

# Eastern Nazarene College

## The Faculty Manual

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## PREFACE

This edition of the Faculty Manual of Eastern Nazarene College is produced by the office of the Provost and Chief Operating Officer (Provost). It is a collection of approved policies of the Board of Trustees, the Administrative Council and the Faculty Meeting. It is designed to be included as the third section of the Employee Handbook. Many sections of former editions which dealt with the history of ENC, the Institutional Mission Statement and employee benefits can now be found in the documents produced by the Department of Human Resources. Every attempt has been made to avoid duplicating information in these documents. Errors and omissions should be noted in writing (or E-Mail) and referred to the office of the Provost in order to expedite updates to this rapidly changing document. Policy changes to this Faculty Manual must be approved by a vote of the Board of Trustees before they go into effect. Changes proposed and endorsed by faculty and/or administration shall be brought to the board for approval by the Academic Standing Committee of the board at the next regular board meeting.

Although we may have made use of other materials produced by outside organizations, we only subscribe to the specific statements as expressed within this document. Thus, we do not subscribe to all of the policies of AAUP, ACE, or other Higher Education associations.

## Introduction

The *Faculty Manual* represents an attempt by an academic community to put into print its policies, practices and procedures as related to faculty hiring, employment expectations, and engagement with students. Its purpose is to communicate expectations, responsibilities and privileges of faculty and administration. The manual works best when all parties work together in good faith to use its contents in a way that facilitates quality education in a Christian community.

We are very careful about the contents of this manual because it says a great deal about who we are while serving to guide how we conduct ourselves as a Christian community. The 2017 edition represents the latest step in the evolution of the *Faculty Manual* at Eastern Nazarene College. Sections of this document derive from diverse sources including minutes of the Board of Trustees, minutes of Faculty Meetings, minutes of the Administrative Council, and other various handbooks and procedure documents. Most matters that relate specifically to faculty members and their relationship to the College are found in Sections 3 and 4. Most of the benefits policies which relate to staff as well as to faculty appear in the Employee Handbook and other documentation produced by the Office of Human Resources.

Although the editors have worked to bring this document up-to-date, we recognize that policies and procedures within an academic institution are fluid and can change as part of the normal ongoing work of the college. The work of committees is ongoing and a manual of this nature can only represent one moment in time. Therefore, this Manual is in electronic PDF form so that new material may be substituted for obsolete matter in the intervals between major revisions. Minutes from committee meetings are filed with the Office of the Provost so that revision of the *Faculty Manual* may be ongoing and comprehensive.

As the Provost, I will do my best to uphold the contents of this manual in a way that treats every faculty member as a person of dignity and worth, while protecting the rich heritage of excellence in Christian higher education at Eastern Nazarene College .

Provost and Chief Operating Officer

## Accreditations and Memberships

Eastern Nazarene College is accredited by the following agencies:

### **New England Association of Schools & Colleges**

Eastern Nazarene College is accredited by the New England Association of Schools & Colleges. ENC was first accredited by this agency in 1943 and has been periodically reviewed and approved since that date. The next full review by the New England Association is scheduled for 2020. Such accreditation indicates that the institution meets or exceeds criteria for the assessment of institutional quality as determined by periodic review.

### **Council on Social Work Education**

The Social Work Program at Eastern Nazarene College has been continuously accredited by the Council on Social Work Education since 1979. It was one of the first undergraduate programs in Massachusetts to earn this distinction. The Council accredits all undergraduate and graduate social work programs in the United States. The ENC program was unconditionally reaccredited in 2009 for a full eight- year cycle.

### **Massachusetts Department of Education**

Eastern Nazarene College is an approved member of the Interstate Certification Compact (ICC) and offers educational programs in early childhood, elementary, middle and secondary education, special education, and reading for the state of Massachusetts. The teacher education program exceeds the certification requirements for the state of Massachusetts. Graduates will receive certification in Massachusetts, and since ENC is a member of the ICC, upon application, they are eligible for provisional certification in at least thirty (30) other states.



## Memberships

Eastern Nazarene College is a member of numerous organizations. The following list includes those organizations which relate primarily to the academic aspects of the college:

American Association of Presidents of Independent Colleges and Universities  
American Council on Education  
American Association of Higher Education  
American Association of Colleges for Teacher Education  
American Association for Adult and Continuing Education  
Association of Business Administrators of Independent Christian Colleges  
Association of Governing Boards of Universities and Colleges  
Christian Higher Education Commission of the National Association of Evangelicals  
Council for Christian Colleges and Universities  
College Board  
Commission on Higher Education of the Christian Holiness Association  
Council for the Advancement and Support of Education  
Council for Independent Colleges  
Council on Social Work Education  
Massachusetts Association of Colleges for Teacher Education  
National Collegiate Athletics Association (Division III)  
National Association of Independent Colleges and Universities  
National Association of Student Personnel Administrators  
National Association of College Broadcasters  
National Association for Developmental Education  
National Association of College and University Business Officers  
National Association of Advisors for the Health Professions  
National Association of Christian College Admissions Personnel  
National Association of College Admissions Counselors

## Section 1: Administrative Organization

The position descriptions which follow are intended to assist faculty in an understanding of the functioning of the College and are not meant to cover all contractual parameters of each position. The President and each of the Vice Presidents are listed below:

### 1.1 President

As per the college Bylaws: The President shall be the chief executive officer of the College, presiding at faculty and staff meetings and official convocations. The President shall provide leadership for the College in all its various aspects and is responsible to the Board of Trustees and for carrying out its policies. He or she shall serve as registered agent of the Corporation and reside in the Commonwealth of Massachusetts.

As per the Board Policy Manual: The President of the College is the chief executive officer of the College and shall: (1) have supervision of the work of all departments, officers, agents, teachers, and employees; (2) direct the affairs of the College in harmony with the principles and policies set by the Board of Trustees; (3) guard carefully and provide ultimate oversight to the work of every unit and department, including the College's financial affairs, intercollegiate athletic program, and fund raising activities; (4) counsel with and encourage the faculty and officers; (5) direct the official correspondence of the College; (6) communicate appropriately with the Constituencies of the College; (7) render an annual report to the Board of the state of the College; (8) with the advice of the members of the President's Cabinet, appoint other faculty councils and committees; (9) sign all certificates and diplomas of graduation; and (10) exercise all other duties pertaining to the office. The President shall be a member in good standing of the Church of the Nazarene.

### 1.2 Provost and Chief Operating Officer

The Provost and Chief Operating Officer (Provost) is appointed by and reports directly to the ENC Board of Trustees and is accountable to the ENC President. An executive level position, the Provost serves as the Chief Operating Officer and Chief Academic Officer, serves on the President's cabinet, and advises the President on matters regarding academic policy, strategic planning and budgeting of academic programs and campus initiatives, and provides overall day-to-day onsite leadership with integrity, commitment and concern for staff, faculty, administrators, and above all for students. The Provost is expected to provide the administrative leadership to achieve a high standard of excellence in instruction and student services. The Provost fosters collaboration with faculty, staff, students, and external communities to promote the mission of the college.

### 1.3 Vice President for Finance and Chief Financial Officer (CFO)

The Vice President for Financial Affairs is appointed by the President, subject to approval of the Board of Trustees, and reports to the President. Their primary responsibilities are the management and oversight of Human Resources, Facilities Management, Information Technology, Business Services, Finance and Accounting, and Strategic Planning. Some of the major functions include compliance with external agencies, employee relations, planning for the use of facilities, grounds and campus-owned property, and integrating campus-wide computer services. Additional activities include centralized arrangements for food service, maintenance and custodial services, administering the operating and capital budgets, risk management, purchasing, cash management, investment management, operations of the bookstore, and formulating the strategic direction of these services from a holistic viewpoint.

### 1.4 Vice President for Institutional Advancement

The Vice President for Institutional Advancement is appointed by the President, subject to the approval of the Board of Trustees, and reports to the President. The Vice President for Institutional Advancement is responsible for the organization and execution of all restricted and unrestricted fund-raising for the college. This includes the annual fund, scholarship endowments, planned giving programs, major donor research, and capital campaigns. Major responsibilities include researching potential foundation and corporate grant possibilities for college projects and writing proposals for funding. Emphasis in this office is placed on the financial development of the college through outright gifts, grants, and estate planning gifts as well as corporate and community funding. The Vice President for Institutional Advancement is also responsible for Alumni Relations and Church relations.

### 1.5 Vice President for Student Development and Retention

The Vice President for Student Development and Retention is appointed by the President subject to the approval of the Board of Trustees and reports to the President. The Vice President for Student Development coordinates and administers the various student personnel services. These include the counseling program, student housing, varsity athletics, security, retention, and health services; The Vice President for Student Development and Retention also serves as the Title IX officer.

### 1.6 Vice President for Enrollment

The Vice President for Enrollment is appointed by the President subject to the approval of the Board of Trustees and reports to the President. The Vice President for Enrollment is responsible for oversight, coordination, and integration of traditional undergraduate admission and enrollment management as they maintain collaboration between these areas and financial aid, marketing, academic strategic planning, and finance. This position involves both internal and external communications as related to recruitment, marketing, financial aid packaging, and public relations.

### 1.7 Vice President Marketing

The Vice President for Marketing is appointed by the President subject to the approval of the Board of Trustees and reports to the President. The Vice President for Marketing is responsible for oversight and coordination of marketing and strategic communication in support of traditional and non-traditional enrollment efforts, as well as for constituency relations and donor development.

### 1.8 Vice President Adult and Graduate Studies

The Vice President for Adult and Graduate Studies (AGS) is appointed by the President subject to the approval of the Board of Trustees and reports to the President. The Vice President for AGS is responsible for oversight and strategic management of enrollment efforts and programming for non-traditional and graduate students including online programs.

### 1.9 Board of Trustees: Academic Standing Committee

The Academic Standing Committee of the Board of Trustees serves as the primary interface between the Board and the Faculty.

## Section 2 - Academic Governance

### 2.1 President's Cabinet

The President's Cabinet is appointed by the President and shall advise the President on such matters as general administrative policy, constituency relations, student discipline, coordination of the college calendar, commencement and other convocations. As a working procedure, the President's Cabinet develops its agenda under the direction of the President from items presented for consideration by a member of the Council.

### 2.1 Academic Divisions

The undergraduate academic divisions: Church, Society and Humanity; Science and Technology, Professional Studies, and General Education with their respective departments and programs, form the basis for the traditional undergraduate academic organization of the College.

Each division is under the leadership of a chairperson appointed by the President upon the recommendation of the Provost following consultation with the members of the division. Division chairs serve one-year terms which are renewable at the pleasure of the President and the position is not tenurable. The General Education Division is managed by a faculty committee chaired by the General Education Division chair.

### 2.1.1 Duties of Division Chairs

Chairs of the academic divisions report to the Provost for the administration of the following duties:

- Calling divisional meetings at least three times per semester or at the request of the department chairs.
- Consulting with the Provost on divisional concerns, including annual review of department chairs for renewal and promotion in rank, etc.
- Supervising of interdepartmental programs of study and interdisciplinary general education (core) courses offered within the division.
- Building issues relating to the division.

### 2.2 Department Chairs

Department Chairs are appointed by the President upon recommendation of the Provost following consultation with members of the department. Department Chairs serve one-year terms which are renewable at the pleasure of the President. The position is not tenurable.

### 2.2.1 Duties of Department Chairs

Chairs of academic departments report to the Provost for the administration of the following duties:

- In consultation with the members of the department, the chair facilitates the structure and content of curricula in the field in harmony with curricular policies adopted by the faculty and the Curriculum Committee.
- The chair recommends to the Curriculum Committee proposed new course offerings and proposals for significant modification of existing courses.
- The chair prepares departmental catalog copy.
- The chair provides general oversight of instruction within the department, including making arrangements when necessary for substitute instructors in consultation with the Provost.
- The chair consults with the Provost regarding the staffing of vacancies in the department, (both faculty and staff vacancies) including the recommendation of candidates.
- The chair is responsible for assisting in the orientation of new faculty members to the curriculum and to their teaching responsibility, with special attention to the assistance of inexperienced instructors.
- The chair makes recommendation of departmental needs and proposals for the budget to the administration.
- With the assistance of other members of the department, the chair serves as advisor to students majoring in the department.
- The chair prepares comprehensive examinations for students majoring in the department.
- In consultation with the Provost, the chair conducts a periodic review of the teaching effectiveness and general performance of faculty members in the department.
- The chair consults with members of the department and with the Registrar, the determination of a schedule of course offerings and staffing to be submitted to the Registrar each spring and fall for the subsequent semester.
- The chair corresponds with and has personal contact with prospective students who express an interest in majoring in the department and collaborates with others in the department to this end.

