions and Programs .....	8
107.1	Academic Division/Department.....	8
107.2	Academic Program.....	8
107.3	Academic Council .....	8
107.5	Review of Academic Divisions/Departments .....	9
108	Division Chairs and Deans.....	9
108.1	Appointment.....	10
108.2	Duties.....	10
108.3	Evaluation.....	11
108.3A	Criteria for Evaluating Leadership and Service of Academic Personnel.....	12
109	Director of Library Services .....	12
109.1	Appointment .....	12
109.2	Duties.....	12
109.3	Staffing.....	13
109.4	Evaluation.....	13
110	Registrar .....	13
110.1	Appointment.....	13
110.2	Duties.....	13
110.3	Staffing.....	13
110.4	Evaluation.....	14
200	GOVERNANCE STRUCTURE.....	14
201	University Governance – Role of the Faculty .....	14
202	General Institutional Governance – Standing Committees.....	14
202.1	Election Procedures and Academic Committees.....	14
202.1.A	Procedure.....	15
202.1.B	Standing Committees .....	15
	Academic Policies Committee.....	15
	Core Studies Committee.....	15
	Curriculum Committee.....	16
	Educational Technology Committee .....	16
	Faculty Professional Concerns Committee (FPCC) .....	16
	Graduate Committee.....	16
	Professional and Graduate Studies Advisory Committee (Sub-committee of the Academic Policies Committee) .....	17
	Promotions Committee .....	17
	Teacher Education Consortium.....	18
225	Faculty Meetings.....	18
225.1	The Faculty Chair .....	18
225.2	Time of Meetings .....	19
225.3	Membership, Attendance, and Quorum.....	19

Warner Pacific Faculty Handbook

225.4 Agenda, Order of Business, and Rules of Order .....20

225.5 Voting .....20

225.6 Amendment of Procedures .....21

275 Procedure for Revision of the Faculty Handbook .....21

275.1 Proposed Amendments.....21

300 FACULTY EMPLOYMENT POLICIES AND PROCEDURES.....23

301 Types of Contracts.....23

301.1.A Term.....23

301.1.B Specialty Contract.....24

302 Issuance and Receipt of Contract .....24

305 Definitions of Faculty Status.....24

305.1 Ranked Teaching Faculty; Full-Time.....24

305.2 Administrative Faculty .....24

305.3 Adjunct Faculty.....25

306 Qualifications for Initial Appointment to Rank.....25

306.1 Assistant Professor.....25

306.2 Associate Professor.....26

306.3 Professor .....26

307 Special Appointment Faculty .....26

307.2 Professor Emeritus .....26

307.3 Honorary Degrees and Awards .....27

307.4 Endowed Chairs .....28

307.5 Visiting Professor .....28

307.6 Scholar in Residence .....28

310 Search/Appointments/Orientation.....29

311 Process for Search and Appointment .....29

311.1 Faculty Recruitment.....29

311.2 Documents and Records.....30

311.3 Interview .....30

311.4 Assignment of Rank and Step.....31

311.5 Appointment.....31

311.6 Evaluation of Prior Experience.....31

311.7 Faculty Orientation .....31

311.8 First-Year Ranked Faculty .....31

312.2 Full-Time Faculty Academic Files .....32

312.3 Academic Files for Part-time, Adjunct, Instructor, and Special Appointment Faculty .....33

315 Evaluation of Ranked Faculty.....33

315.1 Course Evaluations .....33

315.2 Annual Narrative .....33

315.3 Classroom Observations .....33

315.4 Conversation with Division Chair/Dean .....34

316 Evaluation of Adjunct Faculty.....34

316.1 Course Evaluations .....34

316.2 Classroom Observations.....34

316.3 Conversation with Division Chair/Dean .....34

318 Ranked Faculty Assistance Toward Academic Excellence .....35

318.1 Track 1: Satisfactory Performance .....35

318.2 Track 2: Plan for Improvement.....35

318.3 Track 3: Probationary Status .....36

320 Policies on Promotion.....36

320.1 Criteria for Ranked Promotion.....36

320.2 Procedure for Promotion .....37

320.3 The Role of the Promotions Committee.....41

320.4 Exceptions .....42

330 Separation .....42

330.1 Resignation .....42

330.2 Retirement .....42

330.3 Exit Interview.....43

330.4 Non-Reappointment.....43

330.5 Layoff/Reduction in Force .....43

330.5.A General Procedures Regarding Layoff.....44

## Warner Pacific Faculty Handbook

330.6	Dismissal for Cause.....	44
330.7	Progressive Discipline of Faculty Members.....	46
340	Faculty Rights and Responsibilities .....	46
340.1	General Statement.....	46
340.2	Academic Freedom.....	46
340.3	Professional Ethics.....	47
340.4	Intellectual Property – (Also in Employee Handbook).....	48
343	Conflicts of Interest - (see Employee Handbook).....	49
350	Faculty Development .....	49
350.1	Sabbatical .....	49
350.1.A	Eligibility and Application .....	49
350.1.B	Compensation .....	50
350.1.C	Obligation .....	50
350.1.D	Report .....	50
350.2	Off-Campus Employment.....	50
351	Workload.....	50
351.1	Classroom Attendance Policy .....	51
352	Academic Regalia.....	51
353	Faculty Benefits and Support Programs (See Employee Handbook).....	51
354	Faculty Academic Grievances .....	52
354.1	Purpose.....	52
354.2	Procedure.....	52
360	Summer School.....	53
370	Text Book Procurement .....	53
380	Budget Timeline.....	53
400	Otto F. Linn Library .....	54
410	Academic Support Center .....	54
420	Calendar.....	54
430	Clerical Assistance.....	54

**50 PREAMBLE**

The Warner Pacific University Faculty Handbook articulates the policies and procedures necessary for the governance of the faculty as a whole, as well as the roles and responsibilities of specific positions and organizations within the faculty.

The Warner Pacific University Employee Handbook is the primary source document for all employment practices and procedures. All personnel policies and procedures contained in the Faculty Handbook must be consistent with the provisions contained in the Employee Handbook. In all cases, if there is a disagreement between the Employee Handbook and the Faculty Handbook concerning personnel policies and procedures, the Employee Handbook will be the preeminent authority. This handbook has been approved with faculty revisions, and all faculty revisions to this handbook are subject to final review by legal counsel and the Board of Trustees.

Faculty review: \_\_\_\_\_  
President and Board approval: 10-18-19  
Adopted: 10-18-19

## **WARNER PACIFIC UNIVERSITY**

### **FACULTY HANDBOOK**

#### **100 UNIVERSITY PURPOSE, ORGANIZATION, AND GOVERNANCE**

##### **101 History and Mission of Warner Pacific University**

###### **101.1 History**

Warner Pacific University (the “University”) is operated as an agency of the Church of God (Anderson, Indiana) as a place of education and service for people, regardless of their denomination, who desire a quality liberal arts education in a vital Christian community. Founded in 1937 in Spokane, Washington, it was incorporated as Pacific Bible College and prepared church leaders during its early years. A desire for a more central location in the Pacific Northwest initiated the move to Portland in 1940. In 1959, the name of the institution was changed to Warner Pacific College to honor one of the early founders of the church and to reflect a growing liberal arts emphasis. Accreditation by the Northwest Association of Schools and Universities followed in 1961; the most recent accreditation affirmation occurred in 2020. Warner Pacific College changed its name to Warner Pacific University in 2018 to reflect its more comprehensive program offerings. The University is authorized by the State of Oregon to train teachers in identified subject areas.

While Warner Pacific has always been a Church of God University, it serves people of all faiths in Portland, the State of Oregon, and other parts of the nation and the world. It is engaged in instruction, research, and public service.

The University maintains membership in the following organizations and associations: the Council for Christian Colleges and Universities (CCCCU); the Council of Independent Colleges (CIC); Council for Higher Education Accreditation (CHEA); the Oregon Alliance of Independent Colleges and Universities (The Alliance); the National Association of Independent Colleges and Universities (NAICU); the Oregon Association of Colleges of Teacher Education; the National Association of College Admissions Counselors (NACAC); the American Association of Collegiate Registrars and Admission Officers (AACRAO); the Northwest Association of Private College and University Libraries; Tuition Exchange, Inc.; the Council on Social Work Education (CSWE), The Council for the Accreditation of Educator Preparation (CAEP), Orbis-Cascade Alliance, the National Council on Family Relations, and the National Association of College and University Business Officers (NACUBO). Documents pertaining to the above memberships are available for review in the Office of the President.

Warner Pacific provides equal opportunity for employment and advancement for all employees and applicants regardless of race, color, sex, gender, national origin, citizenship status, disability, age, genetic information, status with regard to public assistance, veteran status and any other status protected by laws and regulations to which Warner Pacific is subject. All employment decisions, including hiring, promotions, compensation, benefits, transfers, and terminations are made in a manner that does not discriminate against individuals in the categories discussed above. Because Warner Pacific is a Christian liberal arts University, the University exercises its legal right to hire Christian employees to fulfill its mission and purpose.

## 101.2 Warner Pacific University Mission, Vision & Values

Warner Pacific University is a Christian liberal arts University, affiliated with the Church of God, Anderson, Indiana. As such, Warner Pacific seeks to integrate Christian faith and academic learning, modeling Christian faith values, nurturing those seeking personal growth and providing high-quality education for learners.

### Mission, Vision & Values

**Mission:** Warner Pacific University is a Christ-centered, urban, liberal arts University dedicated to providing students from diverse backgrounds an education that prepares them to engage actively in a constantly changing world.

**Vision:** Mission-driven leaders who change the world.

### Values:

- We learn in an inclusive community
- We innovate toward experiential learning and academic relevance
- We engage our spiritual journey with Christ at the center
- We serve and care for our city and world
- We cultivate curiosity, creativity and purpose

## 101.3 Faculty Values

The faculty at Warner Pacific University support the mission statement of the University by the following Faculty Values Statement:

### We are:

**A community of faith in Jesus Christ**  
**Committed to academic excellence**  
**Dedicated to scholarship**  
**Exemplifying Christian service**

**A Community of Faith:** The University has invited faculty, administration, staff, and students of various backgrounds to be a part of this community, sharing its values while searching together for a meaningful integration of faith, living, and learning. The University calls men and women to support and affirm one another in their work, to interact freely from different perspectives, and to unite for intellectual growth coupled with moral integrity.

We, the faculty, are committed to fostering an environment in which freely chosen Christian faith be deepened, and spiritual relevance in everyday life clarified. The bonds that exist between the members of the University community are strengthened and renewed through friendship; through the formation of communities among faculty, administration, staff, students and alumni; and through the frequent opportunities for shared worship.

**Committed to Academic Excellence:** The faculty of Warner Pacific University strives to provide a Christian educational experience that evokes academic excellence while integrating liberal studies, professional preparation, and ethical commitment.

The faculty considers it of critical importance to work in an interdisciplinary manner toward the integration of faith, living, and learning; the humanities and technology; the fine arts and the market place; concern for others and self; personal freedom; and a commitment to the welfare of the entire human community.

As the faculty of Warner Pacific University, we are free to adapt thoughtfully and creatively to valuable new approaches in education and strive for the continual development of effective and participatory structures and modes of education that foster excellence.

Devoted primarily to teaching, the faculty serves students through various disciplines that provide knowledge and skills, impart professional training, foster the development of the whole person, and contribute to the formation of a mature, sensitive, and moral consciousness.

**Dedicated to Scholarship:** At the heart of the University community is a faculty dedicated to life-long learning and to the enhancing of professional growth and development.

**Exemplifying Christian Service:** We support one another in the formation of the whole person towards Christian servanthood. We serve the various communities of Portland, the Northwest, the nation, and the world through intellectual, spiritual, moral, and professional leadership.

#### **101.4 Accreditation**

Warner Pacific University is accredited by the Northwest Commission on Colleges and Universities. The Teacher Education program is endorsed by the Teacher Standards and Practices Commission of the State of Oregon. The Social Work Program is accredited by the Council on social Work Education. The Bachelor in Human Development and Master in Human Services majors have been approved by the National Council on Family Relations as eligible to receive an additional certification as Certified Family Life Educators.

#### **102 Warner Pacific University Corporation**

Description of the Corporation is available for review in the President's Office.

#### **103 Articles of Incorporation**

The Articles of Incorporation are available for review in the President's Office.

#### **104 Bylaws**

The Bylaws of the University are available for review in the President's Office.



## 105 The Board of Trustees

The Board of Trustees leads Warner Pacific University toward its desired performance. In addition to other responsibilities, the Board of Trustees generally:

- A. In its policy-making role, determines the parameters within which the President is expected to achieve the goals/outcomes;
- B. Monitors the performance of Warner Pacific University by synthesizing data in the institutional strategic indicators dashboards.
- C. Monitors the achievement of the goals/outcomes within the executive parameters;
- D. Maintains and constantly improves all on-going policies of the Board as described in the Board Policy Manual;
- E. Selects, fairly compensates, nurtures, evaluates annually and, if necessary, terminates a President, who functions as the Board's sole agent;
- F. Ensures financial solvency and integrity through policies and behavior regarding budget review and approval, investment policy, fundraising, and facilities management;
- G. Requires periodic financial and other external audits to ensure compliance with the law and good practices;
- H. Reviews and approves all institutional handbooks that include policies, whereby the University operates, whether in administrative, academic or co-curricular functions;
- I. Ratifies honorary degrees upon recommendation of the faculty;
- J. Evaluates and constantly improves the Board's performance and sets expectations for Board members' involvement as volunteers;
- K. Vests authority in the President, for all university educational and managerial functions.

## 106 Administrative Structure of Warner Pacific University

Position descriptions for all administrative officers of the University, both academic and non-academic, are available in the offices of the President and Vice-Presidents of the University and our Human Resources Department. The principal academic positions are briefly described in this section.