## 2.3 The Faculty as a Deliberating Body

### 2.3.1 Committee of the Whole

The faculty of Eastern Nazarene College shall meet as a committee of the whole each month during the academic year and on call as needed with the President or their designee presiding. The full-time faculty shall be responsible chiefly for developing the academic policies and programs of the College within the guidelines established by the Board of Trustees and will bring required actions to the Board for approval. Through its committee structure it shall aid the administration in the total program of the College in such areas as curriculum, admissions, academic standing, financial aid, and the religious and social life of the students.

### 2.3.2 Agenda

The Provost, or whomever the President delegates, shall serve as executive secretary of the faculty when it meets as a committee of the whole and shall prepare the agenda for the faculty meeting. All matters to be put to a vote by the faculty shall be in writing and in faculty email boxes at least two business days prior to the day of the meeting at which they are to be considered. All committee reports should be in the hands of the Provost at least five days prior to the meeting at which they are to be considered. Items not on the above prepared agenda can be introduced for decision only by a two-thirds vote of the faculty present.

### 2.3.3 The Quorum and Procedural Guides

A quorum shall be a simple majority of the voting faculty members. Roberts Rules of Order shall be the parliamentary guide recognizing that in function and procedure the faculty acts as committee of the whole.

## 2.4 The Functions and Structures of Faculty and Administrative Committees

The Eastern Nazarene College commitment to the broad-based participation in decision making is clearly evidenced in the committee structure of the College. The committee structure shall be designed to expedite the ongoing business of the College, delegate responsibility and obtain the maximum involvement of the faculty in the total program, communicate policy and procedures to all, and secure the best counsel in all interests and projects of the College.

There shall be two distinct types of standing committee assignments:

- 1) Faculty committees, reporting to the Provost & COO, the faculty or a body thereof.
- 2) Administrative committees, reporting to the Administrative Council or an individual administrator.

Administrative committees are outside the jurisdiction of the faculty as a deliberating body.

For issues that arise which are not appropriate for consideration by an existing committee, an ad hoc committee may be created by the President, the Provost, the Administrative Council, or any committee of the faculty.



All actions taken as policy making/recommending are to be reported back to the faculty for final action unless otherwise indicated by the delegation of responsibility. Those groups indicated within the organization as councils/cabinets are advisory and shall report back to the individual administrator or body specified by their title. Each full-time member of the faculty serves on at least two committees per year.

## 2.5 Recording of Minutes

Minutes of all committee meetings are to be filed regularly in the office of the Provost. One exception is the minutes of confidential sessions of the faculty council when dealing with sensitive and confidential personnel matters. The Chair of each committee shall be responsible for filing a full set of minutes and other records with the College Archivist.

## 2.6 Committee Elections and Formation

The makeup of each committee or council/cabinet is specified in the individual committee descriptions which follow. Committee membership originates in several different ways: Elected by the faculty, appointed by the President, or Provost, or the Committee on Committees, or by Ex Officio membership. The Committee on Committees is formed in part by the Academic Policy Committee by appointing a subcommittee of its own members. Two additional at-large faculty members are elected by the Faculty Meeting. In addition, each committee may, at its discretion, invite the Student Council to appoint members. In such a case, committees retain the right to go into executive session, excusing the student members from any discussions.

Normally, the Committee on Committees, a sub-committee of the Academic Policy Committee, will survey the faculty during the early part of the spring semester regarding committee interests, including interests in assignments that are elected (where appropriate). The Committee on Committees will then prepare a ballot for committee elections, which will usually occur during the months of April and May. Lastly, committee appointments will be made by the President, other Administrators, and the Committee on Committees.

## 2.7 Descriptions of Committees

Complete, detailed descriptions of each committee and council/cabinet follow. The Chair of each committee is responsible to pass on to the newly elected/appointed chair all pertinent records before July 1st of each year.

## 2.8 List of Committees and Councils/Cabinets

<p><b>Faculty</b></p> <ul style="list-style-type: none"><li>• Academic Policy</li><li>• Common Core</li><li>• Curriculum</li><li>• Faculty Council</li><li>• General Education</li><li>• Health Professions</li><li>• Instructional/Professional Development</li><li>• Promotion</li></ul>	<p><b>Administrative</b></p> <ul style="list-style-type: none"><li>• Academic Standing</li><li>• Admissions</li><li>• Community Responsibility</li><li>• Dean’s Advisory Cabinet (DAC)</li><li>• Personnel</li><li>• Retention</li><li>• Tenure Review</li></ul> <p><b>Advocacy</b></p> <ul style="list-style-type: none"><li>• ENC Way</li><li>• Multicultural Affairs</li><li>• Spiritual Formation</li></ul>
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## 2.8.1 Faculty Committees

*ACADEMIC POLICY COMMITTEE*

Committee reports to:	Faculty
Frequency of reports:	Monthly
Make-up of committee - Size:	12
Ex officio:	Provost, Registrar, Director of Admissions (Voice but non-voting).
Members:	Representatives from each of the college divisions, plus two at-large faculty members, and two student representatives
Method of selecting members:	Appointed by the Committee on Committees
Length of tenure for members:	No restrictions
Chairperson:	Provost
Suggested frequency of meetings:	Monthly
Major responsibilities:	<ol style="list-style-type: none"> <li>1. Recommend educational and operational policies and procedures in the academic area, with power to act on minor changes, at the discretion of the Provost.</li> <li>2. Approve editorial non-substantive changes in the academic area.</li> <li>3. Prepare the academic calendar.</li> <li>4. Two committee members, in conjunction with two at large faculty members (elected annually), serve as the Committee on Committees. This Committee is responsible for surveying the faculty regarding committee interests, preparing a ballot for committee elections, making appointments to appropriate committees, and preparing a faculty committee roster.</li> <li>5. Performs continual self-evaluation and institutional research for the academic development of the college.</li> </ol>

*COMMON CORE COMMITTEE*

Committee reports to:	Faculty
Frequency of reports:	As needed
Make-up of committee – Size:	8-10
Ex officio:	All members of the Education Division including Representatives from Office of the Provost and a representative from AGS.
Members:	One representative from each department which prepares secondary/middle school teachers.
Method of selecting members:	Solicited by the Chair of the Education Division
Length of tenure for members:	No restrictions
Chairperson:	Chair of the Education Division
Suggested frequency of meetings:	Two meetings per semester
Major responsibilities:	<ol style="list-style-type: none"> <li>1. To facilitate communication between the departments involved in preparing teachers</li> <li>2. To facilitate communication between the Teacher Education Division and the Public and/or Private Schools</li> <li>3. Serves as advisory to the Division of Teacher Education in matters relating to program, procedures and policy.</li> </ol>

*CURRICULUM COMMITTEE*

Committee reports to:	Faculty
Frequency of reports:	Monthly
Make-up of committee - Size:	11
Ex officio:	Associate Academic Dean, Director of Admissions (Voice but non- voting).
Members:	Representatives from each of the college divisions, plus three at-large faculty members, and one student representative
Method of selecting members:	Appointed by the Committee on Committees
Length of tenure for members:	Members should rotate off after three years.
Chairperson:	Associate Academic Dean
Suggested frequency of meetings:	Monthly
Major responsibilities:	<ol style="list-style-type: none"> <li>1. Advises to the Provost on curriculum and catalog.</li> <li>2. Recommends to the faculty on matters of curriculum.</li> <li>3. Has power to act on individual course offerings, and must approve all new courses or major course changes.</li> <li>4. Prepares for the President comprehensive reviews of the curricular offerings of the departments in at least one academic division annually in order to advise on the allocation of resources.</li> <li>5. Performs continual self-evaluation and institutional research for the academic development of the college.</li> </ol>

*FACULTY COUNCIL*

Committee reports to:	Faculty
Frequency of reports:	Every faculty meeting as needed
Make-up of council:	Size: 5
Ex officio:	none
Members:	1 tenured, 1 tenure-track but non-tenured, 1 administrative, 2 at-large.

Method of selecting members: The nominating committee consists of one representative from each academic department, chosen by the department. Incumbent Faculty Council members represent their own departments. The current Council chairperson chairs the nomination committee, with a quorum of members participating. Elections are held by the faculty prior to other committee elections for the upcoming academic year. Election to the Council is by plurality. Subsequent, separate election is held for chair among 5 Council members eligible, with a majority required for election.

Length of tenure for members:	2 years
Chairperson:	elected by faculty, serves as Faculty Representative to the Board of Trustees.
Vice Chair:	chosen by the Council

Suggested frequency of meetings: as needed

Major responsibilities:

1. Receive requests or referrals from faculty members, faculty committees, and/or the Faculty Meeting.
2. Seek to gather information and clarify aspects of concerns it discusses.
3. Represent faculty opinions and advocate for faculty concerns to administration and trustees.
4. Represent the Faculty to the Academic Committee of the Board of Trustees.
5. Be available, as appropriate, to assist in mediating interpersonal conflicts involving faculty members and administrators.
6. Bring motions before the Faculty Meeting for discussion or action.
7. Complement existing committees or structures that are currently in place.
8. Reports made to the Faculty and to the Academic Committee of the Board of Trustees will be housed in the office of the Chair of the Faculty Council and in the Office of the Presiding Officer of the Faculty, the President.
9. The Faculty Council will meet with the administration prior to each meeting with the Trustees as representatives of the faculty.

Goals of the Council:

1. To foster professionalism and collegial relationships among faculty and administration in a proactive and non- adversarial fashion.
2. To provide a means to express faculty concerns to the Board of Trustees.
3. To hear, evaluate, and act upon the concerns of the faculty not addressed by existing committees or other channels of communication.
4. To provide a means to express faculty concerns to the administration and vice versa.

One purpose of this committee is to provide the trustees with a faculty perspective on the state of the college - and an opportunity to sense the heartbeat of the faculty. The Bylaws of the Board of Trustees indicate that to meet with the (Academic Committee of the Board of Trustees) at each annual meeting of the committee to discuss matters of mutual interest. The ENC Faculty Council will also serve as a clearing house and outlet for faculty-related concerns such as faculty welfare, compensation, faculty evaluation, community climate, and spiritual vitality.

*GENERAL EDUCATION*

Committee reports to:	Faculty
Frequency of reports:	Monthly
Make-up of committee - Size:	Variable
Ex officio:	Health Professions Advisor
Members:	Representatives from each Academic Division will be selected by their respective divisions. Additional faculty will be selected by faculty teaching in the General Education program.
Method of selecting members:	Appointed by the Committee on Committees
Length of tenure for members:	No restrictions
Chairperson:	General Education Division Chair
Suggested frequency of meetings:	Monthly
Major responsibilities:	<ol style="list-style-type: none"> <li>1. To assess all teaching within the General Education program.</li> <li>2. The development of the curriculum in General Education.</li> <li>3. Decisions about who will teach a department's General Education courses will be made in cooperative discussion between the Chairs of the Divisions impacted (the home department of the faculty member under consideration and/or the division typically staffing the course). If disagreements arise, the Provost would make the final decision.</li> </ol>

*HEALTH PROFESSIONS COMMITTEE*

Committee reports to:	Faculty
Frequency of reports:	Monthly
Make-up of committee - Size:	5
Ex officio:	Health Professions Advisor
Members:	Representatives from the Chemistry, Biology and English Departments.
Method of selecting members:	Appointed by the Committee on Committees
Length of tenure for members:	No restrictions
Chairperson:	Appointed by the Provost
Suggested frequency of meetings:	Monthly
Major responsibilities:	<ol style="list-style-type: none"> <li>4. To support the efforts of the Health Professions Advisor</li> <li>5. To screen applicants and recommend for admission to the following graduate programs: medical, veterinary, dental, optometry, physical therapy, sports therapy, and physician assistant as well as to screen those wishing to transfer to complete the nursing degree.</li> </ol>

*INSTRUCTIONAL/PROFESSIONAL DEVELOPMENT COMMITTEE*

Committee reports to:	Faculty
Frequency of reports:	Monthly
Make-up of committee - Size:	6
Ex officio:	Provost
Members:	Representatives of each division
Method of selecting members:	Appointed by the Committee on Committees
Length of tenure for members:	No restriction
Chairperson:	Elected annually by the committee
Suggested frequency of meetings:	Monthly
Major responsibilities:	<ol style="list-style-type: none"> <li>1. To allocate funds to faculty members to assist in development of instruction.</li> <li>2. To plan and execute Faculty Retreat.</li> <li>3. To plan and execute Faculty Development Day.</li> <li>4. To apply the guidelines on the awarding of sabbatical leaves of absence.</li> </ol>

*PROMOTION COMMITTEE*

Committee reports to:	Provost
Frequency of reports:	Annually
Make-up of committee - Size:	Variable
Ex officio:	Provost (non-voting)
Members:	All faculty with the rank of Professor
Method of selecting members:	determined by faculty rank
Length of tenure for members:	No restriction
Chairperson:	Provost
Suggested frequency of meetings:	As needed
Major responsibilities:	<p>This committee shall be charged with the responsibility of reviewing and judiciously applying standards and criteria for promotion in rank outlined in section 3 so that candidates with the greatest potential to serve the College as strong teachers shall be recommended for promotion.</p>

## 2.8.2 Administrative Committees

*ACADEMIC STANDING COMMITTEE*

Committee reports to:	Provost
Frequency of reports:	Monthly
Make-up of committee—size:	6

## For Traditional Undergraduate Committee:

Ex officio for Trad-UG:	Vice President for Student Development and Retention (or designee), Registrar (or designee), Director of the Center for Academic Services (or designee), the Assistant Dean for Student Financial Services (or designee).
Members for Trad-UG:	Three members of the teaching faculty. Each member will serve two year terms. Faculty should be elected on a one year shift (two on one off) so all three are not rotating on and off at a time. When necessary a one-year term election may be necessary to keep the alternating sequence in place.

## For Adult and Graduate Studies Committee:

Ex officio for AGS:	Vice President for Adult and Graduate Studies (or designee; Associate Registrar for AGS, Coordinator of Advising and Enrollment for AGS
Members for AGS:	Three members of the teaching faculty.
Method of selecting members:	Appointed by the Committee on Committees
Quorum:	Four—two administrative faculty and two teaching faculty
Length of tenure for members:	No restriction.
Chairperson:	Traditional Undergraduate Registrar.
Voting:	All committee members (administrative and teaching faculty) vote.
Suggested frequency of meetings:	As needed
Major responsibilities:	<ol style="list-style-type: none"> <li>1. Implement college policy regarding academic standing.</li> <li>2. Make decisions regarding student petitions involving Academic policies.</li> <li>3. Make decisions regarding academic suspension, probation, and other academic standing matters.</li> </ol>
Appeals:	To be made to the Provost



*ADMISSIONS COMMITTEE*

Committee reports to:	Provost
Frequency of reports:	Monthly
Make-up of committee - size:	7
Ex officio:	Director of Admissions, Director of Financial Aid, Vice President for Student Development and Retention (or designee), Registrar (or designee), Director of the Center for Academic Services (or designee)
Members:	Three members of the teaching faculty. Each member will serve two year terms. Faculty should be elected on a one year shift (two on one off) so all three are not rotating on and off at a time. When necessary a one-year term election may be necessary to keep the alternating sequence in place.
Voting:	All committee members (administrative and teaching faculty) vote.
Method of selecting members:	Appointed by the Committee on Committees
Quorum:	Five—three administrative faculty and two teaching faculty
Length of tenure for members:	No restriction
Chairperson:	Appointed by the Provost from among the teaching faculty committee members.
Suggested frequency of meetings:	weekly or as needed.
Major responsibilities:	<ol style="list-style-type: none"> <li>1. Implement college policy regarding criteria and processes for admissions.</li> <li>2. Make admissions decisions.</li> </ol>
Appeals:	To be made to the Provost

*COUNCIL ON COMMUNITY RESPONSIBILITY (CCR)*

Committee reports to:	VP Student Development
Frequency of reports:	As Needed
Make-up of committee - size:	Typically 5
Members:	Director of Student Conduct and Care (Chair), Student Development staff member, Two or more members of the teaching faculty and staff.
Voting:	All committee members vote (Chair votes if tied).
Method of selecting members:	Faculty are appointed by the Committee on Committees
Quorum:	Three
Length of tenure for members:	No restriction
Chairperson:	Director of Student Conduct and Care (or designee)
Suggested frequency of meetings:	As needed.
Major responsibilities:	<ol style="list-style-type: none"> <li>1. The CCR addresses a possible violation of community standards by a student,</li> <li>2. The student shall be informed of the nature of such violation and be summoned to a meeting of the CCR.</li> <li>3. If a student chooses not to attend the CCR meeting the CCR Chair will proceed to present information regarding the incident without the student's input.</li> <li>4. The CCR will determine if the student violated the standard, and may impose sanction(s). Additional sanctions may be imposed for a student's absence.</li> <li>5. The summoned student will be informed of any disciplinary sanction(s) and be expected to comply.</li> <li>6. Students will be subject to dismissal for non-compliance.</li> </ol>
Appeals:	Vice President for Student Development

*DEAN'S ADVISORY CABINET (DAC)*

Committee reports to:	Provost
Frequency of reports:	As needed
Make-up of committee - size:	8
Ex officio:	Provost, Division Chairs of the College
Members:	None At large
Method of selecting members:	All ex officio
Length of tenure for members:	No restriction
Chairperson:	Provost
Suggested frequency of meetings:	Twice per semester, and as needed
Major responsibilities:	<ol style="list-style-type: none"> <li>1. To set short-term and long range goals for the Academic year and to assess achievement of those goals.</li> <li>2. To determine the appropriate channels for implementations of the goals.</li> <li>3. To advise the Provost on matters related to Academic Affairs.</li> <li>4. To make recommendations to the Provost for the placement of newly appointed faculty on the salary scale based on guidelines contained in Section 4.</li> </ol>

*PERSONNEL*

Committee reports to:	Administrative Council
Frequency of reports:	Monthly
Make-up of committee - Size:	7
Ex officio:	Director of Human Resources
Members:	A Vice President appointed by the President, Director of Human Resources, two staff with one from the AGS staff, two members of the teaching faculty, and a member of the administrative faculty.
Method of selecting members:	Elected
Length of tenure for members:	Two years
Chairperson:	Director of Human Resources
Suggested frequency of meetings:	Monthly
Major responsibilities:	<ol style="list-style-type: none"> <li>1. To discuss human resources procedures and policies</li> <li>2. To bring key issues to the Administrative Council</li> <li>3. To provide support and guidance to the Human Resources Department</li> <li>4. To review and recommend benefits plans and time off policies that best represent the needs of the employees of the college</li> </ol>

*RETENTION*

Committee reports to:	Administrative Council
Frequency of reports:	As Needed
Make-up of committee - Size:	Variable
Members:	Up to 3 teaching or administrative faculty, key Student Development staff members, and key Student Financial Services staff members
Method of selecting members:	Faculty are appointed by the Committee on Committees
Length of tenure for members:	No restriction
Chairperson:	Vice President for Student Development
Suggested frequency of meetings:	Monthly
Major responsibilities:	<ol style="list-style-type: none"> <li>1. To analyze institutional data to identify student populations at risk of attrition.</li> <li>2. To develop and implement institution-wide strategies for student retention and completion.</li> <li>3. To analyze and make recommendations to improve institutional practices to enhance students' satisfaction and engagement.</li> <li>4. To proactively identify and address systemic institutional barriers to student retention and completion.</li> <li>5. To advise the College's strategic planning efforts as strategies pertain to student retention and completion</li> </ol>

*TENURE REVIEW*

Committee reports to:	Provost
Frequency of reports:	Annually
Make-up of committee - Size:	10
Ex officio:	Provost (non-voting)
Members:	One tenured faculty member selected by each academic College division, and four at- large tenured faculty members
Method of selecting members:	Elected by full time teaching Faculty
Length of tenure for members:	No restriction
Chairperson:	Provost
Suggested frequency of meetings:	As needed
Major responsibilities:	<ol style="list-style-type: none"> <li>1. The Tenure Review committee shall consider the evidence presented by the ad hoc committee in the light of its recommendations.</li> <li>2. This committee shall be charged with the responsibility of reviewing and judiciously applying qualitative standards in line with the criteria documents so that candidates with the greatest potential to serve the College as strong teachers shall be recommended for tenure.</li> </ol>

## Section 3 - Faculty

This section outlines the terms and conditions of employment at this College and becomes part of every faculty contract, except where special terms and conditions have been recommended by the Dean's Advisory Cabinet, in consultation with the Provost and the President, and are specifically outlined in an individual contract.

### 3.1 Definition of Faculty Status

The faculty of the College shall consist of the President, the members of the President's Cabinet, the Professors, the Associate Professors, the Assistant Professors, and the Instructors, and Adjunct Faculty (inclusive of Administrative Faculty). Invitations to attend the faculty meetings with the privilege of the floor may be extended to any others by the Provost.

Voting faculty is defined as all currently contracted full-time faculty in any one of the following academic ranks: Instructor, Assistant Professor, Associate Professor, Professor,. All adjunct and other part-time faculty do not have voting privileges.

The relationship between the college and a faculty member will fall within one of four categories, within one of two statuses, one of five ranks, and one of 3 types of contract as outlined below.

### 3.2 Faculty Categories, Status, and Rank

#### 3.2.1 Faculty Categories (Tenure-track, Non-Tenure-track, and Administrative Faculty)

**Tenure-track, Probationary:** Probationary appointments are for a specific period of tenure-track service (not to exceed seven years) with the expectation that successful performance will lead to tenure. The contract identifies the individual's probationary status, or years of service, on the tenure clock.

**Tenure-track, Tenured:** Tenured appointments are reserved for those faculty members who have successfully undergone the tenure review process. There is an inherent expectation of a certain level of professional achievement. Once tenure is conferred, the faculty is on a continuous appointment.

**Non-Tenure-track:** The non-tenure-track consists of two groups: those who teach part time and those who teach full time but are not on the tenure-track. Non-tenure track faculty can hold the faculty rank of adjunct, lecturer, instructor, assistant, associate, and professor.

**Administrative Faculty:** A number of non-teaching positions by tradition or by reason of their association directly with programs of instruction carry faculty status. Administrative Faculty are primarily administrators whose duties are not primarily classroom teaching, as determined by the President in consultation with the Provost, Administrative faculty members may be placed in rank or considered for promotion as deemed appropriate by the Provost in consultation with the direct supervisor. The criteria for Administrative Faculty are: Minimum of a Master's Degree; Report to the Provost, although not exclusively; Direct and substantial influence on the academic experience of students.

### 3.2.2 Faculty Status (Full-time and Part-time)

**Full-time Academic Employee:** A full-time academic employee is one who is appointed for a minimum of two semesters of the same fiscal year and whose teaching assignments and/or other assignments are determined by the Provost to constitute a full load.

**Part-time Academic Employee:** A part-time academic employee is one who is appointed for less than two semesters of the same fiscal year or whose teaching assignments and/or other assignments are determined by the Provost to be less than a full load.

### 3.2.3 Faculty Rank:

**Adjunct Faculty** Part-time instructional staff who are contracted to teach on a temporary or course-by-course basis.

**Instructor** Appointments to this rank are ordinarily for new faculty who have not yet been awarded the terminal degree in their teaching field. A master's degree or significant professional experience is the minimum expectation for appointment to this rank. Tenure-track probationary faculty without a terminal degree may be placed at this rank for up to three years while they pursue the terminal degree and the years at this rank do not count toward the seven year probationary tenure time limit.