### 106.1 President

The President is the Chief Executive Officer of the University. The President is a member of and responsible to the Board of Trustees for the execution of its policies, and performing the duties and exercising the powers that are delegated by the Board of Trustees. The President approves the hiring of all faculty and staff and the appointment of all Division Chairs/Deans, and approves the promotion of faculty upon the recommendation of the Chief Academic Officer. Due to the University's covenantal relationship with the Church of God, the President is presented for ratification by the Church of God General Assembly for each five-year term. The President is assisted by Vice Presidents and Deans to whom the President delegates the academic, student development, business, enrollment management, University advancement, University relations, and alumni functions. The President is the chair of the Executive Cabinet whose members are the Vice Presidents. The Executive Cabinet supports, advises, and assists the President as s/he articulates a clear and compelling vision of Warner Pacific University's vibrant future. The Executive Cabinet pursues this goal by focusing on:

- Vision—clarifying assumptions underlying the president's vision, testing viability, reading the surrounding culture, representing stakeholder priorities

- Leadership—exerting leadership in spheres of influence to implement the vision, nurturing current leaders in their work, and identifying future leaders who will make the vision a reality
- Organizational Culture—engaging the current culture of Warner Pacific, identifying cultural patterns needing attention, celebrating the emerging culture
- Information Sharing—providing an opportunity for mutual responsibility and accountability through sharing data-driven, measurable results over time
- Strategy—testing implications of specific recommendations or policies under consideration in light of vision, leadership, culture, and information

The President is responsible for the internal administration of the institution and the maintenance of unity of purpose among the administration, faculty, and staff; for development and mentoring of external relationships and partnerships with stakeholders; and for the interpretation of the policies and purposes of the University to faculty, students, alumni, and the general public. Authority is vested in the President, through the Board, for all university educational and managerial functions.

The President keeps the Board of Trustees informed on the state of the University, on its plans and anticipated developments, and on challenges and opportunities in higher education. The President apprises the Board of the current and future financial needs of the institution and secures the approval of the Board of Trustees on all major policy statements.

The President serves as a non-voting, ex-officio member of the Board of Trustees. The President is a voting member of the General Assembly of the Church of God.

## **106.2 Chief Academic Officer**

The Chief Academic Officer (“CAO”) holds the titles of Dean of the Faculty and Vice President for Academic Affairs. The responsibilities enumerated in the Handbook pertain particularly to the role as Dean of Faculty, though other functions may be indicated through the other roles.

### **106.2.A Duties of the Chief Academic Officer**

The CAO, in consultation with Division Chair/Deans, and the Registrar, as needed:

- A. Coordinates the regular instructional offerings and academic calendar;
- B. Integrates enrollment reports created by the Registrar;
- C. Coordinates future staffing and budgetary needs; and
- D. Arranges for Convocation and the biannual Commencements.

The CAO:

- A. Working with the faculty, and subject to the final of the President and Board, has responsibility to develop academic programs (majors/minors), including adding and eliminating programs.
- B. Maintains a personnel file for each faculty member;
- C. Arranges academic convocations;
- D. Consults with the Faculty Chair on the agenda for general faculty meetings;
- E. Receives recommendations from faculty committees on faculty hiring and promotion;

- F. Transmits a final recommendation to the President regarding faculty hiring and promotions, and Faculty Employment Agreements;
- G. Is responsible for maintaining the *Faculty Handbook* in which University philosophy, policies, and procedures are outlined as they concern the faculty; and
- H. Recommends to the President the appointment of Division Chairs and Deans.

The CAO is the primary link between the faculty and the President/Executive Cabinet. It is the responsibility of the CAO to keep the President informed of faculty work impacting the whole of the university as well as to facilitate communication between the President and the faculty.

The CAO has responsibility for the direction of those services that are auxiliary or common to the programs of the individual departments. Thus, in addition to the Division Chair/Deans, the following administrative officers report to the CAO: the Director of Library Services, the Registrar, the Director of Assessment and Institutional Research, and the Associate Vice President for Academic Affairs.

In fulfilling these functions, the CAO is assisted by Academic Council, which is an advisory body composed of the Chair of each Academic Division, the Associate Vice President for Academic Affairs, Professional and Graduate Studies, selected Program Directors, the Registrar, the Director of Assessment and Institutional Research, and the Director of Library Services. The CAO presides at the regular meetings of the Academic Council and transmits all important decisions to the Executive Cabinet for ratification or final decision.

#### **106.2.B Appointment of the Chief Academic Officer**

The appointment of the CAO is affirmed by the Board of Trustees on the recommendation of the President and serves at the pleasure of the President. The CAO's primary concern is the leadership of the educational program: the increased effectiveness of the program, the improvement of the program, and among various segments of the University, the promotion of a union of action based on the common educational objectives of the University. When a vacancy in the position of the CAO occurs, the President will form a search committee which will include at least two faculty members chosen by the faculty.

#### **106.2.C Evaluation of the Chief Academic Officer**

The CAO and other academic administrators are evaluated annually through a process that affords faculty members the opportunity to comment on the CAO's job performance.

#### **106.2.D Removal of a Chief Academic Officer**

At any time during the term of appointment, the President, on the recommendation of the Academic Council, may relieve a CAO of administrative duties, if there is clear indication of the necessity for such action. The decision to relieve an Administrator will include a written consultation of the full-time faculty members and an opportunity for the Administrator to respond to the proposed action. Removal of the CAO also removes the individual from the ranks of the faculty, unless, by prior agreement, ongoing faculty status has been guaranteed as a condition of employment.

## **107 Divisions and Programs**

The academic body of the University consists of the Teaching Faculty, the Administrative Faculty, and Academic Administrators. The academic body is broadly organized into divisions and departments. As such, there are four Divisions of the University: Natural Sciences and Health Division, Social and Behavioral Sciences Division, Arts and Letters Division, and Graduate and Professional Programs Division (which include the following Departments - Business, Education, Nursing, and Social Work).

A Division Chair, Program Director, or Dean leads an academic unit of the University consisting of all faculty members who are engaged in instructional, administrative or research work in their given discipline.

### **107.1 Academic Division/Department**

An academic division/department is an administrative unit of the University characterized by the following: an identifiable major(s) and/or minor(s) listed in the University catalog; a faculty which supports, through teaching and advising, the major(s) and/or minor(s); and a course of study designed to achieve the requirements of the major(s) and/or minor(s).

### **107.2 Academic Program**

An academic program is of the University characterized by the following: a delivery system identified in the University catalog as a program of the University; a system which provides a cross- or inter-divisional/departmental means to achieve either the requirements of a degree or a major, an enhancement of a degree or a major, or a service necessary to the successful completion of an academic major or degree; and personnel which supports and facilitates the delivery of service.

### **107.3 Academic Council**

The Academic Council is made up of the CAO, the Associate Vice President for Academic Affairs, the Registrar, the Director of Assessment and Institutional Research, the Director of Library Services, the Faculty Chair, and each of the Academic Division Chairs/Deans. Generally, this group meets monthly to ensure the coherence of the academic program in light of the University's mission, vision, values, purpose, and strategic goals. To that end, it evaluates initiatives regarding the academic body. These perspectives should provide the foundation for orienting the work of individual divisions/departments as they process proposals through the review of the Curriculum Committee for consideration by the full faculty. Part of the work of the Academic Council is to manage a program review process for each academic division/department and program of the University and to report those review findings to the faculty overall.

Specific responsibilities include:

- Working with the Registrar and Division Chairs/Deans to approve a coherent academic course schedule that minimizes conflicts and ensures equitable teaching loads
- Developing and managing a peer-based program review process

- Articulating the educational implications of the institution's strategic goals as expressed in its strategic planning documents
- Collaborating on new program initiatives or opportunities as they arise
- Assisting in conducting a periodic review of the Professional and Graduate Studies Program, graduate programs, or specialized programs to assure alignment with overall academic program
- Ensuring that Division Chairs/Deans adequately monitor faculty evaluation mechanisms
- Providing advice and counsel to peer division chairs/deans or program directors as they manage their individual responsibilities
- Providing advice and counsel to the Chief Academic Officer
- Providing advice and counsel to the President

### **107.5 Review of Academic Divisions/Departments**

For the purpose of supporting and encouraging continuous improvement, all departments will be reviewed at least every seven years by an external review committee, which will consist of members recommended by the division/department in consultation with the CAO. In preparation for the review process, the division/department being reviewed will prepare a self-report providing an overview of its programs and its understanding of how well those programs are functioning, according to criteria mutually agreed upon by the CAO and the division/department under review. This report will be made available to the outside review committee, which will read the report and compare it to the information that the committee gathers through its on-campus review process. After the outside review committee completes its work, it shall submit a report to the CAO and to the department being reviewed, which will have an opportunity to respond to the committee's report. A meeting between the CAO and the division/department will follow, so that recommended changes can be discussed and a plan for implementation be developed.

An external review committee may be called at other times besides the seven-year review if other issues arise in a division/department, including but not limited to:

1. issues that are not being resolved through normal faculty processes.
2. personnel conflicts that are hindering the proper functioning of that division/department.
3. a significant decrease in enrollment.
4. inability to cover the required curriculum.
5. the need to do strategic planning.

If one or more issues arise, the affected division/department may request a meeting with the CAO to explore the possibility of appointing the outside review committee.

### **108 Division Chairs and Deans**

Division Chairs and Deans are responsible for coordinating division faculty under the direction of the administration in the provision of academic programs. They are also responsible for the proper functioning of the division as an instructional, research, and service unit. The division chair/dean is responsible for developing and administering operating policies and practices for the division/department which are effective and consistent with university provisions; for making budget, curricular, and personnel recommendations, for managing all the resources assigned to the division/department; for defining the division's/department's scope, mission, and objectives within

institutional guidelines, and within the resources available; and for assuring and, whenever possible, improving the division's/department's capacity to carry out its mission and accomplish its objectives with distinction. Some distinctions between Division Chairs/Deans include:

1. Division Chairs are generally on a 10.5 month contract and Deans are normally on a 12 month contract
2. Division Chairs receive faculty benefits (promotion/sabbatical) and Deans can receive staff benefits (accrued vacation).
3. Division Chairs may not have responsibilities regarding accreditation and Deans supervise accredited programs
4. Division chairs supervise divisions which consist of many program areas
5. Deans supervise departments

### **108.1 Appointment**

Division Chairs/Deans are named by the President on the recommendation of the Chief Academic Officer. Generally, they serve for terms that are renewable on the recommendation of the CAO, after consultation with members of the Division. At any time during the term of appointment, the President, on the recommendation of the CAO, can relieve a Division Chair/Dean of administrative duties. The decision to relieve a Division Chair/Dean must include written consultation of the full-time faculty members of the division/department and an opportunity for the Division Chair/Dean to respond to the proposed action. Being relieved of administrative duties does not affect the individual's status as a faculty member.

### **108.2 Duties**

Division Chairs/Deans assist in the formulation of general educational policies of the University by serving on the Academic Council. Those appointed to the position of Division Chair/Dean shall hold the rank of associate professor or higher. Within their own Division, the Division Chairs/Deans are responsible for applying University policy to specific situations, encouraging innovative educational planning, supervising faculty, coordinating academic activities, and preparing and administering budgets. Division Chairs/Deans are responsible for administering their divisions/departments efficiently, in accordance with established University policy and directives issued by the CAO. They have the responsibility to build divisions/departments that are strong in teaching, in scholarship, and in meeting the needs of students. It is the responsibility of the Division Chairs/Deans to:

- A. Work closely with the CAO on matters that concern their respective Division/Department;
- B. Evaluate the quality of instruction in the Division/Department;
- C. Serve on committees and councils of the CAO;
- D. Serve on the Academic Council of the University;
- E. Schedule, prepare agendas, and preside over regular Division/Department meetings; seek advice from the Division/Department concerning academic matters; supervise the academic performance of Division/Department faculty, and plan course offerings as a Division/Department;
- F. Evaluate the curricula and teaching methods within the Division/Department and plan, as a Division/Department, to encourage the development of new programs, innovative teaching methods, and faculty development;

- G. Approve or deny changes or exceptions to students' required program of study as recommended by Academic advisors, and coordinate and improve academic advising for major and minor programs of study within the Division/Department;
- H. Oversee instructional information relating to the Division/Department in the official University Catalog or similar publications;
- I. Establish, where advisable and with the approval of the CAO and the President, Advisory Councils comprised of members of the community to assist in supporting the work of the Division/Department;
- J. Support the Enrollment Office of the University in helping to recruit qualified students for the Division/Department;
- K. Support the University Advancement Office in helping to raise funds for the Division/Department;
- L. Participate in the annual evaluation of faculty within the Division/Department;
- M. Submit to the CAO, after consultation with members of the Division/Department, a proposed course schedule for the next academic year;
- N. Propose the annual Division/Department budget, in consultation with full-time members of the Division/Department, and supervise the implementation of the budget;
- O. Coordinate divisional/departmental recruitment, searching and screening for the appointment of new full, adjunct, and part-time faculty for all programs of the Division/Department in conjunction with our Human Resources department and the Vice President for Academic Affairs. (See Hiring Protocols and Diversity Hiring Protocols) The Chair will also: orient newer faculty members to the University, Division/Department, and course demands; visit classes; approve syllabi, and evaluate faculty in conjunction with the Faculty Evaluation process;
- P. Maintain Division/Department records;
- Q. Oversee the periodic review and update of such areas within the Division/Department as academic degree programs, curriculum, course syllabi for present and planned courses, and graduation checklists;
- R. Participate in the resolution of grade appeals and academic conduct issues;
- S. Supervise, either personally or through a delegate, the Division/Department office staff, work-study students, and lab assistants (if any);
- T. Aid in the planning of Divisional/Departmental summer school offerings, (if any);
- U. Encourage members of the Division/Department to participate actively in learned societies, faculty development programs, and research activities, etc.;
- V. Assist in the enforcement of University academic policies;
- W. Coordinate the assessment of student outcomes for the Division/Department and each major and minor within the Division/ Department; and
- X. Maintain effective communication within the Division/ Department and open communication with other divisions/departments, especially with respect to common needs, service courses, and interdisciplinary projects.
- Y. Deans are responsible for all tasks related to specialized program accreditation and serving on state and national committees as assigned.
- Z. Teach a reduced load in proportion to assigned administrative responsibilities.

### **108.3 Evaluation**

Division Chairs/Deans and other academic administrators are evaluated annually by the Chief Academic Officer through a process which affords division/department faculty the opportunity to

comment upon the job performance of the Division Chair/Dean. Division Chairs/Deans who are relieved of administrative duties maintain their academic rank. .