**Assistant Professor** Appointments to this rank are for tenure-track faculty and administrative faculty who hold a terminal degree appropriate to the field or who bring to the College professional experience deemed the equivalent of the terminal degree. New faculty appointments are commonly made at this rank. Specific criteria for this rank are outlined in section 3.6

**Associate Professor** A person appointed to the rank of associate professor, in addition to the degree credentials required of an assistant professor, must have a minimum of five years of full-time college teaching experience with a minimum of one year of full-time teaching at ENC. This person must in that time have must demonstrate an established record of excellence in effective teaching, evidence of scholarship and consistent involvement in institutional service. New faculty appointments may be made at this rank, under circumstances deemed appropriate by the Provost and the President. This rank shall be considered as continuing in the tenure-track standing or as Administrative faculty. Specific criteria for this rank are outlined in section 3.6

**Professor** A person appointed to the rank of professor, in addition to the degree credentials required of an assistant professor, must have at least ten years of cumulative full-time college teaching experience (or the equivalent) with a minimum of three years full-time teaching at the Associate Professor Rank and a minimum of one year post tenure teaching experience at ENC. In that time this person must have achieved professional distinction in the areas of teaching, professional activity, and service. New faculty appointments may be made at this rank, under circumstances deemed appropriate by the Provost and the President. Specific criteria for this rank are outlined in section 3.6

### 3.3 Process for placement of new faculty

#### 3.3.1 Placement of new faculty by Category, Status, and Contract type

The appropriate category, status, and contract type for a new faculty position shall be determined through negotiation between the appropriate department or division chair and the Provost. The Dean's Advisory Cabinet may be called on to assist in the determination at the request of the Provost or the appropriate department or division chair.

#### 3.3.2 Rank and Salary Placement for Tenure-Track and Non-Tenure Track Faculty

The Dean's Advisory Cabinet is to review the credential file of each new faculty member for the purpose of recommending the academic rank and salary based upon the Faculty Salary Schedule found in the *Faculty Manual*. It is the intention that all new faculty hires will be placed on the salary schedule and given a rank based on the advice of the Dean's Advisory Cabinet. At the time of hire the candidate must meet the criteria for the appropriate rank of hire. Criteria for hiring or promotion into each rank are inclusive of the criteria and documentation required for each prior rank.

### 3.4 Faculty Contract Types

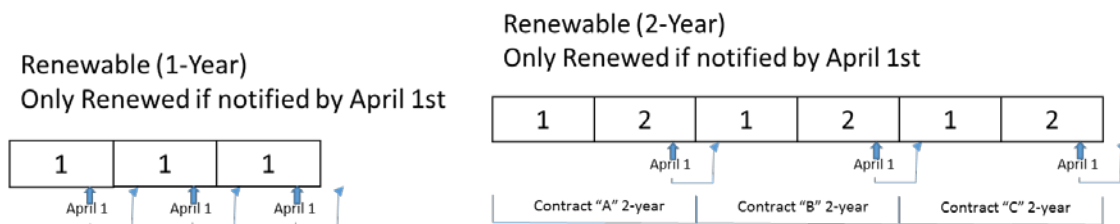
Since the college is enrollment dependent, it is essential for the institution to maintain financial flexibility in order to respond to shifts in student interest and market trends while at the same time maintaining a stable core faculty with a reasonable level of job security. The importance of having a core faculty with tenure is supported by the faculty, administration, and Board of Trustees. To accomplish these two commitments, financial flexibility and a core of tenured faculty, there are three types of academic faculty appointments (1) terminal contracts, (2) renewable contracts, and (3) rolling-renewable contracts. The college reserves the right to buy-out the remaining term of any contract. Additional details regarding contractual obligations, benefits, and agreements can be found in the Employee Handbook.

#### 3.4.1 Terminal Contract.

A terminal contract is a contract for a fixed and limited period of time, not to exceed three calendar years, and most often presented as "one year only" or "one semester only." Those holding a terminal contract work under an appointment with a fixed and clearly stated ending date. For those holding a terminal contract, there is no expectation of continued appointment after the ending date of the contract. Since a terminal contract has a fixed ending date, this type of fixed-term academic faculty appointment ends by its own stated terms. This means that those holding a terminal contract do not receive notice of contract nonrenewal. No formal notice of the contract ending date is required beyond the terms of the contract itself. Terminal contracts may be issued when the Provost makes the determination that such a fixed-duration appointment best addresses the College's needs, including such factors as financial, staffing, or planning requirements. Faculty holding terminal contracts are not subject to renewal and nonrenewal.

### 3.4.2 Renewable Contract.

A renewable contract is subject to a contract renewal process. A renewable contract will be for one (1) or two (2) years. Renewable contracts may be issued when the Provost makes the determination that such appointments best address the College's needs, including such factors as financial, staffing, or planning requirements. The contract renewal process occurs during the final semester of the contract period. Renewal/nonrenewal decisions will be made in conjunction with the annual evaluation process taking into consideration the recommendation of the academic department and division chair. Contract renewal shall be determined prior to April 1 of the final year of the current contract. The Provost has final authority on all faculty renewal decisions. If the contract is renewed, the new contract can be a terminal contract, a new renewable contract (one or two year) or a rolling-renewable contract.



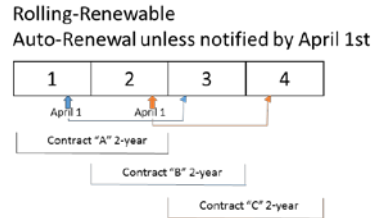
### 3.4.3 Rolling-Renewable Contract.

A rolling-renewable contract provides for automatic yearly extension of the contract's ending date without going through a contract renewal process. A rolling-renewable will be on a two (2) year basis. At the end of the first year of the contract, the contract will automatically renew for an additional year such that the faculty member remains on a perpetual two-year contract.

- a. Rolling-renewable appointments are available to faculty who were previously on a renewable contract for at least two (2) years and are intended to offer a measure of continuously-updated job security. Rolling-renewable contracts may be issued when the Provost makes the determination that such an appointment best address the College's needs, including such factors as financial, staffing, or planning requirements.
- b. Conditions and Characteristics.
  - i. The use of rolling-renewable appointments does not eliminate or lessen the requirement for annual performance reviews. A decision to not renew will be made in conjunction with the annual evaluation process taking into consideration the recommendation of the academic department and division chair.
  - ii. The essential feature of rolling-renewable appointments is that each year the expiration date for the appointment is automatically extended by one fiscal year unless specific administrative action is taken by April 1 to prevent that extension.



- iii. All rolling-contracts shall include the following language: "Unless the employee is notified of the non-extension of this contract prior to April 1 of any given contract year, the appointment ending date shall automatically be extended for one additional year. Once the employee is notified of non-extension, the appointment shall have a fixed ending date." In these instances, once a decision is made to break the automatic renewal cycle of a rolling-renewable contract, the Provost, or designee, will provide a written statement of the reasons



### 3.5 Faculty-Portfolio as Evidence of Professional Development and Teaching Excellence

All full-time teaching faculty are required to compile a portfolio containing data supporting achievement of relevant criteria related to promotion and tenure. The portfolio should be considered to be a “living” document that you continually add to and reflects a record of your employment status at any given point in time. The format, structure and process for portfolio construction can be found in section 3.

### 3.6 Criteria by Rank for Full-Time Teaching Faculty.

#### 3.6.1 Criteria for full-time teaching faculty at the rank of Instructor

This rank shall be considered as the entry-level to full-time faculty status. Criteria for this rank include adhering to the Faculty Code of Ethics along with the following criteria specific to the rank of Instructor:

##### 1. Education and Experience

- a. **Criteria:** a Master's degree in the specific field in which courses are to be taught.
- b. **Documentation:**
  - Original diploma or official transcript of Master's work beyond the Bachelor's level.
  - Note: On rare occasions when there is documented evidence of difficulty in hiring a Master's level candidate, a candidate with only a Bachelor's degree plus a minimum of 5 years work experience directly related to the teaching area may be considered.
    - Within one year of hire, an instructor with a Bachelor's degree must enroll in a Master's program directly related to the teaching area.
    - This graduate degree must be completed within five years of being hired.
    - At the time of application, an Instructor with only a Bachelor's degree must submit a plan of intent to meet this Master's degree requirement. This plan must be reviewed and approved by the Dean's Advisory Cabinet before an offer of employment is proffered.

##### 2. Christian Faith

- a. **Criteria:** In agreement with the Mission Statement and Defining Values of ENC, an Instructor must display a commitment to higher education in a Christian context, especially as related to teaching at ENC. To ensure this commitment, an instructor must:
  - Possess a faith in the triune God
  - Possess a willingness to support the Wesleyan tradition
  - Possess beliefs and lives that do not inveigh against the Agreed Statement of Belief and Covenant of Christian Character of the Church of the Nazarene as articulated in the Manual of the Church of the Nazarene
  - Serve in a place of worship
  - Demonstrate positive spiritual influence and leadership
- b. **Documentation:**
  - Personal statement of Christian faith which demonstrates an understanding of and willingness to support the Wesleyan tradition.
  - Statement of service within the candidate's place of worship.
  - Minimum of one letter of reference from a church official from the candidate's place of worship.
  - Minimum of one letter of reference from another relevant, knowledgeable source.

### 3. Teaching Potential

- a. **Criteria:** Evidence of potential for effective teaching.
- b. **Documentation:**
  - Statement of Philosophy of Education
  - Three letters of reference that can attest to the candidate's potential for quality teaching
  - Student evaluations, if prior teaching exists

### 4. Scholarship and Professional Achievement

- a. **Criteria:** Evidence of scholarly potential such as interest in professional activities staying current in the professional journals or literature related to one's academic field.
- b. **Documentation:**
  - Summary of research interests
  - Three letters of reference attesting to candidate's potential for scholarship

### 3.6.2 Criteria for full-time teaching faculty at the rank of Assistant Professor

Criteria for this rank are inclusive of the criteria and documentation specified for all preceding ranks and include adhering to the Faculty Code of Ethics along with the following criteria specific to the rank of Assistant Professor:

#### 1. Education and Experience

- a. **Criteria:** It is the expectation of the college that all Assistant Professors will have an appropriate earned doctorate or related terminal degree from an accredited institution.
  - If the candidate does not have a doctorate or related terminal degree then a Master's degree may be acceptable if the faculty member is in an active program of study at an accredited institution leading to an appropriate earned doctorate or related terminal degree. The progress in this area is to be monitored by the Provost and Department chair via the faculty member's annual reviews. The earned doctorate or related terminal degree must be completed within eight years of achieving the rank of assistant professor.
  - The Promotion Committee in consultation with the department chair in which the faculty member resides shall approve all doctorates, terminal degrees, degree programs, and teaching experience.
- b. **Documentation:**
  - Original diploma or official transcript of work beyond the Masters level.
  - Educational and employment history as summarized in the *records of action* section of the faculty-portfolio

#### 2. Christian Faith

- a. **Criteria:** This is a significant criterion for promotion to this rank. In addition to meeting the criteria for prior ranks, an assistant professor must demonstrate the potential for impacting the lives of students by being a Christian role model.
- b. **Documentation:**
  - Updated personal statement of Christian faith which demonstrates an understanding of and willingness to support the Wesleyan tradition.
  - Letters of recommendation from Department Chair, Division Chair, and/or Provost, giving evidence supporting commitment to education in a Christian context both in and out of the classroom.
  - Letters of recommendation from pastor and/or church board or district superintendent or other denominational official related to continuing support of the faculty member's church involvement.

### 3. Teaching Effectiveness

- a. **Criteria:** Evidence of effective teaching is an important criterion for promotion to this rank.
- b. **Documentation:**
- Personal statement of philosophy of education in a Christian context.
  - If prior teaching exists include:
    - Examples of classroom methodology
    - Student evaluations and/or interviews
    - Peer evaluations and/or report of colleague visits to classes
    - Three letters of reference from prior teaching appointment (i.e., Dean, Division Chair, and Department Chair)
  - If no prior teaching experience:
    - Three letters of reference from sources that can attest to the candidate's potential for quality teaching in a Christian institution of Higher Education

### 4. Scholarship and Professional Achievement

- a. **Criteria:** Evidence of scholarly potential, such as interest in professional activities, staying current in professional journals or literature related to one's academic field
- b. **Documentation:**
- Summary of recent professional and scholarly accomplishments for the past 3 years.
  - Summary of future research interests.
  - Membership in professional organizations related to one's academic field.
  - Attendance at relevant professional meetings.
  - Subscriptions to professional journals.
  - Oral presentation to faculty of materials growing out of graduate study or other academic investigation.

### 5. Institutional and Community Service

- a. **Criteria:** A consistent record of, or potential for, service to the college community including but not limited to effective academic advising, committee work, attendance at chapel, attendance at faculty meeting, and full regalia events.
- b. **Documentation:**
- A statement from the candidate attesting to the performance of such duties, especially those specifically required.
  - A minimum of three letters from colleagues, students, Department Chair, and/or Division Chair attesting to performance of institutional and/or community services.
  - If candidate is at entry level, a statement of personal goals and areas of interest related to institutional service.

### 3.6.3 Criteria for full-time teaching faculty at the rank of Associate Professor

An Associate Professor must demonstrate an established record of excellence in effective teaching, evidence of scholarship and consistent involvement in institutional service. The primary criteria that a faculty member must meet for promotion to this rank will be teaching excellence and impact on student lives as a Christian role model. Criteria for this rank are inclusive of the criteria and documentation specified for all preceding ranks and include adhering to the Faculty Code of Ethics along with the following criteria specific to the rank of Associate Professor:

#### 1. Education and Experience

a. **Criteria:**

- It is highly desirable that candidates for Associate Professor have an appropriate earned doctorate or related terminal degree from an accredited institution.
- A Masters degree may be acceptable if the faculty member demonstrates significant progress in an active program of study at an accredited institution leading to an appropriate earned doctorate or related terminal degree.
- Minimum of five years of full-time college teaching experience.
- Minimum of one year teaching experience at ENC in the year just prior to the year of application and review for promotion.
- Minimum of three years at the rank of Assistant Professor.

b. **Documentation:** Same as for Assistant Professor Rank

#### 2. Christian Faith

- a. **Criteria:** In addition to meeting the criteria for all prior ranks, an associate professor must
- Possess a philosophy of education in a Christian context which serves to guide students as they interface their faith with their respective fields of academic study.
  - Demonstrate involvement in the spiritual life of the college.

b. **Documentation:**

- Updated Personal statement of Christian faith and the relationship between personal faith and Christian Higher Education.
- Updated letters of recommendation from Department Chair, Division Chair, and/or Provost, giving evidence to a commitment to education in a Christian context both in and out of the classroom.
- Updated letters of recommendation from pastor and/or church board or district superintendent or other denominational official related to continuing support of the faculty member's church involvement.

### 3. Teaching Excellence

a. **Criteria:**

- States clear objectives in the syllabi of each their courses.
- Effectively implements methods for addressing the individual learning styles and diverse needs of students.
- Presents content at a level appropriate for the student.
- Continuous enrichment themselves in their field by active participation in conferences, workshops, and other related events.
- Inspires student responses which give evidence that learning has taken place.
- Effectively manages the classroom so that learning objectives can be met.

b. **Documentation:**

- All student evaluations for all years of service.
- Three peer evaluations and/or summaries of colleague visits to classes within the 2 years prior to application for promotion to Associate Professor.
- Letters from Department and Division Chairs relevant to teaching excellence
- Most recent syllabi for all courses taught.
- Identification of specific student situations for which steps were taken to meet the student's learning needs; syllabi that show a variety of assignment types designed to meet a variety of learning needs (e.g., auditory, visual, kinesthetic based assignments).
- Letters, certificates, and so forth that give evidence of recognition for teaching excellence by internal and/or external sources (e.g., students, alumni, colleagues).

### 4. Scholarship and Professional Achievement

a. **Criteria:** continued professional growth through activities such as:

- Engaging in professional activities in their discipline OR engaging in scholarly activities in their discipline (e.g., publishing, making presentations, ongoing research, attending workshops) OR creation, mastery, and/or performance, including recordings, required for a professional artistic discipline.
- Engaging in creative development of new pedagogical materials OR a program of extensive graduate studies, in most cases, post-doctoral OR other activities which demonstrate professional development relevant to the field.

b. **Documentation:**

- Updated summary of professional accomplishments for the past 5 years.
- Copies of published scholarly writing (preferably peer reviewed) OR recordings or copies of programs from oral presentation of scholarly work.
- Description of pedagogical developments/improvements/approaches OR transcript or certificate of additional graduate course work.

## 5. Institutional and Community Service

- a. **Criteria:** A consistent record of service to the college community, including:
- performance of **at least two** of those functions described below:
    - Advising student organizations or other major time commitment to student groups.
    - Investment in students beyond the standard level (e.g. having students to your home, accompanying students on mission trips, summer ministry representative.)
    - Administrative duties (e.g., being the Chair of a committee or department).
    - Effective constituency service to: (a) local churches; (b) District or broader region of church service; and/or (c) community activities.
- b. **Documentation:**
- A statement from the candidate attesting to the performance of such duties, especially those specifically required.
  - A minimum of three updated letters from colleagues, students, and others familiar with the candidate's performance of institutional and/or community service.



### 3.6.4 Criteria for Full-Time Teaching Faculty at the Rank of Full Professor

This rank shall be considered as the highest rank in the professorial sequence. Full Professorship is granted to long term faculty members who demonstrate development of their professorial craft and accomplishment in their profession. The Full Professor lives out the ideals of Eastern Nazarene College and serves as a role model to other faculty members, to the ENC community, and to the alumni and constituencies of the college. Criteria for this rank are inclusive of the criteria and documentation specified for all preceding ranks and include adhering to the Faculty Code of Ethics along with the following criteria specific to the rank of Full Professor:

#### 1. Education and Experience

a. **Criteria:**

- An appropriate earned doctorate or related terminal degree from an accredited institution.
- Minimum of ten years of teaching experience (cumulative). Two of the ten year requirement may be equivalent related experience as approved by the Promotion Committee.
- Minimum of three years full-time teaching at the Associate Professor Rank.

b. **Documentation:**

- Original diploma, or certified transcript of work at the doctoral level or equivalent terminal degree.

#### 2. Christian Faith

a. **Criteria:** In addition to meeting the criteria for all prior ranks, a full professor must demonstrate that they serve on a consistent basis as a Christian role model to students. A full professor must engage students on issues related to integrating faith with their academic discipline.

b. **Documentation:**

- Letter of recommendation from students and/or the ENC Chaplain.
- Updated personal statement of Christian faith and the relationship between personal faith and Christian Higher Education.
- Updated letters of recommendation from Department Chair, Division Chair, and/or Provost.
- Updated letters of recommendation from pastor and/or church board or district superintendent or other denominational official.

### 3. Teaching Excellence

- a. **Criteria:** In addition to meeting the criteria for prior ranks, a full professor must continue to demonstrate a consistent record of teaching excellence through activities such as
- Development of new courses, or significant revision of existing courses.
  - Significant engagement in interdepartmental or interdisciplinary activities (i.e., interdepartmental or interdisciplinary team teaching, pedagogical development) OR development of creative ways of presenting materials, structuring learning situations, and encouraging independent learning activities on the part of the student.
- b. **Documentation:**
- New syllabi which show development of new courses; old and new syllabi which show significant revision of an existing course.
  - Letters of reference from colleagues with whom you have team taught or worked on interdepartmental /interdisciplinary projects or creative pedagogical projects OR examples of creative teaching materials, ways of structuring learning situations, and ideas for encouraging independent learning activities.

### 4. Scholarship and Professional Achievement

- a. **Criteria:** continued professional growth through activities such as
- Publication of scholarly work or performance in the professional field OR publication of work which reflects pedagogical development OR creation, mastery, and/or performance, including recordings, required for a professional artistic discipline.
  - Development of professional skill through such activities as travel related to one's discipline or participation in workshops and special courses.
  - Has received honors and recognition by serving as consultant or special lecturer OR has received awards or grants.
  - Election to office, assignment to committees in professional organizations, or presentation of papers at professional meeting.
  - Continuing education beyond the terminal degree (e.g. post doctoral work, extensive graduate school beyond position standard, or training program relative to your discipline.
- b. **Documentation:**
- Updated summary of professional accomplishments for the past 5 years.
  - Copies of published scholarly writing (preferably peer reviewed) OR copies of publications, programs, recordings, and so forth for performances or presentations in one's professional field.
  - Letters, certificates, and so forth that denote honors, awards, and/or grants received.
  - Letters of election to offices, appointments to committees, or acceptances of proposals for presenting papers at professional meetings.
  - Transcript or certificate of completed continuing education and/or evidence of workshop participation.

## 5. Institutional and Community Service

- a. **Criteria:** A consistent record of service to the college community, including:
- Exceptional involvement with students through counseling, advising or sponsorship of organizations, and valuable participation in their spiritual, social, and intellectual activities out of class.
  - Initiation or promotion of policies or programs in committees, departments, and/or divisions.
- b. **Documentation:**
- A statement from the candidate attesting to the performance of such duties, especially those specifically required.
  - A minimum of three updated letters from colleagues, students, or others familiar with the candidate's performance of institutional and/or community service.

### 3.7 Review and Recommendation for Promotion

A faculty member who has met the minimum time in a specific faculty rank can apply for promotion by submitting a letter of intent to the Provost no later than October 1<sup>st</sup> of the academic year in which the candidate is to be evaluated. It is expected that the applicant will have met all of the stated promotion criteria for which application is being made by the end of the academic year during which the application is reviewed.

The Provost will meet with the Promotion Committee to verify the candidate's eligibility based on the criteria outlined in section 3.6. A letter of response will be sent to the candidate no later than December 1<sup>st</sup> of the same year. Once eligibility has been verified and communicated, the candidate must submit their faculty-portfolio to the office of the Provost no later than February 1<sup>st</sup> in the academic year of evaluation.

The Provost will meet with the Promotion Committee to hear their assessment of the candidate's portfolio. The committee will recommend to the Provost either promotion or denial of promotion, and will provide specific encouragement for the candidate on areas of strength and areas in need of greater attention. The Provost will provide a letter containing his or her final decision to the candidate within 2 weeks of the committee decision and no later than the end of the academic year of review.

### 3.8 Tenure at Eastern Nazarene College

Eastern Nazarene College affirms the historic role of tenure in securing academic freedom, protecting teachers from hegemonic administrations, and enabling long-term faculty to have the power to defend and uphold the traditional values and purposes of the College.

In addition, the role of tenure at ENC must be organically related to the social and communal expectations for faculty that have emerged and are continuing to emerge out of our social life together as a Christian educational institution. One way to accomplish this is to imagine the kind of professor that emerges out of our communal aspiration as “exemplar.”

This community narrative highlights five aspects or characteristics: education and experience, involvement in Christian faith, teaching excellence, scholarship and professional achievement, and institutional and community service. Out of this narrative emerges a vivid affirmation of the academic, religious and moral life of ENC and the kind of person who exemplifies such a life.

Tenure at ENC is intended to be a mutual and supportive relationship between the community and the faculty member. The act of granting tenure is the community’s affirmation that a particular person aspires to and approximates the community “exemplar” and therefore ENC invests trust in the individual to embrace the ENC ideal. It is also the individual’s acceptance of the ENC ideal and their investment in that vision as a guiding framework for their life and work at Eastern Nazarene College.

#### 3.8.1 Tenure Probation and Timeline

A tenure-track faculty member is considered a probationary faculty member during the time prior to the tenure consideration and decision. During this time the tenure-track faculty member is considered tenure-track, probationary. The tenure probationary period begins once the candidate is placed in a tenure-track, probationary category at the rank of Assistant Professor. Tenure-track, probationary faculty members shall be on a rolling-renewable two-year contract during the probationary period. As specified in section 3.4.2, by April 1 of each contract year the contract for tenure-track probationary faculty either automatically renews for an additional year or the faculty member will be notified of a non-extension of the rolling renewable contract beyond the end of the current contract which is at the end of the next academic year. Holding a tenure-track, probationary appointment does not create an obligation for the college to reappoint a faculty member. The probationary period is seven years. To be eligible for tenure, a faculty member must have an appropriate earned doctorate or related terminal degree from an accredited institution and have held the rank of Associate Professor at ENC for a minimum of two years. In the case of newly hired faculty members who have been tenured at another college or university, tenure may be granted by approval of the Board of Trustees after a period of time sufficient to evaluate the mutual fit for ENC and the faculty member. Promotion and tenure can occur simultaneously as long as all promotion and tenure criteria are met.