### **108.3A Criteria for Evaluating Leadership and Service of Academic Personnel**

Academic leadership is, in itself, a significant academic activity. Therefore, distinguished leadership and the execution of administrative duties by a Division Chair/Dean shall be considered as appropriate criteria in evaluating the recommendation of a Division Chair/Dean for promotion. It is expected that a Division Chair/Dean will remain active in both teaching and research in order to maintain his or her capabilities in the appropriate field of scholarship. However, a Division Chair/Dean who discharges his or her administrative duties effectively may have reduced time for teaching and research. With regard to administrative service in relation to promotion consideration, please see Section 320.

## **109 Director of Library Services**

The Director of Library Services serves as the general coordinator of instructional resources that facilitate and enhance individual and group instruction.

### **109.1 Appointment**

The Director of Library Services is appointed by the President upon the recommendation of the CAO and is responsible for the organization, operation, and development of the Academic Library services of the University. All duties are to be performed in a manner consistent with the purposes and objectives of the University. The Director serves at the pleasure of the CAO and the President.

### **109.2 Duties**

The Director:

- A. Consults with Division Chairs/Deans to provide for the requirements and services of the University;
- B. Is a member of all committees related to the Library;
- C. Is available for special Divisional/Departmental meetings; advises the CAO, Division Chairs/Deans, and faculty on improved methods of integration of the Library and programs of instruction; and
- D. Is responsible for developing Library policies; long-range planning of the Library collection; staff services; and proposing and administering the budget.
- E. Is responsible for maintaining a relationship with the Orbis-Cascade Alliance and other library/vendor partnerships.

The Director reports to the CAO and is a member of the Academic Council.



### **109.3 Staffing**

With the approval of the CAO, the Director appoints library staff and establishes relevant salary classifications.

### **109.4 Evaluation**

Evaluation of the Director is conducted annually by the CAO with opportunity for input by Division Chairs/Deans, Faculty, and library staff.

## **110 Registrar**

### **110.1 Appointment**

The Registrar is appointed by the President upon the recommendation of the CAO and is responsible for the organization, operation, and development of the Records Office and services of the University. All duties are to be performed in a manner consistent with the purposes and objectives of the University. The Registrar serves at the pleasure of the CAO and the President.

### **110.2 Duties**

The Registrar:

- A. Provides direct supervision, planning, and maintenance of all student academic records, including registration and student academic information;
- B. Ensures compliance with the Family Educational Rights and Privacy (FERPA) Act of 1974;
- C. Evaluates transcripts;
- D. Maintains permanent academic records;
- E. Issues official transcripts and grade reports;
- F. Computes the credit and grade point standing of each student;
- G. Evaluates applications for graduation in consultation with academic advisors;
- H. Prepares academic rankings relating to suspension, probation, honors, and graduation;
- I. Provides information on the academic status of students to approved on-campus and off-campus persons or entities; and
- J. Verifies completion of all degree requirements, submitting that information to Faculty for approval.

The Registrar is a member of the faculty by virtue of office and is a non-voting member of the Academic Council.

### **110.3 Staffing**

With the approval of the Chief Academic Officer, the Registrar appoints Records Office staff and establishes relevant salary classifications.

#### **110.4 Evaluation**

Evaluation of the Registrar is conducted annually by the CAO with opportunity for input by Division Chair/Deans, Faculty, and Records Office staff.

### **200 GOVERNANCE STRUCTURE**

#### **201 University Governance**

Warner Pacific University believes that the conduct of the University is a cooperative venture among the constituencies of the University. Under the authority of the President, primary responsibility over the curriculum and instructional procedures and formats rests with the faculty. The Faculty has a participatory responsibility, along with other University groups, over areas indirectly affecting academic operation such as strategic planning, student recruitment, and retention.

Regular interaction between the Executive Cabinet, the Board, and the Faculty occur through the following:

1. Regular Executive Cabinet participation in faculty meetings
2. Regular (at least once per year) meeting between FPCC or a representative group and a the Governance Committee of the Board
3. The Program Committee and Governance Committee of the Board will hold space on their agendas for regular faculty interaction.

#### **202 General Institutional Governance – Standing Committees**

Faculty members are expected to serve on one University general institutional governance committee or committee equivalents. A faculty member may refuse further memberships without fault or may resign from one to accept membership in another. Permission must be obtained from the faculty member's Division Chair/Dean to accept more than two committee memberships or equivalents. Committee equivalents include positions or duties, which are approved as equivalent by the Faculty. The President is an ex-officio member of all committees, except the FPCC and Promotions Committee. The President has oversight over all Standing Committees.

If necessary, a person may resign from a committee. The resigning member may suggest a successor to complete the term. This suggestion shall be subject to approval by the Faculty (for at-large positions), or by the appointing party.

The following standing committees at Warner Pacific University include faculty representation.

##### **202.1 Election Procedures and Academic Committees**

Elections are conducted under the direction of the Chief Academic Officer, typically on an annual basis for one-year terms, in accordance with the following procedure and as faculty members are available. Committee membership is generally described below:

### **202.1.A Procedure**

1. The CAO will send all faculty members a memorandum asking for an indication of interest in any specific committee. These indications of interest will be submitted to the Academic Council in the spring.
2. The Academic Council will nominate candidates for each open position on faculty committees.
3. The Academic Council will attempt to balance representation on the committees by distributing memberships among Divisions/Departments and years of service at the institution, if appropriate.
4. A ballot containing the names of the nominees will be distributed at the last faculty meeting of the academic year and nominations will be open from the floor.
5. The vote will be counted at the meeting with the election results immediately announced.

### **202.1.B. Standing Committees**

#### **Academic Policies Committee**

**Purpose:** To recommend policies and procedures whereby persons will be admitted to Warner Pacific University; to review special applicants for admission; to recommend policies with regard to scholastic standing, grading matters and definitions, standards of probation, suspension, and disqualification; to recommend policies with regard to graduation and honors; to recommend policies regarding class scheduling; and, to act on petitions from students and faculty which relate to academic or teacher licensure matters.

**Membership:** Chief Academic Officer (non-voting); Vice President for Enrollment and Marketing; Registrar; Dean of Education; Academic Support Services Representative; PGS Representative; Student Life Representative; three to five elected faculty; two students selected by Associated Students of WPU (ASWPU).

#### **Core Studies Committee**

**Purpose:** To oversee Core Studies requirements and recommend changes in requirements when appropriate; to review and recommend proposals that affect Core Studies requirements; to oversee and facilitate periodic assessment of Core Studies; to work in conjunction with the Curriculum Committee and Assessment Committee to ensure Core Studies requirements and objectives are in agreement with Warner Pacific mission and goals.

**Membership:** Chief Academic Officer (non-voting); Registrar; Director of Library Services; Director of Assessment and Institutional Research; four elected faculty with no two from the same Division/Department.

**Curriculum Committee**

**Purpose:** To review and recommend to faculty proposed course or program changes to review and recommend proposals for cooperative arrangements with other institutions; to conduct periodic evaluations of curriculum in the light of the Warner Pacific mission and goals; to approve individualized major proposals

**Membership:** Chief Academic Officer (non-voting); Associate Vice President for Academic Affairs or designee; Registrar; Director of Assessment and Institutional Research; Director of Library Services; five to seven elected faculty, with no three from the same division/department; two student representatives selected by ASWPU.

**Educational Technology Committee**

**Purpose:** To recommend policies and procedures that relate directly to the use of instructional technology and to the development, implementation, and use of online learning; to receive reports and requests from committees, faculty, students, and staff on issues of instructional technology; to facilitate the training of faculty in the use and incorporation of instructional technology; and to facilitate communication regarding these issues.

**Membership:** Three faculty members (an education technology instructor, one instructor with distance-learning experience, and one at-large); Registrar; Director of Information Services; Education Technology Representative; Library Representative; Marketing Representative; Professional Graduate Studies “PGS” Representative.

**Faculty Professional Concerns Committee (FPCC)**

**Purpose:** To represent the faculty regarding compensation and fringe benefits; to recommend to the faculty, the CAO, and the President appropriate changes in those areas; to review and recommend policies regarding faculty working conditions and faculty professional development; to monitor procedures for evaluation of faculty performance; to organize and present proposed revisions to the Faculty Handbook for faculty approval; to participate in the faculty academic grievance procedure as outlined in Section 354. The Committee consults with the Chief Academic Officer regarding sabbatical policies, sabbatical proposals from eligible faculty members, and the implementation of sabbatical policy.

**Membership:** Five elected faculty, no three from the same division/department; Chief Academic Officer (non-voting); Associate Vice President for Academic Affairs or designee.

**Graduate Committee**

**Purpose:** To recommend to appropriate committees, divisions, or individuals the graduate policies and procedures whereby persons will be admitted to the graduate programs of Warner Pacific University; to review special applicants for admission; to recommend policies with regard to graduate enrollment and standing, grading matters and definitions, standards of probation, suspension, and disqualification; to recommend policies with regard to graduation and honors; to recommend policies regarding class scheduling; to act on petitions from graduate students and graduate faculty which relate to graduate matters. To review and recommend to faculty proposed graduate course or program changes; to review and recommend proposals for cooperative arrangements with other institutions and recommend changes in requirements when appropriate; to conduct periodic evaluations of graduate curriculum in the light of the Warner Pacific mission and goals.

**Membership:** Chief Academic Officer (non-voting); Associate Vice President for Academic Affairs; and five others faculty and director level members of the university.

**Professional and Graduate Studies Advisory Committee (Sub-committee of the Academic Policies Committee)**

**Purpose:** The purpose of the PGS Advisory Committee is to provide support and guidance for Professional and Graduate Studies and to increase communication and collaboration between traditional programs and PGS. This support will assume many forms. The advisory committee will engage in brainstorming and problem solving and will provide input to the Associate Vice President for Academic Affairs in coordinating the activities and policies of PGS; serve as a recommending body for policy, curricular or program changes related to PGS to other standing committees (i.e. curriculum committee, APC, etc.); provide a place of accountability for the AVPAA and the program(s); increase awareness of the program and support continued growth and integration within the Warner Pacific community.

**Membership:** Associate Vice President for Academic Affairs (Chair); Vice President for Enrollment and Marketing; Registrar; Director of Adjunct Faculty Development; Director of Library Services; Chair of Social and Behavioral Sciences or designee; Dean of Business or designee; Dean of Nursing or designee; Dean of Social Work or designee; Dean of Education or designee; one faculty member at large; Adjunct Faculty Representative; PGS Student Representative.

**Promotions Committee**

**Purpose:** To review applications for faculty promotion in rank and make recommendations related to promotion applications to the Chief Academic Officer. (See section 320 for procedure.)

**Membership:** Five faculty members who have attained the rank of full professor, elected by the faculty.

**Teacher Education Consortium**

**Purpose:** To serve as an advisory body to Warner Pacific University to review, evaluate, and make recommendations on design, implementation, evaluation, and modification of the University's Teacher Education Program.

**Membership:** Dean of Teacher Education Program; Associate Vice President for Academic Affairs; two to three faculty representatives; two to three public school administrators appointed by the superintendent(s) of a public school district; two to three classroom teachers; two to three students; a representative from the community (optional).

**225 Faculty Meetings**

**225.1 The Faculty Chair**

The Faculty Chair is a member of the faculty, elected to organize and preside over the governance function of the faculty. The Faculty Chair shall: hold the rank of associate professor or higher, have served at Warner Pacific University for a minimum of four years, and be elected for a two-year term by the membership of the Faculty. In the December faculty meeting, nominations will be solicited. The election shall be held in the February faculty meeting of the academic year prior to the beginning of the Chair's term. The Chair's term begins at the end of the Spring Semester.

**225.1.A Duties of the Faculty Chair:**

The Chair shall:

- A. Preside over all meetings of the faculty or notify the Temporary Chair to preside.
- B. In consultation with the Chief Academic Officer, prepare a tentative agenda for each meeting and furnish a copy to each member at least three working days prior to regular meetings and one day prior to a special meeting.
- C. Ensure minutes are prepared and distributed to the membership.
- D. In consultation with the Chief Academic Officer, call special meetings when necessary.
- E. In consultation with the Chief Academic Officer, appoint special committees as required.
- F. In consultation with the Chief Academic Officer, ensure dissemination of information regarding action taken by the Academic Council; forward copies to the President of the approved faculty Meeting minutes; forward copies to the President of annual reports related to various standing Faculty committees.
- G. When he/she deems such action desirable, invite guests to participate in a discussion of matters before the faculty.
- H. Vote only when necessary, such as in the case of a tiebreaker.
- I. Perform the duties prescribed by these procedures and by the parliamentary authority adopted by the faculty.
- J. Serve no more than two consecutive terms with the possibility of election after an intervening term(s).

- K. As the presiding officer of the faculty, the Chair shall represent faculty on the Leadership Advisory Committee (and as the faculty observer at the Board of Trustees meetings).
- L. The Faculty Chair may be removed by a two-thirds vote of the faculty at any regularly scheduled or specially called meeting of the faculty. In such a meeting, the Chair of the Faculty Professional Concerns Committee would preside during the discussion and vote on removal. A special election at the next faculty meeting would fill the unexpired term.
- M. A Temporary Chair shall be elected in the first faculty meeting in August for a one-year term. The Temporary chair will serve as Chair only in situations in which the Faculty Chair is unable to serve.

### **225.2 Time of Meetings**

- A. Monthly faculty meetings shall be determined by the Faculty Chair prior to the start of the new academic calendar.
- B. Special faculty meetings may be called from time to time by by the President or CAO.

### **225.3 Membership, Attendance, and Quorum**

- A. By reason of rank or office, the following shall automatically be entitled to membership in the faculty of Warner Pacific University and shall have the right to vote at all faculty meetings:
  - 1. Full-time faculty holding ranks of professor, associate professor, and assistant professor;
  - 2. Temporary or Part-time faculty holding ranks of Instructor (teaching six or more credits in a semester on a contract as described in Section 305.3);
  - 3. All administrative faculty including: The Associate Vice President for Academic Affairs, the Registrar, the Director of Library Services, the Director of Assessment and Institutional Research, Assistant Librarians, and Advisors. ;
  - 4. The Chief Academic Officer and the President.
- B. Exceptions to the above general rules may be allowed voting privileges by a majority vote of the faculty. Requests for such exceptions are to be submitted to the faculty by the CAO. Exceptions granted are effective only for the current academic year.
- C. Emeritus professors and adjuncts shall be entitled to attend all faculty meetings but shall not have voting privileges nor the right to hold offices unless granted through the above procedure.
- D. Members of the faculty are expected to attend all faculty meetings.
- E. A quorum shall consist of a majority of voting members of the faculty. The Secretary shall inform the Faculty Chair of the presence of a quorum.
- F. Voting members, members listed under “C” above, and others invited by the Faculty Chair shall be privileged to participate in discussion during faculty meetings.

#### **225.4 Agenda, Order of Business, and Rules of Order**

- A. The normal order of business shall be:
  - 1. Call to order
  - 2. Minutes
  - 3. Unfinished business
  - 4. Action reports of Committees
  - 5. New Business
  - 6. Information reports by Committees
  - 7. Announcements
  - 8. Adjournment
- B. The meeting agenda will be prepared by the Faculty Chair in consultation with the CAO and the Chairs of faculty committees and divisions/departments.
- C. Copies of the agenda will be distributed to all members of the faculty at least three working days prior to each meeting and shall be accompanied by texts, resolutions, reports, or other relevant documents to be considered with agenda items.
- D. Items to be included on the agenda requiring faculty action must be submitted to the Chair by a voting member of the Faculty and shall be submitted at least seven calendar days prior to the meeting.
- E. New business items submitted for consideration may be discussed but may not be submitted for a vote until a subsequent meeting (normally the next regularly scheduled meeting).
- F. Robert's Rules of Order shall be the authority for the conduct of faculty meetings except when in conflict with the Faculty Handbook.
- G. The order of business and the rules and procedures governing the conduct of faculty meetings may be suspended by two-thirds of those present and voting.
- H. The Faculty Chair may alter the normal order of business as stated in Paragraph A when in the Chair's judgment the urgency of a particular item requires early consideration. Such alterations, if made, shall be indicated at the time the agenda is distributed to the faculty.
- I. The faculty may, at any point in its proceedings, declare itself in executive session by majority vote, thereby limiting the meeting to voting members only.

#### **225.5 Voting**

- A. All decisions shall be by a simple majority of those voting unless otherwise specified. Items which require a two-thirds majority for passage include:
  - 1. Amendment of Procedures
  - 2. Recommendations for revision of the Faculty Handbook
  - 3. Removal of the Faculty Chair
- B. Voting may be by voice, a show of hands, a standing vote, or written ballot.



- C. The method of voting shall normally be decided by the Faculty Chair. A standing vote may be called for from the floor. A written ballot shall be used at the request of a majority of those voting.

#### **225.6 Amendment of Procedures**

These procedures may be amended at any regular meeting of the faculty by a two-thirds vote, if the Chair has submitted the proposed amendment, in writing, to each faculty member at least three days prior to the meeting.

#### **275 Procedure for Revision of the Faculty Handbook**

The University administration and the faculty commit their good faith efforts to the process of achieving agreement on policy issues affecting faculty. That commitment shall not prejudice the responsibility and authority of the President and/or the Board of Trustees to exercise their prerogatives to govern and administer the University. The Board, and the President, through the Board, may also make changes to the Faculty Handbook.

Revisions to the Faculty Handbook are the ultimate authority of the Board of Trustees based on recommendations of the CAO and President. Such recommendations are informed by the FPCC, with input from the Faculty. Prior to finalizing the Handbook wording and policies, a meeting should be scheduled between the FPCC and the Governance Committee to review the Faculty Handbook draft followed by a review by University attorneys. The Faculty Handbook, with any changes suggested by legal counsel, will be reviewed again by the Governance Committee before proceeding to the Faculty for discussion and endorsement, and then to the Board of Trustees for consideration and final approval.

##### **275.1 Proposed Amendments**

This Handbook is intended to serve the faculty at Warner Pacific University. Therefore, members of the faculty or administration may propose changes in the Handbook to improve the operation of the University.

##### **A. Submission and Format:**

Proposals for revision of the Handbook may be made by any member of the Board of Trustees, any University administrator, any University committee, or any member of the full-time faculty. The proposals shall be submitted to the Chief Academic Officer in collaboration with the Faculty Professional Concerns Committee in the following recommended format:

1. Proposals should be made in the form of text intended to replace, in whole or in part, some current provisions of the Handbook,
2. A particular proposal should contain no more than one alteration of substance, and
3. A brief explanation of the reason(s) for the revision should accompany the proposal.

##### **B. Processing of proposals:**

Proposals originated under this section shall be considered by the Faculty Professional Concerns Committee, which shall choose one of the following courses of action:

1. The Committee may receive and transmit the proposal to the Faculty without change or comment;
2. The Committee may endorse the proposal and attach its endorsement to the original proposal;
3. With the consent of the individual who submitted the proposal, the Committee may either alter or amend the proposal before transmitting it to the faculty;
4. If that individual does not agree with Committee alterations or amendments, the Committee may object to the proposal and attach its objections or amendment before sending it to the Faculty Chair and the faculty.
5. Adoption:

The faculty shall accept or reject the amendment(s) proposal by a two-thirds majority. The faculty may modify the proposal and accept the modification, or return the proposal to the Committee for further work.

C. Administrative Approval:

1. Matters pertaining to an academic program or contractual issues are under the jurisdiction of the Chief Academic Officer and faculty. Changes are effected through discussion and recommendations from faculty, faculty committees, and through administrative referral. Such program changes are voted on by the faculty.
2. All policy handbooks and changes thereto, must be approved by the President and referred to the Board of Trustees for approval.

D. Emergency Procedure:

If a federal, state or local law or ordinance is in conflict with any provision of this Handbook, the Board of Trustees, President, Chief Academic Officer, Academic Council, and Faculty Professional Concerns Committee shall act to bring the University into compliance with such law or ordinance, and the Handbook will be amended as soon as possible to reflect these changes.

E. General Rules of Implementation:

1. Any amendments of the provisions of the Faculty Handbook will take effect and be included in any subsequent employment offer extended to any faculty member by the University in conjunction with our Human Resources department and the University's most current Employee Handbook. For faculty on contract periods other than the academic year, the amendment shall be effective for and incorporated into any offer of employment scheduled to commence after the beginning of the academic year succeeding the academic year in which the amendment was adopted. Any grandparent provision shall be specific to a given policy and so noted. In other parts or sections not specifically addressed, changes may be effected at once at the direction of the President and/or Board of Trustees, as appropriate.
2. All new members of the faculty shall receive access to a copy of the Faculty Handbook at the time of their initial appointment as a new faculty member.

Such copy should contain the information applicable to the offered contract term. Continuing members of the faculty should receive access to copies of any approved amendments with their annual reappointments during the Spring Semester. If a faculty member does not receive an amended handbook, it is the faculty member's responsibility to request and receive the most up to date handbook.

3. A copy of the Faculty Handbook with current revisions shall be available for inspection during regular hours at the offices of the President and the CAO.
4. Proposals under discussion by the Faculty Professional Concerns Committee, CAO, faculty, President, or Board of Trustees will not be effective until final action by the appropriate group(s) has been taken.

### **300 FACULTY EMPLOYMENT POLICIES AND PROCEDURES**

This part of the handbook contains the University policies and procedures concerning the terms and conditions of faculty employment [and should be read in consultation with WPU's Employee Handbook, which contains other policies and procedures applicable to all University employees. To the extent any policies or procedures in this section are inconsistent, the Employee Handbook will control]. However, the contractual relationship between a faculty member and the University is defined by the terms stated in each faculty member's individual contract. The faculty of Warner Pacific University are appointed by the University to teach one or more credit courses at the University or are academic administrative personnel who are expressly accorded faculty status according to University policy as determined by the faculty. For those who hold combined faculty and administrative appointments, this chapter applies only to the faculty portion of that appointment.

#### **301 Types of Contracts**

##### **301.1.A Term**

Term contracts are given to pro-rata, per course, and special appointment faculty members, and are limited to the terms of employment outlined in the letter of employment. Term contracts do not confer upon a faculty member any entitlement to continue employment after the term specified in the letter of appointment expires.

Term contracts may also be used with full-time and pro-rata faculty in special circumstances as follows: all summer session contracts; contracts for replacement faculty hired for one semester or one year in the place of full-time or pro-rata faculty members on leave; or contracts for short-term curricular needs at the time of appointment.

Courses, programs, or academic projects funded by grants outside of the academic budget are subject to termination if such funds are no longer available. Faculty hired specifically for such programs hold term contracts. Any full-time faculty holding term contracts, assigned in part or in whole to such projects, will have the option of returning to his or her original department if the project funds are no longer available and if the original position is still available.

### **301.1.B Specialty Contract**

Specialty contracts may be available to full-time faculty to facilitate research projects, development of new courses or programs, institutional service, or other projects designated by the CAO. Such contracts specify release from teaching responsibility for one or more courses in a given semester. A complete description of specialty contracts is available in the Office of Academic Administration.

### **302 Issuance and Receipt of Contract**

The University attempts to issue all full-time and pro-rata faculty offers for a forthcoming Academic Year no later than March 15th. Signed contracts must be returned within thirty calendar days after receipt.

### **305 Definitions of Faculty Status**

#### **305.1 Ranked Teaching Faculty; Full-Time**

Ranked full-time faculty are members of the Warner Pacific University academic staff and have been appointed to one of the three academic ranks: Assistant Professor, Associate Professor, or Professor.

Such a person ordinarily:

- A. Teaches a full-time load normally consisting of 24 semester hours per academic year.
- B. Teaches a reduced load and, as contracted, is responsible for other academic functions such as serving as Division Chair/Dean or in another academic administrative role; conducts approved scholarly research; or serves as a director for a grant or a special project; or
- C. Is ranked faculty member on leave from a full-time faculty position.
- D. Upon return to faculty status from an administrative position, the Faculty member may be entitled to receive a position in the Division/Department in which they were previously located. If so, the Faculty member shall be paid on the faculty salary scale rate equal to the rank and years of service within that Division/Department.

Faculty may teach up to three hours overload per semester without permission. Faculty who want to teach more than three hours overload per semester must fill out a form (in the CAO's office), and submit the form to the Chair of the Division/Dean and the CAO for their review. Upon reviewing the request, the Division Chair/Dean and/or the CAO may request a meeting with the Faculty member in order to address potential concerns about the faculty member's capacity to teach overload effectively and successfully fulfill required obligations.

#### **305.2 Administrative Faculty**

Faculty with administrative duties are employees of Warner Pacific University who meet all of the following qualifying conditions:

- A. Individuals who are employed as administrators, due to their expertise in administrative positions, who receive a faculty appointment as a way of facilitating their work or in order for them to teach a course on occasion (teaching secondary to administrative assignment), or
- B. Full-time faculty members who later receive administrative appointments.

Individuals in this category include: Associate Vice President for Academic Affairs, Director of Library Services, Registrar, Electronic and Instructional Librarian, Associate Registrar, Director of Assessment and Institutional Research, and the Director of Learning Communities

Administrative faculty have a separate pay scale based on the College and University Professional Association (CUPA) for Human Resources and other associated salary benchmarks, and are evaluated in a separate job performance evaluation system focusing on their administrative duties.

### 305.3 Adjunct Faculty

Adjunct faculty members are hired to teach specific courses and may be participating members of an academic division or the faculty, serve on the basis of demonstrated subject matter expertise, teaching ability, and classroom management skills, and are considered non-voting members of the faculty. Adjunct faculty members are generally considered part-time employees. All adjunct faculty are expected to be available at least one and one-half hours per week for each course taught to advise students regarding their coursework. This can be done before or after classes.

Type	FTE	Minimum Requirements
Adjunct I	PT	Bachelor degree Bachelor's degree with alternative certification (e.g., yoga, dance fitness, etc.)
Adjunct II	PT	Bachelor's degree with 15+ years of relevant experience and 8+ courses teaching at Warner Pacific
Adjunct III	PT	Eligible only upon invitation of Division Chair or Program Director/Dean, with the approval of the VPAA/AVPAA. Faculty Emeriti: Emerita/us faculty receive compensation at this level.

### 306 Qualifications for Initial Appointment to Rank

All appointment are at the President' discretion.

#### 306.1 Assistant Professor

Appointment to the rank of Assistant Professor should be based on:

- A. Attainment of an earned doctorate in the subject matter field without regard to experience; or
- B. A minimum of four years teaching in higher education or other appropriate professional experience or license (CPA, etc.), and an earned master's degree in the subject matter field; or
- C. Evidence of substantial progress toward a doctorate or terminal professional degree (completion of all requirements except the dissertation), combined with no fewer than two years total experience in teaching (or its equivalent) at a ranked status in an accredited college or university.

### 306.2 Associate Professor

Persons appointed to this rank, a senior rank in the University faculty, should:

- A. Hold an earned doctorate or other appropriate terminal degree in the subject matter field; or
- B. Have accomplishments that are considered equivalent to item A (such as performance in the creative arts, business, or technical community), multiple master's degrees; and
- C. Possess no fewer than the equivalent of four years total experience in teaching (or its equivalent) at a ranked status in an accredited college or university; and shall have demonstrated excellence in teaching, evidence of relevant and recent scholarly or research activity, appropriate professional involvement, and academic responsibility.

### 306.3 Professor

Persons appointed to this rank, the highest academic rank that the University confers, should:

- A. Hold an earned doctorate or other appropriate terminal degree in the subject matter field; and
- B. Have demonstrated excellence in teaching, evidence of relevant and recent scholarly productivity, academic responsibility, and professional growth and development; and
- C. Have served a minimum of ten years in higher education; and
- D. Have served in ranks as a full-time associate professor for at least four years.

## 307 Special Appointment Faculty

- 307.1** Instructors may be appointed into faculty status on a limited/temporary contract. Instructors are unranked faculty who are appointed to teach and/or to engage in other academic services for a limited period agreed upon in writing by the CAO, and the University President.

Warner Pacific University grants such individuals for the specified period the usual privileges of the ranked faculty.

All instructor appointments are made under term contracts for a limited period, not to exceed two academic years.

Type	FTE	Minimum Requirements
Instructor	FT	Qualifications for Instructors vary by division and by program assignment. Minimum qualifications are: Doctorate in the subject matter field Master degree or other appropriate professional experience (CPA, etc.)

### 307.2 Professor Emeritus

The title of "Emeritus" may be conferred on a retired faculty member who has limited or terminated his or her responsibilities as a faculty member and whose distinguished performance has gained public or professional recognition in scholarly research, writing, and/or teaching. Designation as Professor

Emeritus is regarded as an honor earned rather than an automatic award upon retirement. Faculty members who taught at Warner Pacific for a minimum of fifteen years and have attained the rank of Associate or Full Professor are eligible. The appointment is made by the President upon the recommendation of the CAO, the Promotions Committee, the Faculty Professional Concerns Committee, and the Academic Council.