### 3.8.2 Tenure Status for Administrative Faculty

No non-teaching position is tenurable. Faculty members who are half-time or more in an administrative assignment are not tenurable. Faculty members who have previously been tenured may by mutual agreement retain tenure status in their teaching fields during a period of time under which they are under administrative appointment. Years of administrative appointment do not count in the tenure probationary period.

### 3.8.3 Criteria for Tenure

The faculty member who qualifies for tenure engages in and demonstrates a depth and breadth of evidence of professional activities, attainments, and service to the College and constituencies that are beyond the basic levels required for promotion to Associate Professor rank. The evaluation of teaching will include evidence acquired from sources appropriate to the criterion under consideration. Among these will be self-evaluation and evidence collected from a majority of the students studying with the teacher at the time of the evaluation. Criteria for tenure include adhering to the Faculty Code of Ethics along with the following criteria specific to tenure:

#### 1. Education and Experience

##### a. **Criteria:**

- An appropriate earned doctorate or related terminal degree from an accredited institution.
- The tenure clock starts when hired or promoted into the Assistant Professor rank
- The tenure probationary period is seven years.
- A minimum of two years teaching experience at ENC at Associate Professor rank.

##### b. **Documentation:**

- Original diploma, or certified transcript of work at the doctoral level or equivalent.
- Educational and employment history as summarized in the *records of action* section of the faculty-portfolio.

#### 2. Christian Faith

- a. **Criteria:** In addition to meeting the criteria for prior ranks, a tenured professor must demonstrate that they serve on a consistent basis as a Christian role model to students. A tenured professor must engage students on issues related to integrating faith with their academic discipline.

##### b. **Documentation:**

- Letter of recommendation from students and/or the ENC Chaplain.
- Updated personal statement of Christian faith and the relationship between personal faith and Christian higher education.
- Updated letters of recommendation from Department Chair, Division Chair, and/or Provost.
- Updated letters of recommendation from pastor and/or church board or district superintendent or other denominational official.

### 3. Teaching Excellence

- a. **Criteria:** In addition to meeting the criteria for the rank of Associate Professor, a tenured faculty member must demonstrate a consistent record of teaching excellence:
- Provides learning opportunities for students in addition to the classroom experience (e.g., attending lectures, conferences and/or other professional activities relative to the field; encourages and helps facilitate independent study by students; includes students in research in which the faculty member is engaged, etc.).
  - Engages in interdepartmental or interdisciplinary activities.
  - Enriches himself/herself in other fields (e.g., by attending and/or participating in conferences, conducting research, reading, etc.).
  - Develops creative ways of presenting materials and encouraging independent learning activities on the part of students.
  - Demonstrates a continued sensitivity to the various learning needs/styles of students and ability to meet these needs/styles.
- b. **Documentation:** includes, but is not limited to, the following:
- Evidence of providing learning opportunities in addition to the classroom experience (e.g., field trips included in syllabi, registrations for faculty and students attending conferences, programs/tickets from lectures attended with students, media coverage of learning opportunities of students outside of the classroom, etc.).
  - Letter from a colleague in another department/discipline that gives evidence of collaboration having taken place; syllabus from a team taught course.
  - Evidence of having continually enriched self in other fields (e.g., reading lists with notes of enrichment that has taken place, letter from a colleague with whom one has collaborated in research or a co-authored research article, conference programs with notation of sessions attended, etc.).
  - Samples of creative teaching materials (e.g., creation of board games to cover course content, original role play scenarios, exercises to apply math to everyday life situations, letters from students stating the level of encouragement for independent learning that has taken place, etc.).
  - Identification of specific student situations for which steps were taken to meet the student's learning needs; syllabi that show a variety of assignment types designed to meet a variety of learning needs (e.g., auditory, visual, kinesthetic based assignments)
  - Letters, certificates, and so forth that give evidence of recognition for teaching excellence by internal and/or external sources (e.g., students, alumni, colleagues).
  - Letters, certificates, and so forth that give evidence of having been recognized by either internal or external organizations for teaching excellence (e.g., ENC's teaching excellence award, serving as a consultant and/or a special speaker in one's field by invitation, receiving a grant or other awards).
  - Copies of student course evaluations.

### 4. Scholarship and Professional Achievement

a. **Criteria:**

1. Has received external recognition for at least four of the following categories:
  - Continued maintenance of relationships with professional organizations (e.g., membership, participation in conferences, election to office, maintenance of professional licensure).
  - Presentation of scholarly work at professional organizational meetings and/or performances in their professional field.
  - Publication in scholarly periodicals, books, or trade journals in their professional field
  - Participation in workshops and/or special courses which lead to the faculty member experiencing more depth in a particular area of their field.
  - Engagement in a program of scholarly studies or formal post-doctoral work which leads to furthering one's credentials (e.g., certification).

b. **Documentation:**

- Copies of letters, certificates, licenses, conference programs, performance programs and/or audio recordings, and published articles that give evidence of external recognition.
- Copies of certificates, conference programs, published articles and so forth that give evidence of engagement in external professional activities.

## 5. Institutional and Community Service

- a. **Criteria:** In addition to meeting the criteria for the rank of Associate Professor, a tenured faculty member must continue to demonstrate a Christian experience by communicating their faith to the College community. Their philosophical statement gives evidence of a genuine belief in the ideals and objectives of the College and a dedicated commitment to their tasks. The faculty member will also:
- Demonstrate an on-going trend of involvement with students beyond the standard level of expectation with regard to counseling, informal sharing, advising or sponsoring of organizations, and valuable participation in their spiritual, social, and intellectual activities out of the classroom.
  - Attend scheduled committee, departmental, divisional, and faculty meetings
  - Assume and follow through with responsibilities, including administrative duties delegated to him/her (e.g., performing committee work, providing academic advising, participating in annual review, etc..)

In addition, the candidate will give evidence of **two** of the following areas:

- Initiating and promoting policies or programs in committees, departments, and divisions.
- Contributing significantly to their church on the district, zone, or general level through holding office, promotional work, or writing for the general public (e.g., Holiness Today, Christianity Today, Christian Scholar, etc.).
- Creating good will for the College by participation in relevant external community affairs as an ongoing effort.
- Willing to speak in chapel and has discussed the possibilities with the Chaplain.
- Participating in activities which assist offices related to admissions, registrar, library, financial aid, student recruitment, student personnel and alumni, Phi Delta Lambda.

**b. Documentation:**

- A statement from the candidate attesting to their level of success at meeting the criteria. At minimum, all of the required points should be addressed.
- Letters from others in support of the candidate's claim at meeting the criteria. (Not all points require this support).

**3.8.4 Application process and Review and Recommendation for Tenure**

A faculty member can apply for tenure by submitting a letter of intent to the Provost no later than October 1<sup>st</sup> of the academic year in which the candidate is to be evaluated. It is expected that the applicant will have met all of the stated tenure criteria by the end of the academic year during which the application is reviewed.

For tenure consideration, the Provost will meet with an ad hoc committee appointed by the Provost consisting of three or more tenured faculty members who shall be charged with the responsibility of investigating carefully the degree to which the candidate meets or fails to meet the tenure criteria outlined in section 3. Input from a wide variety of sources shall be sought, including non-tenured faculty, the appropriate department and/or division chair, administrators, and students. Recent alumni may be called upon and in some cases external evaluators may be used. The ad hoc committee shall forward its recommendation to the Provost upon completion of its evaluation of eligibility to apply.

A letter of response will be sent to the candidate no later than December 1<sup>st</sup> of the same year. Once eligibility has been verified and communicated, the candidate must submit their faculty-portfolio to the office of the Provost no later than February 1<sup>st</sup> in the academic year of evaluation.

Recommendation with regard to tenure shall be made by the Tenure Review Committee to Provost no later than two weeks prior to the spring Board of Trustee meeting during the year of review.

The Tenure Review Committee shall consider the evidence presented by the ad hoc committee in the light of its recommendations. This committee shall be charged with the responsibility of reviewing and judiciously applying qualitative standards in line with the criteria documents so that candidates with the greatest potential to serve the College as strong educators shall be recommended for tenure.

A quorum of the tenure review committee shall be a minimum of two thirds of the committee. A majority favorable vote is required for an affirmative recommendation to be made to the Provost.

The next level of review involves the Provost, who recommends to the President.

The final review is that of the President, who recommends to the Board of Trustees.



The academic committee of the Board of Trustees will entertain the recommendation from the President and may choose to appoint an ad hoc sub-committee of the Academic Committee of the Board of Trustees which will review the materials submitted by the candidate, and may interview the candidate, the candidate's mentor, or members of the Tenure Review Committee as deemed appropriate. The academic committee then presents its recommendation to Board of Trustees whose decision is final.

If tenure is denied at the time of the tenure decision, the faculty member may be offered a renewable contract, a rolling-renewable contract or a one-year terminal contract. It is typical for a tenure-denial to result in a one-year terminal contract

### 3.8.5 Appeal Process for Denial of Tenure

The tenure candidate who has been denied a positive recommendation for tenure by the Tenure Review Committee may choose to appeal that decision in the following manner:

#### **Level 1 Appeal**

##### Option A

A written notification for request of reconsideration for possible reversal of the Tenure Review Committee's action must be submitted by the appellant via certified mail to the Chair of the Tenure Review Committee within ten (10) working days of having received official notice of the committee's tenure action. This notification must include specific grounds on which the appeal is requested.

OR

##### Option B

A written notification for request of reconsideration for possible reversal of the Tenure Review Committee's action for denial of tenure must be submitted by the appellant via certified mail to the Chair of the Professional Concerns Committee and to the Tenure Review Mentor within ten (10) working days of having received official notice of the Tenure Review Committee's initial tenure action. This notification must include specific grounds on which the appeal is requested. Should the Professional Concerns Committee vote to support the appeal, then said committee and the Mentor would serve as an advocate for the appellant before the Tenure Review Committee.

Within twenty (20) working days after the receipt of the certified written request for reconsideration of tenure recommendation, the body to which the appeal request was made shall render its appeal decision and officially notify the appellant of that decision via certified mail.

In the event that the appellant chooses Option B and the vote is that the Professional Concerns Committee and the Mentor would serve as advocates for the appellant before the Tenure Review Committee, then the Tenure Review Committee would have an additional twenty (20) working days from the date of receiving the official recommendation from the Professional Concerns Committee to render its decision and to notify the appellant of that decision via certified mail.

**Level 2 Appeal**

In the event that the denial of a positive tenure recommendation is upheld as a result of the Level 1 Appeal process, the appellant may choose to appeal that decision to the Provost. This second level appeal must be made by the appellant within ten (10) working days of having received official written notice of the Level 1 Appeal decision via certified mail. This notification must include specific grounds on which the appeal is requested.

Within twenty (20) working days after the receipt of the certified written second request for reconsideration, the Provost shall render an appeal decision and give official written notification of that decision to the appellant via certified mail.

**Level 3 Appeal**

In the event that the denial of a positive tenure recommendation is upheld as a result of the Level 2 Appeal process, the appellant may choose to appeal that decision to the President of Eastern Nazarene College. This third level appeal must be made by the appellant within ten (10) working days of having received official written notice of the Level 2 Appeal decision via certified mail. This notification must include specific grounds on which the appeal is requested.

Within twenty (20) working days after the receipt of the written third certified request for reconsideration of tenure denial, the President shall render an appeal decision and give official written notification of that decision to the appellant via certified mail. Also, the President shall make a recommendation to the Board of Trustees, whose decision is final.

NOTE: At no point in this appeals process is the appellant guaranteed the opportunity to appear in person before any reviewing body.