Faculty Emeritus status includes the following privileges provided by the University:

- A. Normal faculty privileges in library usage;
- B. On-campus parking privileges;
- C. Participation in regular faculty activities such as convocations, homecoming, chapel, athletic events, drama productions, concerts, baccalaureate, and commencement;
- D. Mail privileges on campus for receiving and sending mail if it is regarding campus duties or professional association activities;
- E. Attendance privileges at all faculty meetings;
- F. Payment of dues for membership in one professional organization in the professor's teaching area;
- G. Inclusion in faculty listing and mailings; and
- H. Use of a personal office when such space is available.

No compensation or regular benefits accrue by virtue of this rank unless a Professor Emeritus is offered a pro-rata or adjunct contract to teach or fulfill other duties; in such cases, supplementary terms, if any, will be outlined in the contract.

### **307.3 Honorary Degrees and Awards**

The honorary degree awarded at Warner Pacific University recognizes merit and excellence. It is given to persons of exemplary character, whose contributions to their field of endeavor, to society at large, to the work of the church, and to the University deserve public attention. In effect, the honor already exists; the University makes special recognition of it.

Nominees for the honorary degree may be submitted to the President at any time by any member of the Board of Trustees, the faculty, the administration, alumni, or other persons with an interest in the University. The nomination should be submitted in writing by January 15th, along with any pertinent data that supports the nominee's eligibility. The degree shall be granted upon approval of each of the faculty and the administration.

The Caldwell Award is given by the University to persons who have made significant contributions to the improvement of the human condition through their personal involvement in the life of the University, through the church, or in response to the highest needs of society. It is a means to recognize individuals who personify the service component of the University's mission. The award is named after Dr. Mack and Irene Caldwell, former Warner Pacific University professors, who demonstrated on a daily basis what it means to "love one's neighbor as oneself."

Nominees for the Caldwell Award may come from any sector of the University and its constituencies. Final determination of the award recipient is made by the President after consultation with advisors and nominators.

### **307.4 Endowed Chairs**

Endowed Chairs will be filled at the associate or full professor level. The appointment to an endowed chair may place the faculty member in a position outside their regular teaching responsibilities while being paid at the standard faculty salary scale of that degree and rank. The holder of an endowed chair is usually given a reduced teaching load and administers a program of activities in relation to the field or fields associated with the endowed chair role, which may include an annual lecture series or symposium. Expectations for the holder of the chair include increased research, publication, and professional activities.

Each chair is unique. Endowed chairs are coordinated through cooperation of the CAO and the Division Chair(s)/Dean(s) of the department(s) with which the chair will work.

Though an endowed chair may include several divisions/departments under its description, holders of endowed chairs will be assigned to a specific division/department based upon their predominant professional work and research or upon the field in which they received their terminal degree.

Holders of endowed chairs may be contracted into the University through the Division/Department in which the holder is assigned. They are not employed to the endowed chair itself. Continuation of a faculty member's appointment to an endowed chair will depend on:

- A. Terms of the endowment
- B. The consent of the faculty member
- C. The faculty member's annual evaluation

Information on a specific endowed chair may be obtained from the CAO.

### **307.5 Visiting Professor**

The appointment of a Visiting Professor may be recommended by the CAO, for approval by the President. Appointment:

- A. Responsibilities:

Responsibilities of a Visiting Professor may include:

1. Consultation services with faculty or students;
2. Supervision, mentoring, or orientation of students within their place of employment;
3. Assistance with classroom instruction;
4. Participation as committee members or assistance with other faculty or student research projects;
5. Participation in student or faculty seminars and conferences; and/or
6. Participation as a liaison between the community and academic resources.
7. Other duties as assigned.

### **307.6 Scholar in Residence**

The University may appoint distinguished artists, attorneys, business professionals, writers or other scholars in residence to the faculty on term contracts of full or part time status. The Division



Chairs/Deans will recommend such appointment to the CAO who will tender the appointment to the President. Such appointments shall not exceed two consecutive academic years.

### **310 Search/Appointments/Orientation**

Recruitment shall be a cooperative effort by the faculty, Division Chair/Dean, and CAO to find qualified candidates for faculty vacancies. The CAO's office will be primarily responsible for the collection of information concerning a candidate's qualifications, including: Christian commitment, education, scholarly competence, teaching experience and competence, personality, professional performance, and interest in participating in University life. All full-time faculty candidates/finalists must meet with the CAO and President. The President makes all final hiring decisions. All hiring processes should follow the established protocols outlined in the faculty and diversity hiring protocols, available in the CAO office, and align with current Human Resources hiring guidelines.

### **311 Process for Search and Appointment**

#### **Introduction:**

In recruiting new faculty, Warner Pacific University holds to the ideal that teaching excellence, professional growth and performance, and service are all expectations of full-time faculty.

After appropriate evaluations have taken place among academic administrators, the CAO will authorize the Division Chair/Dean to fill a faculty opening and specify on what terms that position will be made available. Search for all full-time positions, whether new or replacement, must be approved by the President.

Division Chairs/Deans are responsible for initiating the procedures to publicize the search for faculty. The CAO has the right to approve all public notices and operational guidelines for the Search Committee.

Under usual conditions, the Search Committee is appointed by and approved by the CAO and consists of members representing the Division/Program Area in which the vacancy exists, the appropriate Division Chair/Dean, and a faculty representative from one other department. The Search Committee is appointed and approved by the CAO. A Search Committee shall be given the task of searching for candidates and recommending at least two candidates for an interview where possible. Also under usual circumstances, this Committee's Chair will be the Chair of the appropriate department or program, with no fewer than three faculty members serving on the Committee, one of whom must be a faculty member from outside the department or program.

The CAO will consider requests to have desirable candidates visit the campus at the University's expense. In the event that a candidate visits the University, the Division Chair/Dean will serve as host and will assume the responsibility for overseeing the schedule of activities.

#### **311.1 Faculty Recruitment**

All full-time faculty positions will be filled by a search process conducted in accordance with the University's equal employment opportunity policy, faculty hiring protocols, and the diversity hiring protocols.

### 311.2 Documents and Records

- A. Credentials of all candidates for a position are submitted to the CAO these include: the Faculty Application Form and Statement of Faith, Cover Letter, academic transcript, letters of recommendation and/or reference checks, along with supporting materials candidates wish to present—such as resume/curriculum vitae. These documents will be held in the Faculty Applicant File as they go through the search process.
- B. Once hired, an Academic File will be created and will include the vita of the faculty member; an official transcript of the highest degree earned; transcripts of any further education or professional development; copies of letters of appointment and contracts. Any falsification of official records will immediately terminate the candidate's eligibility for employment and will result in dismissal if hired. (see also section 312.1)
- C. All applicant and subsequent personnel information is confidential, and access to information follows all laws governing its protection. Access to certain information contained in those files is limited to members of the Search Committee, the Division Chair/Dean, the Human Resources Director, and those responsible for the hiring process.

### 311.3 Interview

The schedule for the interview will be posted and the specific interview activities will be determined by the Search Committee and may include the following: visits with the President, CAO, and other appropriate administrative persons; the appropriate Division Chair/Dean; other Department faculty members; other faculty/staff members; and, when possible, a student majoring in the candidate's teaching discipline, as well as the Search Committee. In scheduling for the interviewing process, faculty hiring protocols should be followed and include the following:

- A. The vita of a candidate should be available for all appropriate University officials;
- B. Members of the Division/Department should meet with the candidate; students should also be given the opportunity to meet with the candidate;
- C. Appointments with the Human Resources Director, Division Chair/Dean, CAO, and President must be scheduled; and
- D. Other special activities such as:
  - 1. Teaching a class session to students within the candidate's teaching discipline, or
  - 2. Delivering a class session to faculty and staff on some aspect of the candidate's research; or
  - 3. An alternative presentation approved by the Search Committee.

Following the campus visit, each person who visited with the candidate is generally asked to submit a written evaluation of the candidate to the interview committee. These evaluations, as well as the conclusions of the interview, will result in a written recommendation by the Search Committee to the CAO and will delineate the rationale for the selection of this particular candidate. The CAO will submit the recommendation of the Committee as well as his/her written evaluation and recommendation to the President. The President interviews each candidate and will recommend approval. The President or CAO will make any offer of a contract.

### **311.4 Assignment of Rank and Step**

Appropriate rank and step will be determined in consultation among the applicant, the Division Chair/Dean, and the CAO. Recommendations for placement are forwarded to the President for final approval on the Personnel Action Form.

### **311.5 Appointment**

Appointment to the faculty shall be by the President, upon the recommendation of the CAO, who has considered the recommendations of the Search Committee and the Division Chair/Dean. All appointments shall be made in writing by the President to the proposed faculty member and shall designate rank, step placement, salary, benefits, and other conditions of employment. The appointments that are accepted will be reported by their rank to the Promotions Committee during September of each academic year.

### **311.6 Evaluation of Prior Experience**

Prior full-time University teaching experience and other equivalent experiences will be determined at the time of employment by the Chief Academic Officer in consultation with the Division Chair/Dean with notification to Human Resources. Documentation of individual placement will be maintained in the faculty member's Academic File.

### **311.7 Faculty Orientation**

The purpose of Faculty Orientation is to provide new faculty with valuable, standardized information and to develop an understanding of their role and importance in the future of Warner Pacific University. The CAO conducts the general orientation for new faculty members and professional staff during the fall and spring semesters of each academic year. This orientation includes:

1. An introduction to the Mission of Warner Pacific;
2. An introduction to Warner Pacific history, values and education philosophy;
3. An overview of the core curriculum and other academic requirements;
4. An introduction to academic development opportunities for faculty members;
5. An introduction to the services and support provided by the Library, Academic Support Center, and other relevant or related service areas; and
6. An overview of University organization and governance.

### **311.8 First-Year Ranked Faculty**

First-year ranked faculty members at Warner Pacific University have the same academic freedom as other faculty members; however, to give the individual faculty member the time to demonstrate ability and to give colleagues the time to observe and evaluate performance, these special policies apply:

- A. First-year ranked faculty must participate in the Faculty Orientation as outlined in Section 311.8;
- B. First-year ranked faculty must also undergo more frequent course evaluations as outlined in Section 315.1 and 315.3;

- C. In the case of non-renewal of a contract:
  - 1. Notice of non-renewal of a contract should be given in writing no later than Feb. 15;
  - 2. Within fourteen days of the receipt of the letter of non-renewal, the faculty member may request a statement of reasons for the decision. These reasons will be made a part of the Academic File of the faculty member;
  - 3. Within thirty days of receipt of the letter of non-renewal, the faculty member may make a request of reconsideration. If the faculty member is not satisfied with the result, he/she may request a review of the decision following the faculty academic grievance procedure. See Section 354.

### **312.2 Full-Time Faculty Academic Files**

Basic academic documents to be kept in each faculty member's file in the office of the CAO shall include:

- A. Letters of application (c.v., cover letter, application copy), and originals sent to Human Resources
- B. Appointment and acceptance letters (originals);
- C. Performance review, evaluation, and other documents relating to employee performance;
- D. The employee's current official transcripts;
- E. Information the faculty member or CAO wishes to place in this file regarding professional background or accomplishments;
- F. A copy of the faculty member's academic contract(s); and
- G. Copies of statements of professional goals and priorities.

Relevant portions of an Academic file may be available on a need-to-know basis only to the President, CAO, and Division Chair/Dean, Human Resources, the individual faculty member, or others specifically designated by the signature of the President, or as otherwise required by law. Any falsification of official records is grounds for dismissal of a faculty member.

The faculty member may review his or her Academic file by arrangement with the CAO and may request inaccurate or misleading information be removed from the file. The CAO, in consultation with the President, will determine whether the information will remain in the file. The faculty member may include written qualifications of any information contained in the file.

The Academic File will be kept in strictest of confidence and will be available for confidential use only to the individuals noted above. The faculty member may authorize, in writing, access to his or her Academic file by another person and the faculty member may, for the cost of duplication, obtain copies of any or all materials in his/her personnel file.

Further, the University may permit access to and copying from such files pursuant to lawful request and identification of federal or state agencies relevant to investigations, hearings, or other proceedings pending before such agencies or the courts.

By mutual agreement of the faculty member and the CAO, with approval of the President, materials that have been in the faculty member's Academic file for more than seven years may be removed. If there is no agreement, the material remains in the files, and the parties may add explanatory notes.

### **312.3 Academic Files for Part-time, Adjunct, Instructor, and Special Appointment Faculty**

The CAO will maintain a separate file for each of the faculty members that will contain:

- A. The faculty member's official credentials and résumé, including current transcripts;
- B. Copies of any faculty evaluations;
- C. Information the faculty member or CAO wishes to place in this file on professional background or accomplishment; and

Access to such files is the same as defined in Section 312.1

## **315 Evaluation of Ranked Faculty**

The main purposes of annual evaluation are personal development and professional review. This is represented by a collaborative process combining information from a variety of sources.

### **315.1 Course Evaluations**

- A. Each ranked faculty member will select one course per semester in which to be evaluated through student surveys;
- B. Ranked faculty members in their first year of appointment are required to conduct surveys in every course. In the fall semester, midterm and end-of-semester surveys should be conducted.
- C. The ranked faculty member will prepare a one-page memo reflecting on one of the courses being reviewed. One copy of this memo must be given to the Division Chair/Dean, and one is designated for the personnel file in the CAO's office. The purpose of this memo is to place the course being reviewed into context. This memo must be prepared and filed before the faculty member reviews the student survey.

### **315.2 Annual Narrative**

Each ranked faculty member will prepare an annual narrative, which will describe and reflect upon one's personal/professional and academic development in light of the University's mission and integration of its core themes: Christ-centered, Urban, Diverse, Liberal Arts. The narrative should outline particular areas of teaching, scholarship, and service, and review the major accomplishments of the current year in alignment with the guidelines established by the CAO each year. Each ranked faculty member should also prepare an outline of goals for the coming year and/or the next three years. This narrative is to be submitted to the Division Chair/Dean and the CAO by May 31.

### **315.3 Classroom Observations**

When the student-faculty relationship is broad and multi-faceted, the classroom is one of the key points of contact. Classroom observation is key in support of the development of student learning.

- A. The Division Chair/Dean (or a designee), in consultation with the ranked faculty member, will visit one course per year of each member of the Department.
- B. The CAO should visit classes as requested by the Division Chair/Dean or the ranked faculty member. The CAO should visit one class per semester for first-year ranked faculty members.
- C. Colleagues are welcome to visit classes for the purpose of general course development and mutual support.

#### **315.4 Conversation with Division Chair/Dean**

Every spring, each ranked faculty member should have a conversation with his/her Division Chair/Dean to review all of the above materials and review of collaboration and administrative duties. This conversation serves as a summative review of the faculty member's year. At the close of the semester, each adjunct must also submit his/her attendance roster(s) and all grading sheets.

### **316 Evaluation of Adjunct Faculty**

The main purposes of semester evaluations are personal development and professional review. This is represented by a collaborative process combining information from a variety of sources.

#### **316.1 Course Evaluations**

- A. Adjunct faculty members are required to conduct end-of-semester student surveys in every course. Adjunct II Faculty are required to conduct student surveys for two classes each year per course taught.
- B. At the request of a Division Chair/Dean, an adjunct faculty member may also be required to conduct midterm student surveys in one or more courses.

#### **316.2 Classroom Observations**

When the student-faculty relationship is broad and multi-faceted, the classroom is one of the key points of contact. Classroom observation is key in support of the development of student learning.

- A. The Division Chair/Dean (or a designee), in consultation with the adjunct faculty member, should visit one course per semester of each adjunct of the Department.
- B. If the Division Chair/Dean finds cause for concern, he/she may opt to visit more than one course (if the adjunct has multiple assignments) or more than one course session per semester of the given adjunct instructor.
- C. The CAO should visit classes as requested by the Division Chair/Dean or the adjunct faculty member.

#### **316.3 Conversation with Division Chair/Dean**

At the end of each semester, each adjunct faculty member will have a conversation with his/her Division Chair/Dean to review all of the above materials and review of collaboration and administrative duties. This conversation serves as a summative review of the adjunct faculty

member's semester. A written summary of the conversation, signed by both parties, will be placed in the adjunct's academic personnel file by January 15 for Fall semester classes or by June 1 for Spring semester classes. At the close of the semester, each adjunct must also submit his/her attendance roster(s) and all grading sheets.

### **318 Ranked Faculty Assistance Toward Academic Excellence**

The University's approach to evaluation is outlined by section 315 Ranked Faculty Evaluation and satisfactory performance is based on numerous criteria: Course Evaluations, Annual Narrative, Classroom Observations, and the Conversation with the Division Chair/Dean addressing teaching, scholarship and service. As Warner Pacific is primarily a teaching institution, significant weight is given to items relating to instruction. However, the CAO may consider other input from any stakeholders within the Warner Pacific community including direct input from students, faculty or staff. This input will be placed in the Academic File and available for review by the faculty member.

During this annual review process, faculty may be identified as needing assistance to meet the obligations of academic excellence as outlined by the University's mission and values. If a faculty member is identified as performing unsatisfactorily, they will need to participate in one of two tracks of assistance, as identified by the CAO in consultation with the Division Chair/Dean, until they meet adequate performance or they do not receive a reappointment as defined by section 330.4. Where deficiencies in a faculty member's performance are identified, the faculty member is responsible for remediation of the deficiencies, with the assistance of the University. Faculty contracts or addenda will reflect those obligations. Three general tracks are identified: one for faculty meeting adequate performance and two to assist the faculty work toward the goal of satisfactory performance; however, specific details of plans are to be agreed upon by the faculty member, the Division Chair/Dean, and the CAO.

#### **Performance Tracks:**

##### **318.1 Track 1: Satisfactory Performance**

A faculty member who maintains a record of satisfactory performance is eligible for contract renewal. Professional growth and development opportunities are to be expected and recognized.

##### **318.2 Track 2: Plan for Improvement**

In consultation with the Division Chair/Dean\* and the CAO, the faculty member for whom specific concerns of performance have been identified, may be assigned to another member of the faculty for the purpose of mentorship. The mentor faculty will guide identified faculty toward adequate performance, which may include the following: dialogue about teaching styles, course management, advising, student/teacher interaction, scholarship, and /or service depending on the identified deficiencies. Documentation of progress and outcomes will be determined by the mentor faculty, the Division Chair/Dean\*, and the CAO. In the event of failure to progress to Satisfactory Performance, the faculty member will be placed in Track 3: Probationary Status.

### 318.3 Track 3: Probationary Status

In consultation with the Division Chair/Dean\* and the CAO, the faculty member for whom a deficiency (or deficiencies) has been identified, will complete a comprehensive professional growth plan that addresses the areas of teaching, scholarship and service. The plan will contain specific objectives with measurable outcomes within a certain timeframe. Evaluation of progress will be ongoing to help the faculty member to achieve a satisfactory rating. However, if the deficiency (or deficiencies) continues or specific objectives are not met, this may lead to a determination of non-renewal, or dismissal for cause.

\*In the case where the Division Chair/Dean is the person in question, the primary contact will be the CAO.

## 320 Policies on Promotion

In addition to demonstrated competence in classroom teaching, evident support of the mission of the University, and leadership in integrating faith and learning, outstanding performance in two or more of the areas used in annual evaluations will allow for advancement in rank. Warner Pacific University, in seeking to improve its instructional mission, rigorously applies its evaluation criteria when considering the promotion of faculty members. Therefore, advancement in rank cannot be guaranteed in accordance with any fixed schedule and is never automatic. The following policies are recognized as a general guide and as an indication of the various criteria that will be considered in making a decision regarding promotion. The following items will be included in the petition for promotion to demonstrate competency; however, this list is not inclusive.

### 320.1 Criteria for Ranked Promotion

The initial responsibility of applying for advancement in rank and the burden of proof rests with the individual faculty member. The Division Chair/Dean and the CAO may encourage applications for promotion from Assistant Professor to Associate Professor, Associate Professor to Full Professor.

#### A. Associate Professor:

Promotion to the rank of Associate Professor assumes a record of consistently strong teaching; consistent service to the Department and to the University; active involvement in faculty, University-wide and student activities; and demonstrable work on projects promoting professional growth. To be eligible for promotion to the rank of Associate Professor, the candidate should also:

1. Hold an earned doctorate or other appropriate terminal degree in the subject matter field, and have no fewer than four years total experience in teaching or its equivalent at a ranked status in an accredited University or university;

***OR***

2. Have accomplishments that are considered equivalent to item “1” (such as but not limited to: performance in the creative arts, business, or technical community; or multiple master’s degrees), and have no fewer than eight years total experience in teaching or its equivalent at a ranked status in an accredited University or university. Equivalence must be proposed and supported with



adequate documentation by the candidate in the letter of initial intent for promotion submitted to the Division Chair/Dean. The proposal for equivalence must be authenticated by the Division Chair/Dean and subsequently authenticated by the CAO prior to the submission of the portfolio to the Promotions Committee.

B. Professor:

Promotion to the rank of Professor assumes a record of consistent outstanding teaching, marked contributions to department and University-wide activities, service to the campus and the local community, and professional accomplishments meriting recognition among scholars and educators. To be eligible for promotion to the rank of Professor, the candidate should also:

1. Have an earned doctorate or appropriate terminal degree in the subject matter field;
2. Have a minimum of ten years of full-time teaching or its equivalent in higher education;
3. Have a minimum of four years as a full-time faculty member at Warner Pacific University as an Associate Professor.

**320.2 Procedure for Promotion**

A. Official Notification:

By March 15 of each academic year prior to the year the faculty member is eligible to apply for promotion, the CAO will send official notification that the faculty member is on track to complete the minimum requirements for promotion by the end of the current contract year. (In order to assist the faculty member in planning for promotion, the CAO will send a courtesy notification in the Spring prior to the official notification, giving the faculty member approximately 18 months to prepare materials for promotion.)

B. Request for Promotion:

The procedure for promotion is initiated when the faculty member notifies the CAO of the member's intention to apply for promotion. Notification to the CAO shall be in writing and is submitted no later than September 1 of the academic year following the official notification from the CAO. Applications for promotion will be accepted after the academic year in which the required years of teaching have been completed. The CAO shall provide a copy of the notification to the Division Chair/Dean and the Chair of the Promotions Committee.

Following the initial notification, the candidate is to prepare a formal application that is to be submitted to the CAO no later than October 15.

Applications shall be in the form of a formal letter of application accompanied by current vitae and should include evidence that the member has successfully fulfilled all the criteria for the new rank. The following items should be included to aid in providing a demonstration of the criteria cited in the section appropriate to the rank being sought (see 320.1):

1. Division Chair/Dean Evaluation:

When the Division Chair/Dean receives notification of the application for promotion from a member of the Division/Department, the Chair/Dean then writes an evaluation of the applicant's qualifications for promotion. This evaluation should be based explicitly on how well the applicant has fulfilled the criteria for advancement in section 330.1 and should end with the Division Chair /Dean's recommendation for or against the application. This evaluation should be sent to the CAO. (When a Division Chair/Dean is up for promotion, a senior member of that same division will write the letter of evaluation). The CAO sends the Division Chair /Dean's recommendation and the faculty member's application to the Promotions Committee and a copy of the Division Chair /Dean's evaluation to the faculty member.

2. Faculty Member Response:

When the faculty member receives the Chair /Dean's evaluation, the faculty member has a chance to respond in writing. This response should be sent to the CAO with copies to the Division Chair/Dean and the Chair of the Promotions Committee.

3. Promotions Committee:

The CAO will provide three copies of the application letter, the accompanying recommendation of the Division Chair/Dean, and the candidate's response to the Promotions Committee. The originals shall be placed in the permanent Faculty Academic File.

C. Documentation for Application:

The following items will be included in the petition for promotion to demonstrate competency and the integration of the Christian faith in learning, and demonstrated expression of Christian faith in and outside of the classroom:

1. Instruction and Teaching Excellence

- a. Instruction may consist of a combination of the following professional activities:
  - i. Classroom and laboratory teaching
  - ii. Development and publication of instructional materials
  - iii. Seminars, including preparation and delivery of lectures
  - iv. Conduct of classes, supervising laboratory work, evaluating students, and conferencing with students regarding coursework
  - v. Individual instruction, including:
    - \* Directed studies
    - \* Private lessons
    - \* Supervision of student interns, such as students enrolled in a practicum, practice teaching, or work experience courses
    - \* HUM 410 supervision

- vi. Academic advising, including formal and informal counseling with students on academic course or program selection, scheduling, and other matters related to academic progress
  - vii. Non-credit instruction in professional non-credit continuing education programs and development of professional instructional programs
  - viii. Faculty development, i.e., formal and informal activities primarily directed to maintaining and enhancing faculty teaching capabilities
- b. The demonstration of teaching excellence must be supported by the following:
- i. A summary of course evaluations administered to students over the past immediate three years and representing at least three separate courses
  - ii. Syllabi representing the courses for which student evaluations were submitted (the Promotions Committee reserves the right to review all syllabi prepared by the candidate if it deems necessary)
  - iii. A self-evaluation
  - iv. A peer evaluation, including peer observation of teaching
2. Scholarly Activity:
- a. Evaluation of scholarly activity should stress the quality of the scholarly endeavor via production of peer-reviewed scholarship and should manifest ability in the applicant's discipline. This area includes those professional activities designed to discover, create, or disseminate greater knowledge, appreciation, or understanding of an academic discipline, including but not limited to:
- i. Activities undertaken with or without direct institutional or outside support
  - ii. Pure research: the seeking of new knowledge
  - iii. Applied research: the application of knowledge of known methods or theories to specific circumstances
  - iv. Educational research: the development of educational techniques and their application in the classroom or laboratory, furthering the dissemination of knowledge
  - v. Artistic creativity and performance: the creation and exhibition of works of art or crafts, or the composition and/or performance of plays and music, participation in athletic events (such as marathons or master's events)
- b. The demonstration of scholarly activities such as professional growth and performance involves producing evidence of several of the following:
- i. Publication of articles in journals
  - ii. Publication of books
  - iii. Proprietary research
  - iv. Production of artistic works

## Warner Pacific Faculty Handbook

- v. Presentations of papers at professional meetings
  - vi. Application for competitive grants from professional agencies
  - vii. Attendance at professional meetings related to the applicant's discipline
  - viii. Award of fellowships
3. Service Opportunities
- a. Internal Service
    - i. Participation in University or Department decision-making and curriculum development
      - 1. Committees
        - a. Chair, Co-chair, Member
    - ii. Advising
    - iii. Program and Faculty Development Leadership
      - 1. Scholarly Events and Planning
      - 2. First-Year Students Program
    - iv. Recruitment
  - b. External Service
    - i. Community and World
      - 1. Representation of the University before local, regional, national, or international bodies and organizations
      - 2. Testimony before public hearings
      - 3. Involvement with the service, worship, and/or educational activities of the local, regional, and/or national work of the church
      - 4. Volunteer work in the community
    - ii. Mission of the University
      - 1. Spring Break
      - 2. Travel Group coordinator
    - iii. Media communication and presentations
      - 1. Guest editorials
      - 2. Expert witness
    - iv. Miscellaneous
  - c. Personal / Spiritual
    - i. Enrichment Activities
      - 1. Retreats, seminars, studies, devotional activities
      - 2. Engagement in the spiritual life on campus
    - ii. Avocation Involvement
      - 1. Writing, musical performance

The demonstration of institutional service involves producing the following documents that are appropriate to any of the documented areas. Examples include:

- i. A self-report of activities adequately documented

- ii. At the discretion of the applicant, letters of reference regarding such may be submitted
- iii. A written statement from the Division Chair/Dean indicating effective service to the institution on the part of the candidate
- iv. A written statement from the appropriate committee chair(s) indicating effective service to the institution by the applicant as a member of that committee
- v. Other appropriate evidence indicating institutional service on the part of the candidate
- vi. A written statement by the applicant indicating his/her involvement in community service and personal/spiritual growth
- vii. A written personal narrative on the integration of the Christian faith in learning and demonstrated expression of Christian faith in and outside of the classroom

Upon the submission of the application materials (the candidate's hard copy and the University's electronic copy) to the CAO, the CAO will convene the Promotions Committee to review with them the procedures to be followed when they receive the formal application for consideration. All applications must be submitted to the Promotions Committee no later than October 15.