### 3.8.6 Opting out of the Tenure Track

Tenure-track, probationary faculty may wish to withdraw from the tenure track and move to a non-tenure-track category. For example the position in question may require such extensive administrative responsibilities (i.e. half time or more of the faculty load) as to preclude the kind of scholarship necessary for promotion in rank. The maintenance of high academic standards depends on the administration not viewing annual contracts as automatic with individuals who have taken themselves out of the tenure track. The type of contract offered to faculty opting out of tenure shall be a terminal contract, renewable contract or a rolling-renewable contract.

Following are guidelines for those faculty members wishing to withdraw from the tenure track.

- A faculty member wishing to withdraw from the tenure track must write a letter to the Provost indicating that he or she no longer wishes to be considered in the probation period for tenure, but wishes to continue serving on the faculty of ENC on a terminal contract, renewable contract or a rolling-renewable contract.
- Faculty members who withdraw from the tenure track may not be readmitted at a later point in time.
- Faculty members who have chosen the annual contract option will remain on the published faculty salary scale.

- Department and division chairs will be consulted before issuing annual contracts to faculty members who have chosen this option. It would be rare for a contract to be issued if the respective department and division chairs were not in favor of offering such a contract. The annual report form currently used by faculty will be altered for faculty who have chosen the contract option to allow department and division chairs to indicate whether they are in support of offering a new contract.
- Contracts may be offered with conditions, for example, the taking of a certain number of graduate courses during the life of a contract, or the completion of a doctoral program by a certain date if contracts are to be extended beyond that time.
- A faculty member will be issued a contract which is clearly indicated as terminal when his or her association with the College is to be brought to a close.

### 3.9 Important Timelines for Full-time Faculty

#### 3.9.1 Timeline for Rank and Promotion

Full-time Instructor without a Masters Degree	Must start a Masters program within one year of hired
	Must complete the Masters within five years of being hired
Earned doctorate or related terminal degree	Within 8 years of achieving the Assistant Professor rank
Promotion to Associate Professor	Minimum of five years of full-time college teaching experience
	Minimum of one year teaching experience at ENC in the year just prior to the year of application and review for promotion
	Minimum of three years at the rank of Assistant Professor
Promotion to Full Professor	Minimum of ten years college teaching experience (cumulative)
	Minimum of three years at Associate Professor rank
	One year post tenure teaching experience at ENC

#### 3.9.2 Timeline for Tenure-track Faculty

Tenure clock starts	When hired or promoted into the Assistant Professor rank
Tenure probationary period	Six years, review occurs in seventh year
Tenure rank criteria	Minimum of two years at Associate Professor rank at ENC

#### Example Scenarios for Tenure-Track Faculty

Maximum Tenure & Maximum Promotion Timelines		
Year	Rank Scenario 1	Rank Scenario 2
1	Assistant	Instructor
2	Assistant	Instructor
3	Assistant	Instructor
4	Assistant	Instructor, promotion review
5	Assistant	Assistant
6	Assistant	Assistant
7	Assistant, promotion review	Assistant, promotion review
8	Associate	Associate
9	Associate, tenure review	Associate, tenure review
10	Tenured, promotion review	Tenured*, promotion review
11	Full Professor	Full Professor

Minimum Tenure & Minimum Promotion Timelines		
Year	Rank Scenario 3	Rank Scenario 4
1	Assistant	Instructor
2	Assistant	Instructor, promotion review
3	Assistant	Assistant
4	Assistant	Assistant
5	Assistant, promotion review	Assistant, promotion review
6	Associate	Associate
7	Associate, tenure review	Associate, tenure review
8	Tenured Associate	Tenured* Associate
9	Tenured Associate	Tenured Associate
10	Tenured, promotion review	Tenured, promotion review
11	Full Professor	Full Professor

### 3.10 Annual Review and Professional Growth of Teaching Faculty

On-going evaluation of both probationary faculty and tenured faculty is required by policy adopted by the Board of Trustees. Thus a program of review of all teaching faculty members shall be conducted by the Provost. The Faculty Annual Review Form (Appendix VIII) will be submitted to the office of the Provost by each teaching faculty member. This completed report will be shared with the committees making decisions on promotion and tenure. A meeting will be held annually for non-tenured faculty to discuss these reports. These meetings will include the Provost, the faculty member, and the faculty member's department/division chair or mentor. Tenured faculty members will follow the procedures outlined in the next section, "Professional Growth and Development (PG&D)".

Tenured faculty shall annually submit a plan for Professional Growth and Development (PG&D) to the Provost which addresses goals for growth and development in those qualifying areas on the basis of which tenure was granted. At any time, at least once every three years, the tenured faculty member or the Provost may schedule a meeting to discuss the PG&D submitted by the faculty member. This faculty member shall continually strive to excel on qualifying areas for tenure at the distinction level.

### 3.11 Workload for Teaching Faculty

A full teaching load consists of a minimum of 12 credit-hours in a semester and no more than 24 credit-hours in an academic year. In the case of private music instruction, laboratory supervision, and supervision of organized practicum programs, adjustment of the teaching load is made according to agreed upon formulas. All full-time faculty are expected to carry their share of committee work which is defined as membership on at least one standing committee. In some instances, faculty members may be asked to serve on more than one committee. All full-time faculty members are expected to do their share of student advisement which would normally consist of between fifteen and twenty-five students. In addition, faculty members may be asked to serve as sponsors of student organizations.

Overload teaching assignments are the exception rather than the norm. Overload teaching assignments are made upon the recommendation of the Department and/or Division Chair and approved by the Provost. Administrators, faculty and administrative faculty who are asked to teach a course on overload will be compensated according to a flat rate schedule. This schedule is subject to yearly revision. The flat rate schedule is prorated according to the number of students enrolled in the course and whether the course is required for the major or is offered as an elective.

### 3.12 Academic Advising

The Registrar, in consultation with the Provost, organizes a cadre of special faculty advisors to first-year students and conducts an in-service program of training and exchange of information among the first-year advisors in both academic advising and counseling. Advisors to first-year students are referred to the handbook of procedure available through the Registrar's Office.

The Registrar assigns upperclassmen to faculty advisors in the light of their declarations of majors. Faculty are urged to alert the Registrar and consult the respective department chairs when students indicate an intent to change majors.

### 3.13 Calendar and Schedules

Faculty are expected to observe the academic calendar which is published by the Office of the Provost, and the schedules of classes and exams as published by the Registrar. Classes may be canceled by the Provost for inclement weather or other emergency. Faculty may cancel their classes only for illness, death in the family, or attendance at a professional meeting; such cancellations should be reported to the Provost. Permission of the Committee on Admissions and Academic Standing is required for the rescheduling or special administration of a final examination.

### 3.14 Course Cancellation Policy

No course enrolling fewer than eight students shall be offered unless it is necessary to the offering of a major or approved by the Provost, Division Chair, or Department Head.

### 3.15 Syllabi

It is the responsibility of each Faculty member to file a syllabus with the department chair and with the Office of the Provost for each course, each term. A syllabus should consist of information identifying the course, the course number, the number of credits, the time it meets, location, instructor's name, instructor's office, office hours and telephone number, followed by a brief course description, listing of course objectives, calendar of course assignments including topics, lectures, readings, projects, examinations, attendance requirements, delineation of course requirements to guide students so that they will understand what will be expected of them in the course, text and other course materials, an explanation of how grading will be conducted in the course, and a caveat that indicates that the course schedule and procedures of the course are subject to change in the event of extenuating circumstances. (The department chair is responsible for review of all syllabi in the department each semester.)

### 3.16 Summer Term

A summer session consisting of two four-week terms is maintained in order to offer instruction, particularly in core courses, to students who wish to accelerate their programs, remedy deficiencies, or take courses that they cannot conveniently schedule during the regular academic year.

The length and scheduling of graduate summer courses, which are offered where demand warrants, vary from the undergraduate pattern.

Summer courses are offered subject to adequate enrollment with pay determined by formula. For a course with an enrollment of 1 or 2 students, the faculty member will be paid on a directed study basis. For a course with 3 or more students, the faculty member will receive 75% of the tuition received up to a maximum of 10% of the salary of the faculty member for the current academic year.

### 3.17 Overload Non-classroom Teaching Assignments for Faculty

The following positions are directly related to the academic enterprise and are assigned to faculty and are compensated according to job description and approved by the Provost:

(a) Director/Producer of Fall/Spring Theater Season (b) Graduate Coordinators (c) Nursing Advisor (d) Pre-Med Advisor (e) Summer School Directors, Undergraduate/Graduate (f) Technical Director of Fall/Spring Theater Season (g) Director of the Center for Responsibility and Justice, (h) Director of the Summer Bridge Program.

### 3.18 Academic Meetings and Events

Faculty attendance is expected at the following:

1. Opening week Planning Days. Opening week planning days, held prior to fall registration, is the first time faculty formally assemble in the new academic year. The schedule includes time for strategic planning, committee work, as well as both social gatherings and the first faculty meeting of the year.
2. Registration and Early Registration. Faculty need to be available to consult with students, academic advisors and registration staff on registration days and early registration days. Instructions, schedules and other information will be provided by the Registrar.
3. New Faculty Orientation. Faculty Orientation is a series of meetings in early fall to acquaint new faculty with college policies, resources, programs, and procedures.
4. Faculty Meetings. Faculty meetings are usually held the first Tuesday or Thursday of each month.
5. Committee Meetings. Faculty are appointed to serve on both standing and ad hoc committees. Sometimes the appointment is based on a faculty member's position (for example, the Librarian is always appointed to the Instructional Resources Committee) and at other times, it is based on faculty preferences expressed on a survey conducted each summer by the Academic Policy Committee. Committees usually meet monthly depending on their workload.
6. Faculty Retreat. Faculty Retreat is usually held in late October from Friday evening through Sunday at some off-campus facility. The schedule includes both professional or personal development sessions as well as informal social time.
7. Commencement. Along with trustees and graduates, faculty participate in an academic procession wearing academic regalia which may be obtained through the Registrar's Office.
8. Academic Advising, Counseling, and Sponsorship: Faculty members are to be present at pre-registration and registration to advise students in course selection and scheduling. No activities which might take either students or faculty from these responsibilities should be scheduled on these days. Instructions, schedules and other information will be provided by the Registrar.

9. Faculty members are to be available as counselors to those students whom they serve as academic advisors. They should post and keep regular office hours for the convenience of these students and other students who seek their help as counselors or instructors. They should feel free to refer students to the Vice President for Student Development, the Office of Counseling and Career Services, or other campus personnel as needed.
10. Faculty members are to serve as sponsors to student organizations as requested by the Vice President for Student Development and to work in consultation with their office.

### 3.19 Religious Responsibilities

Students look to faculty members of Eastern Nazarene College for leadership in the religious life of the College community as well as the academic. It is expected, then, that faculty members will be regular in attendance at chapel services and at church. In keeping with the tradition of the College, each faculty member is expected to open their classes with prayer or brief devotional.

### 3.20 Constituency Relations

Since no one ceases to be a professor when they step off the campus, every faculty member is a representative of Eastern Nazarene College to its various publics. Each faculty member should lend every effort to develop the reputation of the College as a strong Christian college of liberal arts as they come into contact with the South Shore and Boston community, with the parents of student, with the church constituency, with visitors, and with members of the academic community at large.

### 3.21 Scholarship

Each faculty member should seek to cultivate high standards of scholarship in their classes. Student scholarship derives from scholarly teaching and from example as well as precept, and it is aided by well planned instruction. Therefore, faculty members will prepare a syllabus or outline for each course.

### 3.21 Academic Regalia

Appropriate academic regalia must be worn at the opening Convocation Chapel and Commencement ceremonies. The familiar “mortarboard” or velvet cap (“soft tam”) may alternately be worn by persons holding doctoral degrees. The cut of the gown indicates the wearer’s degree. A Bachelor wears a simple gown with pointed sleeves; a Master wears a gown with long, closed sleeves and a slit at the elbow; and a Doctor wears a full gown with billowing bell-shaped sleeves. In addition, the Doctor’s gown has velvet panels on the front and three velvet bars on each sleeve, which may be black or the color distinctive of the discipline. The hood of a Bachelor is three feet long; the hood of a Master is three and one-half feet long; and that of a Doctor is four feet long. Regalia may be rented or purchased by faculty members through the Provost’s Office.