### **320.3 The Role of the Promotions Committee**

- A. The Promotions Committee will review all data submitted and may request any additional information the Committee believes would be relevant to the promotion.
- B. The Promotions Committee may collect information from a variety of sources, including but not limited to: class visitations, inspection of teaching portfolios (including such materials as syllabi, handouts, and exams), and formal evaluations by students.
- C. In addition, members of the Promotions Committee will observe at least two class sessions of the applicant and conduct an interview with the applicant. The observations and interview will be scheduled by mutual consent.
- D. The possible recommendation options for Promotions Committee action are as follows:
  1. Approve
  2. Approve with contingency
  3. Approve effective the following year
  4. Table for one year
  5. Deny
- E. In the event a contingency regarding academic preparation is placed upon approval, and the contingency is not met, the promotion is denied for that academic year. However, if the contingency is met in the ensuing year as determined by the Promotions Committee, promotion recommendation is automatically granted for the following year.
- F. By February 1, the Promotions Committee will make its recommendations and forward all supporting documents to the CAO.
- G. The recommendations of the Promotions Committee and the CAO will then be forwarded to the President by March 1 for a final decision.

- H. In the event that the CAO's recommendation conflicts with the recommendation of the Promotions Committee, the CAO will give written notice to the Promotions Committee specifying reasons by March 1.
- I. The CAO will communicate his/her recommendation to the applicant at the same time it is communicated to the President.
- J. Applicants will be notified in writing of the President's decision for or against promotion no later than March 15. In cases where promotion is denied, the notification from the CAO will specify in writing a plan of activity and/or involvement that will enable the unsuccessful applicant to qualify for promotion to the next academic rank.

#### **320.4 Exceptions**

Occasions may arise which would require an exception to be made to the above guidelines and procedures. Any exceptions recommended by the CAO, the President, or the Promotions Committee must be justified in writing and communicated to the Faculty Professional Concerns Committee.

### **330 Separation**

Warner Pacific University or individual faculty members may find it necessary to sever their contractual relationship. To protect the interests of both parties, categories of separation and the policies and procedures related to each are set forth below.

Types of Separation:

- A. Resignation
- B. Retirement
- C. Non-reappointment
- D. Prolonged mental and/or physical illness
- E. Layoff for exigent reasons
- F. Suspension or dismissal for cause
- G. Action short of dismissal
- H. Progressive discipline of faculty members

#### **330.1 Resignation**

Resignation is a severance action by which a faculty member voluntarily seeks to be released from a contract with the University. Because of the extreme hardship that may be caused by untimely resignation, it is requested that all faculty members provide the earliest possible written notice of a request to resign. All resignations are subject to approval by the University. The faculty member is expected to give notice to their Division Chair/Dean and the Dean of Faculty not later than thirty days prior to the end of the academic year. It is expected that resignation will be effective at the end of the academic term.

#### **330.2 Retirement**

There is no mandatory retirement age at Warner Pacific University. For additional details about retirement, please contact our Human Resources department.

### 330.3 Exit Interview

In the event a faculty member retires or leaves the employment of the University, an "exit interview" must be scheduled with the Director of Human Resources so that all matters pertaining to retirement, insurance health benefits, and monetary concerns are handled in a timely and orderly manner.

### 330.4 Non-Reappointment

#### A. Criteria

Legitimate reasons for non-reappointment of a contracted faculty member may include, but are not limited to, the following:

1. Cancellation or change of a program;
2. Incongruence between the teaching interests of the faculty member and the educational goals of the University;
3. Unfavorable reviews of the faculty member's responsibilities for teaching and advising students;
4. Inadequate performance of the faculty member's other responsibilities; or
5. A decision that it is not in the best interests of the Division/Department and/or University to renew the first year appointment.

#### B. Procedure - Decision

The decision not to reappoint a faculty member is made at the sole discretion of the President of the University. The President may act pursuant to a recommendation of the CAO who shall have consulted with the Division Chair/Dean, or upon other appropriate facts. If the faculty member is the Division Chair/Dean, the recommendation of the CAO shall suffice to bring this matter before the President.

#### C. Procedure - Notice Standards

Absent special circumstances, notice of non-reappointment of a faculty member should be given in writing to the faculty member by the President, or person appointed to act as such, in accordance with the following standards:

1. On or before December 15 for all faculty, except first-year faculty, if the appointment is not to be renewed or at least one-hundred-eighty calendar days prior to the expiration of the appointment if it expires during the academic year. For first-year faculty, the notification date is February 15.
2. The obligation of prior notice may be waived by mutual agreement, and separation from the University effected within a shorter time than required above between declaration of intention and separation.

### 330.5 Layoff/Reduction in Force

Layoff is a severance action by which the University terminates a contract faculty member before the expiration of the current contract, without regard to the faculty member's performance due to financial exigency.

Financial exigency is a rare and serious institutional crisis prompting critical, urgent need of the University to reorder its current fund expenditures in such a way as to remedy and relieve its inability to meet projected annual monetary expenditures with sufficient revenues.

In consultation with the President, the Board of Trustees shall have final authority in all matters related to financial exigency. The faculty as a whole shall be consulted in administrative processes relating to program reorganization, or the curtailment or termination of instructional programs, through the Faculty Professional Concerns Committee and/or the Academic Council.

### **330.5.A General Procedures Regarding Layoff**

- A. Once a state of financial exigency has been declared, the CAO shall recommend a plan for layoffs to the President. The President shall then recommend action to the Board of Trustees for its approval. Such action may be to eliminate some divisions or departments in whole or in part, or to distribute layoffs throughout the faculty so as to prevent the elimination of any one division or department.
- B. If a faculty member is to be laid off, no replacement for the position should be hired within a period of three years unless the terminated faculty member has been offered reappointment under conditions comparable to those held at the time of layoff, and has been given ninety days after written notice of the offer of reappointment within which to accept, in writing, the reappointment.
- C. It shall be the duty of a laid-off faculty member to keep the University informed of a current address for the purpose of this Section, and notice sent to the address by the University shall be presumed to have been received if sent by certified mail, postage prepaid.

### **330.6 Dismissal for Cause**

Dismissal for Cause is a severance action by which Warner Pacific University terminates its relationship with the faculty member for just cause. Any teaching appointment is subject to action under this section. Dismissal for Cause should be directly and substantially related to one of the grounds stated below.

- A. Criteria
  1. Dismissal should not be used to restrain a faculty member's academic freedom.
  2. Dismissal proceedings may be instituted on the following grounds:
    - a. Gross inability to carry out instructional duties;
    - b. Continued neglect of academic duties in spite of oral and written warnings;
    - c. Serious personal or professional misconduct;
    - d. Serious failure to follow the professional ethics of one's discipline
    - e. Falsification of research, credentials, and/or experience;
    - f. Substantial neglect of duty;



## Warner Pacific Faculty Handbook

- g. Failure to adhere to teaching and serving in harmony with the doctrines of the Bible as understood and generally held by the Church of God, Anderson, Indiana; or
- h. Failure to follow standards of the institution in respect to University policies and directives within this Handbook and the Employee Handbook after an oral and written warning

### B. Procedure

The Faculty Professional Concerns Committee shall serve in an advisory capacity to the President. The President shall decide whether to dismiss a faculty member for cause. In most instances, dismissal procedures should include the following steps, except in unusual circumstances:

1. Written notice to the faculty member from the CAO stating that a recommendation for dismissal for cause shall be made to the President. This notice shall contain a written statement of the grounds upon which the recommendation is to be made, and a brief summary of information supporting such grounds;
2. A reasonable opportunity for the faculty member to provide a written response and meet with the CAO to discuss the response to the dismissal recommendation before the recommendation is made to the President;
3. A reasonable opportunity for the faculty member to have the dismissal recommendation reviewed by the FPCC prior to the CAO's recommendation submission to the President;
4. A reasonable opportunity for the faculty member to provide a written response and meet with the President to discuss the response to the CAO's dismissal recommendation after it is submitted to the President.
5. In any case involving dismissal for cause, the University will apply a preponderance of the evidence standard, when reviewing the record as a whole.
6. The decision of the President may be the basis of a grievance before the FPCC, which shall review the case and make a recommendation to the President. See Section 354.

### C. Action Short of Dismissal

1. Depending upon the circumstances, the CAO may elect to impose a disciplinary action short of dismissal for cause, such as suspension for a period or withdrawal of faculty privileges. In unusual circumstances, the CAO may take disciplinary action without previous citation or warning.
2. In view of the past merits of the faculty member, final action by the CAO may take a milder form of temporary suspension rather than outright dismissal. Such suspension may not last beyond a full year, but may entail the total or partial discontinuance of all salaries and benefits, the suspension of all promotion and salary increments, and the temporary suspension or withdrawal of all faculty privileges.
3. The FPCC shall serve in an advisory capacity to the CAO on such matters and shall be called upon to review cases in which the faculty member questions the decision.
4. Suspension (the temporary separation of a faculty member from the University) may be imposed when it is determined by the President that there is a strong

likelihood that the faculty member's continued presence at the University poses an immediate threat of harm to the University community. Such suspension may be with pay until the matter is resolved.

### **330.7 Progressive Discipline of Faculty Members**

Criteria:

1. Dismissal for cause will, in normal circumstances, be preceded by a written admonition by the appropriate administrative officer describing the problem and warning that the faculty member's contract status is in jeopardy.
2. The warning should also outline a period of time within which correction of the problem is expected. If the faculty member does not contest the allegation and fulfills regularly assigned duties, the matter will be considered resolved. If the faculty member fails to correct the deficiency, dismissal procedures or a lesser sanction may be applied.
3. Dismissal for cause are grievable through the procedures in Section 354. However, the burden of proof lies with the faculty member.

## **340 Faculty Rights and Responsibilities**

### **340.1 General Statement**

The faculty have the opportunity to facilitate the development of critical thinking and the acquisition of knowledge through a Christian lens within the context of the campus community, as well as the wider contexts of the academic community and general society. As such, faculty have ethical, social, and professional responsibilities to consider as they exercise their academic freedom in the process of encouraging learning within each of these contexts.

### **340.2 Academic Freedom**

Warner Pacific University upholds the rights of every member of the faculty to academic freedom in the context of the performance of his or her responsibilities. Consistent with the elements of the Faculty Mission Statement (Section 101.3 of the Faculty Handbook) as well as related statements regarding Professional Ethics and Intellectual Property elsewhere in Sections 340.3 and 340.4 and applicable Employee Handbook policies, the University affirms and supports the faculty's pursuit of knowledge as a central element of character of the active scholar who is also a person of deep Christian faith. Also, faculty are free in the proper venue to express their opinion on institutional policies and procedures (see the Section 354).

Specifically, the University endorses the definition of academic freedom contained in the American Association of University Professors' Statement of Principles on Academic Freedom and Tenure, first developed in 1940 and updated through "interpretive comments" in 1970 and amended in 1990, 1999, 2005, 2006, and 2013 ("AAUP Statement"). These documents address three arenas of Faculty engagement:

1. "Teachers are entitled to full freedom in research and in the publication of the results, subject to the adequate performance of their other academic duties: but research for pecuniary return should be based upon an understanding with the authorities of the institution.

2. Faculty are entitled to freedom in the classroom in discussing their subject, but they should be careful not to introduce into their teaching controversial matter which has no relation to their subject. [All faculty are to be guided by the University's "Employment Standards," including the "Lifestyle Agreement" with respect to limitation of academic freedom because of religious or other aims of the institution.]
3. "College and university teachers are citizens, members of a learned profession, and officers of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As scholars and educational officers, they should remember that the public may judge their profession and their institution by their utterances. Hence they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not speaking for the institution."  
(<https://www.aaup.org/file/RIR%202014.pdf>)

In AAUP Statement on academic freedom above, note that:

- a) the word "teachers" refers to all faculty (full time, part-time, and adjunct);
- b) the phrase "research for pecuniary return " (section 1) includes results presented orally and in writing;
- c) the phrase "subject to the adequate performance of their other academic duties" (section 2) refers to the obligation of faculty to avoid neglecting their duties to the students inside and outside the classroom while the faculty are pursuing publication of research; and
- d) the phrase "other aims of the institution" (section 2) includes reference to the completion of course objectives and outcomes as identified by the faculty Divisions.

As educators, the faculty of Warner Pacific University seeks to expand knowledge through their scholarship and teaching and often express that growing understanding through service. Faculty are expected, by their respective disciplinary standards as well as by the University, to exercise integrity and honesty in their inquiries and productivity. The University also expects the faculty to respect the institution's mission and values, as well as the values of their students. In this regard, the faculty may not only exercise their own academic freedom but must also model the mature and responsible application of that right.

### **340.3 Professional Ethics**

For Warner Pacific to be effective as a Christian community dedicated to academic pursuits, it is necessary for individual faculty members to assume responsibilities related to students, colleagues, the institution, their profession, and the community. In these various relationships, the faculty member should be guided by a deep commitment to Christ, to the advancement of knowledge and wisdom in keeping with the centrality of the Lord, and to others as persons before God and not simply for the roles they assume.

#### 340.4 Intellectual Property – (Also in Employee Handbook)

All participants of all college or university systems enjoy the benefits of the common pool of knowledge that is available to all participants. Faculty, students, and staff all contribute to this pool of knowledge freely. Knowledge from this pool is not to be considered an individual's personal creative content unless the body of this material is clearly documented to be creatively developed or organized by an individual or joint faculty enterprise. Likewise, the University may not impose rights on this body of knowledge that is distributed freely.

##### A. Teaching

Except as otherwise stated in this policy, faculty members retain all rights to intellectual property for material they develop as part of contracted duties, including but not limited to: specific course content, syllabi, lectures, handouts, assignments, and examinations in their role as faculty.

Faculty may be contracted or compensated to develop courses and curriculum for the University. In this instance, the University and the faculty should clarify ownership prior to the development of materials.

The University may use any and all teaching materials for its educational, research, and administrative purposes, including satisfying requests of accreditation agencies. In any agreement transferring copyright to a publisher, faculty authors are urged to seek to provide rights for the University to use such works.

##### B. Scholarship

Faculty members retain all rights to intellectual property for material they develop as part of their scholarship to the academic community, including but not limited to books, articles, and works of art. As the University gains status from the scholarship of its faculty, the scholarship is encouraged and supported. If the University has provided Significant Financial Resources for scholarship, ownership of material should be negotiated prior to work commencing. For work that results in derived income (i.e., patents, royalties, box office receipts) for which the University has provided Significant Financial Resources, the University is entitled to 20% of the derived income. However, exceptions may be negotiated prior to work commencing.

##### C. Service

The faculty member and the University shall jointly own work that is created as a specific requirement of employment or as an assigned institutional duty that may, for example, be included in a written job description. Materials (meeting minutes, program assessment tools, course assessment tools, etc.) developed by faculty as part of institutional service have joint ownership; the University is the main archive for this work, but the intellectual property is communally owned. Thus, prior to the release of this material beyond the Warner Pacific community, the appropriate authority should be consulted.

##### D. Notwithstanding any other provision of this policy, the University retains ownership of all material that is created in any of the following circumstances:

- a) using Significant Financial Resources of the University;
- b) by a non-faculty employee in the course of employment.

- c) in the course of research or other collaborative projects conducted under University auspices, where the identity of the project resides with the University (e.g. resulting in a publication of a department, curricular efforts).
- d) in the course of a research or other collaborative project where development has been by a team such that the identity of the project resides with the University rather than with particular individuals.
- e) at the express direction of, or commissioned by, the University.
- f) as a reproduction of a University course or program.

E. Significant Financial Resources. Use of University resources or assistance from non-faculty or student personnel that is incidental and not essential to the creation of materials does not constitute Significant Financial Resources. Use of the University name or consultants engaged by the University for the purpose of creating materials would constitute Significant Financial Resources. None of the following shall be considered use of the Significant Financial Resources: (a) use of resources or non-faculty or student personnel commonly available to faculty, such as libraries, offices, computers, secretarial staff or course management programs that are widely available to faculty; (b) occasional use of specialized equipment or facility for routine tasks; (c) receipt of faculty salary.

### **343 Conflicts of Interest - (see Employee Handbook)**

## **350 Faculty Development**

### **350.1 Sabbatical**

Warner Pacific University's provision for a program of sabbatical leaves is one facet of its provision for professional growth. The sabbatical program is not automatic. A sabbatical leave is conceived not as a bonus or reward for past service, but rather as an opportunity for the faculty member to prepare for increased study, research, and scholarly writing in his/her field, or other approved activity that shall result in professional improvement within the faculty member's teaching area.

Sabbaticals are articulated not only in terms of personal and professional growth but also in terms that demonstrate the educational contribution of the sabbatical to the mission of the University. The sabbatical proposal must demonstrate that the sabbatical will be used for the purpose of developing a scholarly contribution to the field and/or a contribution to the classroom.

A limited number of sabbaticals may be granted in one academic year. The number is limited to no more than 10% of the full-time teaching faculty contracted for the academic year.

#### **350.1.A Eligibility and Application**

A faculty member becomes eligible for a sabbatical leave at the end of his/her seventh year of full-time teaching at Warner Pacific University with the rank of associate professor or above. Subsequent eligibility is established at the end of the fourteenth, twenty-first, etc., year. The precise timing of a leave of absence is determined jointly by the individual and the University to meet both institutional needs and individual opportunities. Generally, sabbatical leaves are not granted during the final two years of service prior to retirement.

Application for sabbatical leave must be submitted in writing to the CAO no later than December 1 of the preceding academic year. The application shall state the professional purpose of the sabbatical leave of absence, proposed timing, and activities. Following discussion and evaluation by the Division Chair/Dean and the CAO, and in consultation with the President, a written response to the application will be made at as early a date as possible.

### **350.1.B Compensation**

For an approved sabbatical leave, full salary shall be paid for a one-semester leave, and one-half salary shall be paid for a two-semester leave. In addition, regular fringe benefits are maintained with the University paying its portion and the faculty member paying his/her portion. A faculty member accepting a paid sabbatical leave may not undertake activities involving financial compensation during the leave except as such compensation may be incidental to the approved activity for which the sabbatical leave was granted. The incidental compensation together with the paid sabbatical compensation may not exceed the full salary level as specified on the faculty member's regular contract.

### **350.1.C Obligation**

As part of the agreement relative to a paid sabbatical leave, a faculty member is obligated to continue with Warner Pacific University for at least two years following the leave of absence. In the event the faculty member fails to honor the two-year commitment, he/she shall reimburse the University for a proportionate sum of the sabbatical salary, based upon the two years of expected service.

At the time the paid sabbatical leave is approved, a special contract between the faculty member and the University will be executed specifying the obligations and understandings applicable to both parties to the agreement.

### **350.1.D Report**

A written report will be presented to the CAO at the completion of the paid sabbatical leave covering the program of activities during the leave as specified in the sabbatical leave contract.

## **350.2 Off-Campus Employment**

The first professional responsibility of the faculty member is to the University in accordance with the provisions of the faculty contract. Off-campus employment or professional commitments not in violation of contractual obligations are at the discretion of the faculty member, who shall notify the Division Chair/Dean and CAO of his/her intent to make such a commitment. [Off-campus commitments for continuing involvement require yearly notification and, where necessary, approval.]

## **351 Workload**

The normal teaching load for contracted full-time faculty is ordinarily four courses per term (12 credits, maximum credits per year equal 24). In addition, full-time faculty are expected to carry an advising load of up to 30 students as well as maintain the minimum weekly office hours.

To ensure that faculty meet their responsibilities to foster student inquiry and learning, all full-time faculty members will maintain a minimum of four office hours per week and will also make provisions for meeting with students by appointment at a mutually convenient time beyond the stated office hours. The full-time faculty member's office hours shall be held over at least two days and at least in half-hour blocks.

### **351.1 Classroom Attendance Policy**

It is the policy at Warner Pacific University that all classes will meet at the regularly scheduled time and that they will be taught by the faculty member assigned to the course. Faculty members are expected to hold class meetings that are consistent with the course schedule and maintain a predictable number of posted office hours. Faculty shall be available to students, colleagues, and others through their workload commitment in accordance with university, division, and departmental policies.

Although it is the responsibility of the faculty member to meet all scheduled classes, as well as their other commitments, there may be occasions when it may be necessary for a faculty member to miss a class or other obligation. Faculty members, whenever possible, should have prior approval from their Division Chairs/Deans before missing classes or missing other scheduled duties. In the case of emergency, notification is requested prior to the start of the class or other scheduled activity. Cancellation of classes for reasons other than illness must be arranged with the Division Chairs/Deans. This policy does not allow faculty to reschedule a class outside of the published class schedule without prior approval of Division Chairs/Deans.

Faculty members must notify their Division Chairs/Deans when they are absent from class. This policy applies to absences that are known ahead of time (e.g., professional meetings or planned medical procedures) and absences that occur unexpectedly (e.g., illness, emergency, inclement weather). If known ahead of time, faculty members should notify the students, and if possible, these absences should be indicated on the course syllabus. It is also a faculty member's responsibility to make every effort to notify their students of unexpected absences. Faculty members should also notify the Registrar's Office and the CAO. In case of absence when a faculty member is unable to contact the students enrolled in their classes, the Registrar will attempt to notify the students enrolled in the classes. Faculty members are still responsible for notifying their Division Chair/Dean of their absence. Faculty members should notify these parties by email.

An excessive number of absences may constitute grounds for disciplinary action. This provision excludes absences due to short-term disability, the Family Medical Leave Act, and other leaves of absence approved by Human Resources. Failure to report an absence in a timely manner is in direct violation of this policy and subject to disciplinary action.

### **352 Academic Regalia**

The faculty usually appear in academic regalia at Convocation, Baccalaureate, and Commencement. There may occasionally be other exercises that require the wearing of such garb. The wearing of regalia other than that true to rank is considered unprofessional. Faculty are encouraged to obtain their own academic regalia either by purchase or rental. This is done at their own expense.

### **353 Faculty Benefits and Support Programs (See Employee Handbook)**

### **354 Faculty Academic Grievances**

The term "faculty academic grievance" is narrowly defined to include disputes such as promotions, performance tracks, committee assignments, teaching assignments or sabbaticals. All other employment-related issues should be directed to Human Resources. .

#### **354.1 Purpose**

The purpose of this procedure is to provide, in the spirit of Christian charity, an orderly method of resolving grievances. The Bible urges colleagues of faith to "forebear" one another (Ephesians 4:2) and to regard each other with mutual esteem (Romans 12:10). Specific instructions are given in the New Testament for handling conflicts over both values and actions. For instance, Matthew 5:23-24 says that even worship is less important than reconciliation between persons, calling one who has offended another to initiate restoration of fellowship.

Matthew 18:15-17 instructs the one who has been offended to initiate steps toward resolution of the conflict, speaking first in private to the offending party; then, if necessary, before a witness; and, finally, before the assembly of believers. Galatians 6:1 describes the spirit of humility that must accompany confrontation, warning the one who confronts to remember how it is possible, even likely, he/she may be an offender. The verse is a plea for compassion and understanding even while holding firm convictions.

Therefore, this faculty grievance procedure calls for a determined effort to settle differences at the lowest possible level in the procedure and, to the greatest extent possible, to hold meetings or discussions regarding faculty grievances at such time as not to interfere with the faculty member's duties.

At each juncture, all parties should keep notes, and a written summary of the issues and their resolutions should be prepared by the mediating agent (at each grievance level) and distributed to all concerned parties. This report should include a description of the agreed upon issue(s) of the conflict; the positions of the parties involved; the points of agreement; the remaining points of conflict, if any; the proposed resolution; and a statement of the next level of appeal available to the aggrieved party.

This faculty grievance procedure should be pursued as expeditiously as possible with each necessary step to be completed within thirty (30) calendar days, or longer upon agreement of all parties involved. The aggrieved party(ies) has fourteen (14) calendar days after receiving the mediator's report to appeal the faculty grievance to the next step.

#### **354.2 Procedure**

The specific steps of the faculty grievance procedure are listed below. When the faculty grievance involves any of the administrators at the following steps one (1), two (2), three (3), five (5), and six (6), that person shall exempt him/herself from the proceedings.

1. When a member of the faculty has a grievance against another except in the cases identified in section 354 (promotions, performance tracks, committee assignments, teaching assignments or sabbaticals, he/she shall meet with that person in an attempt to resolve the matter. If the dispute involves a policy, the aggrieved person shall meet with the person or, in the case of committees, persons responsible for the implementation of the policy. Grievances that go beyond step one shall be in writing and may not be considered by the responsible party at the next step without said written documentation.



2. If there is no satisfactory resolution at the first step, the aggrieved party may go to his/her Division Chair/Dean with the written grievance. At that time, the Chair reviews the previous step taken, the grievance at issue, and searches for an amicable settlement of the grievance. This search will involve a meeting with all parties to the grievance whether individually or as a group. If the dispute is with one's Division Chair/Dean, the first two steps are combined as one with the next move being to step three. A written statement will be the basis for the beginning of step three if that step is necessary.
3. If there is no satisfactory resolution at the second step, the aggrieved party(ies) will contact the Chief Academic Officer to continue the process toward resolution. An interview of the parties to the grievance is conducted by the Chief Academic Officer who acts as a mediator seeking to determine the facts and to resolve the grievance. The CAO will prepare a written report of this step.
4. If there is no satisfactory resolution at the third step, the aggrieved party(ies) may contact the Committee Chair Faculty Professional Concerns in writing for a hearing. The Faculty Professional Concerns Committee shall appoint an *ad hoc* grievance committee, normally comprised of five (5) faculty members. The *ad hoc* committee shall review specific issues at a grievance, read the various reports generated at the above steps with both parties in attendance, and shall consider available evidence that bear upon the circumstances of the grievance. The *ad hoc* committee, acting as mediator, will conduct its hearing in a non-adversarial and non-advocatory manner in an attempt to resolve the grievance. An FPCC report of the mediation proceedings will be filed with the Faculty Professional Concerns Committee minutes kept in the office of the Chief Academic Officer.
5. If there is not a satisfactory resolution at step four, the aggrieved party(ies) may appeal in writing to the President who will review all the documents of the foregoing stages, conduct his/her own inquiries and render a decision that will be the final decision of the University. The President shall have final authority in the internal affairs of the University including disciplinary cases.”).

### **360 Summer School**

Warner Pacific University operates a summer school program. Faculty who choose to teach in the summer program will be paid according to the provisions of the summer faculty salary schedule for that year. The salary schedule is published yearly.

### **370 Text Book Procurement**

Where practical, all materials to be purchased by students should be handled through the University designated vendor. Textbook adoption forms are available from the assigned manager of textbook procurement. Orders are to be completed by faculty according to the deadlines established by the assigned manager of textbook procurement. Meeting the deadline and other procurement guidelines are necessary to assure timely arrival of texts and other materials needed by students for classes.

### **380 Budget Timeline**

Academic budget planning occurs on a regular cycle of projection, development, review, adjustment, and implementation. Division Chairs/Deans are responsible for projecting and developing expenditure budgets for their areas. As the University operates on a fiscal year that begins on June 1st, Division Chairs/Deans must submit their budget proposals for the next fiscal year to the Chief Academic Officer by November 1st of the current year. Consultation with the CAO may lead to adjustments in the projected budgets prior to submission to the Executive Cabinet that serves as the University Budget Committee. The Executive Cabinet typically finalizes the institutional budget proposal for submission and review by Board of Trustee for approval in its April meeting. Following the first two weeks of classes in the Fall and Spring semesters, revenue projections will be checked against expenditures to determine whether further adjustments are necessary. Division Chairs/Deans will be consulted in the event of needed reduction of expenditures.

#### **400 Otto F. Linn Library**

The collections of the Library and its services are planned to meet the needs of Warner Pacific University students, faculty, and staff in the pursuit of study and research. A handbook for the Library is available through the Director of Library Services that gives the information needed for those using the facility.

#### **410 Academic Support Center**

A support program for students needing assistance with their studies or who desire to improve specific study skills is maintained in the Academic Support Center. The Director and tutors are available throughout the term and are capable of assisting students in their study needs.

#### **420 Calendar**

The official master calendar of campus events is kept in the Office of Institutional Advancement. A meeting request is necessary to reserve use of a campus facility for all activities other than scheduled classes.

#### **430 Clerical Assistance**

Clerical assistance is provided for faculty.