### 3.23 Faculty Records and Reports



Faculty members are asked to file their curriculum vitae, academic transcripts, copies of all course syllabi and final examinations with the Office of the Provost. These records should be brought up to date annually. Each faculty member should file the following grade reports with the Registrar:

1. Academic progress reports in the form of unofficial grades as of the sixth week of the semester must be filed as requested.
2. Course grades must be filed with the Office of the Registrar within 48 hours after the final examination; exceptions for large classes may be made by prior arrangements with the Registrar.

### 3.24 Conflict of Interest ( See the Employee Handbook for this policy)

### 3.25 Outside Employment/Consulting (Full-Time Faculty)

Other remunerative employment may be subject to permission from the Provost with general understanding that the Administration may be expected to look favorably upon professional or religious activities, such as research, writing for publication, participation in forms of public service that contribute to the wider usefulness and recognition of both the professor and the College, provided that such activities do not interfere with regularly assigned duties.

### 3.26 Other Employment (Administrative Faculty)

Remunerative employment apart from one's administrative appointment must be approved by the appropriate Vice President, or in the case of these administrators, by the President. These officers may be expected to look favorably upon professional or religious activities as forms of public service that contribute to the wider usefulness and recognition of both the administrator and the College provided that such activities do not interfere with regularly assigned duties.

### 3.27 Separation

The employment relationship of a faculty member may be severed in a number of ways; including, resignation, retrenchment, non-renewal of contract, dismissal, or retirement. When faculty members sever their relationship with the College, they should make an appointment with the Provost as well as with the Human Resources Department for exit interviews. The purpose of these interviews is to document the severance and care for any matters of transition, including salary and benefits that may be entailed. Failure to schedule this interview could result in adverse consequences in the continuation of insurance coverage and in tax reporting.

### 3.28 Resignation

Appointment to the faculty may be terminated by the faculty member through resignation, to take effect at the end of any year of service. Faculty members are urged to give as much notice as possible when they find it necessary to resign their position. The College is not obligated to accept the resignation during the term of a contract, nor is it obligated to accept the resignation of a faculty member who has accepted a new contract between the time that contract is signed by the faculty member and the time that it takes effect.

### 3.29 Retirement

Appointments may be terminated by the faculty member or by the Board of Trustees through retirement, thus invoking the provisions of retirement outlined below.

Access to retirement funds through TIAA/CREF is possible at the age of 55.5 in most cases. Further information about the options available from TIAA/CREF may be obtained from the Human Resources Office.

Any exception to these policies governing retirement is at the discretion of the President and subject to the approval of the Board of Trustees.

### 3.30 Reduction in Force

#### 3.30.1 Grounds for Reduction of Tenure-Track Tenured Faculty

1. The College may reduce the number of instructional faculty members by termination of tenured appointments as a result of:
  - a. Violating the Faculty Code of Ethics.
  - b. Behavior that inveighs against with the Agreed Statement of Belief and Covenant of Christian Character as outlined in the Manual of the Church of the Nazarene.
  - c. Professional incompetence as demonstrated over a period of time by the performance evaluation process.
  - d. Gross insubordination.
  - e. Sexual or discriminatory harassment.
  - f. Physical or mental incapacity that, even with reasonable accommodations, renders the employee unqualified to perform their duties.
  - g. Professional negligence or dereliction of duty on the part of the employee.
  - h. Repeated and unreasonable refusal to honor contractual obligations.
  - i. The faculty member has been (convicted of or charged with) of a serious crime.
  - j. Financial exigency (A financial crisis exists, sufficient to require employee reduction, when the president and board of trustees declare that one exists).
  - k. Program retrenchment not mandated by financial exigency, following the policy and procedures outlined below in section 3.30.2 Program Retrenchment.
2. In all cases, the grounds for reduction must be bona fide.
3. The decision to reduce tenured faculty rests with the Board of Trustees.

### 3.30.2 Program Retrenchment

Retrenchment is a reduction in the teaching force in response to financial difficulties, either institution-wide or in a particular program whose costs are related to enrollment trends, or to a programmatic change, or a combination of these reasons. Appointments may be terminated by the Board of Trustees due to a substantial decrease in enrolled students in a program or department over a period of (3) three or more years, discontinuance of offerings in the fields of specialization of the faculty member, or by the necessity of reduction of faculty because of severe economic emergency.

Retrenchment can be envisioned as occurring on three levels of impact reflecting different degrees of urgency and therefore degrees of consultation and process for persons affected.

**Level 1** involves cutback in teaching force by not replacing faculty who leave or by replacing full-time faculty who leave with part-time faculty temporarily or indefinitely according to program priorities, enrollment trends, and financial resources. Retrenchment on this level shall be made jointly by the President and Provost following consultation with the department chair involved. (In this and subsequent references to “department chair” it is understood that the matter shall be referred to the appropriate division chair when the department chair is potentially involved.)

**Level 2** involves cutbacks in teaching force by non-renewal of appointment of non-tenured faculty members. Such retrenchment shall be made upon recommendation of the Provost to the President, subject to approval of the President, following consultation with the department chair involved and the Curriculum Committee (excluding from deliberations at this point persons potentially affected by the decision). The case for retrenchment shall be made in terms of program priority and/or overall student/faculty ratios and/or enrollment and cost data in the program to be affected. The program to be affected shall be defined in terms of a course or group of courses, such as a related sequence of courses, a group of service courses, a major, or an entire department. In order to focus on a programmatic unit so that the specific area to be impacted by retrenchment can be dealt with without drawing other faculty into the picture, the program to be affected shall be identified with faculty members who are substantially capable of interchanging teaching assignments within the same fields.

Appropriate notice shall be given to full-time faculty affected by retrenchment decisions. Unless financial exigency has been declared, minimum levels of notice must be observed:

- A. Full-time faculty members in the first year of appointment must be given notice that they will not be re-hired no later than April 1 preceding termination of their initial contract.
- B. Tenure Track Probationary Faculty, non-tenure track faculty with terminal contracts, non-tenure track faculty with one-year renewable contracts, and non-tenure track faculty with two-year renewable contracts in the 2nd year of the contract must be notified by December 1 that their contract will terminate at the end of the current academic year and will not be renewed.
- C. Tenure-track Tenured Faculty and non-tenure track faculty in the 1st year of a 2-year renewable contract, or non-tenure track faculty in a rolling-renewable contract must be notified by December 1 that their contract will terminate at the end of the next academic year and will not be renewed.

Christian and humane considerations mandate, however, that as much lead time as can be provided under the circumstances be given to persons whose appointments are necessarily terminated by retrenchment decisions.

Those faculty members whose appointments are to be affected by retrenchment shall be given an opportunity to respond to the case for retrenchment in that program before the recommendation is finally formulated and forwarded to the President for his/her approval.

Those faculty members who receive notification of non-renewal of their appointment shall have the right to a hearing if they request one. Such a hearing shall review the application of policy and procedure to the case in point. The hearing committee shall **be a three member committee** consisting of a faculty member nominated by the President, a member of the Board of Trustees nominated by the Chairman of the Board, and the Chair of the Academic Standing Committee of the Board. in all cases persons not directly involved in the formulation of the recommendation under review. The hearing committee shall forward its findings and recommendation to the President for his/her decision, which shall be final.

Within each of the preceding categories, if it is necessary to decide among faculty members on the same level within the same program, the recommendation shall be made by the Provost in consultation with the department chair involved (unless their position is under consideration for retrenchment). Decisions in these cases shall take into consideration degree credentials, reputation for effective teaching, and length of service to Eastern Nazarene College, and the bases and weighting for these considerations shall be included in the case and forwarded with the recommendation.

**Level 3** involves cutback in teaching force by non-renewal of appointment of tenured faculty members. Should it be necessary for retrenchment to result in the release of tenured faculty members, in addition to the procedures outlined above the following additional provisions shall include:

First, review of the case for the taking of such drastic steps shall be conducted by the Board of Trustees and the approval of the Board of Trustees shall be required for the retrenchment of tenured faculty. In the event that a hearing is requested, the recommendation of the hearing committee shall also be reviewed by an appropriate committee of the Board of Trustees and their decision shall be final.

Second, unless the reduction of non-tenured faculty members would result in significant harm to academic quality, the sequence of priorities for the retrenchment of faculty and teaching staff within a particular program implied by the structure above is specified as follows:

1. Part-time faculty
2. Full-Time faculty in the following order:
  - (a) Instructors
  - (b) Assistant Professors
  - (c) Associate Professors without tenure
  - (d) Professors without tenure
  - (e) Associate Professors with tenure
  - (f) Professors with tenure

Institutional resources shall be committed (unless severe financial difficulties prevent it) within the policies indicated in the Faculty Manual to assist tenured faculty members affected by

retrenchment to retrain in areas where the College has need for additional faculty in continuing academic programs provided there is an equal level of financial commitment by the faculty member and the objectives can be accomplished within one year. Tenured faculty members who have received notification that their positions will be eliminated will be given preferential consideration for any vacant position in another program for which they are qualified, prior to retraining. This policy shall NOT be construed to mean that they will displace a faculty member currently filling a full-time position. In addition, the College will exert every reasonable effort to assist those faculty members affected by retrenchment, both tenured and non-tenured, in finding suitable positions in another institution.

In all instances where full-time tenured faculty members are released for retrenchment (as distinct from inadequate teaching or dismissal for cause) these positions shall not be filled by new full-time appointments for at least two years unless the persons affected have been offered re-appointment.

### 3.31 Discharge for Cause

A faculty member may be dismissed by the President or Board of Trustees for cause, such as violating the Faculty Code of Ethics, neglect of academic duty, prolonged mental or physical incapacity, or behavior that inveighs against with the Agreed Statement of Belief and Covenant of Christian Character as outlined in the Manual of the Church of the Nazarene.

Just as the Board of Trustees is the legal and fiscal corporation of the college, the faculty are the academic entity.

A necessary pre-condition of a strong faculty is that it have a voice in its own membership. This is properly reflected both in appointments to and in separations from the faculty body.

A well-organized institution will reflect sympathetic understanding by trustees and teachers alike of their respective and complementary roles. These should be spelled out carefully in writing and made available to all. Trustees and faculty should understand and agree on their several functions in determining who shall join and who shall remain on the faculty. One of the prime duties of the administrator is to help preserve understanding of those functions. It seems clear on the American college scene in addition to a supportive Board of Trustees that, a close positive relationship exists between the excellence of colleges, the strength of their faculties, and inclusion of faculty participation in faculty membership considerations.

In the effective college, a dismissal proceeding involving a faculty member on tenure, or one occurring during the term of an appointment, will be a rare exception. When it does come, however, the college should be prepared for it, so that both institutional integrity and individual human rights may be preserved during the process of resolving the trouble. The faculty must be willing to recommend the dismissal of a colleague when necessary. By the same token, presidents and governing boards must be willing to consider faculty judgment favorable to a colleague.

Termination of a continuous appointment because of financial exigency and/or for programmatic change shall be demonstrably bona fide.

Teachers on continuous appointment who are dismissed for reasons not involving moral turpitude should receive their salaries to the end of the contract year or six months from the date of notification of dismissal, whichever is the greater.

### 3.32 Reprimand, Suspension or Dismissal of Faculty

When a question arises as to the fitness of a college faculty member who has tenure or whose contract has not expired, those making the complaint are to express their concerns in a letter addressed to the Provost.

Substantiated charges which may be considered as sufficient basis for reprimand, suspension, or dismissal of a faculty member will be:

1. Violating the Faculty Code of Ethics.
2. Behavior that inveighs against with the Agreed Statement of Belief and Covenant of Christian Character as outlined in the Manual of the Church of the Nazarene.
3. Professional incompetence as demonstrated over a period of time by the performance evaluation process.
4. Gross insubordination.
5. Sexual or discriminatory harassment.
6. Physical or mental incapacity that, even with reasonable accommodations, renders the employee unqualified to perform their duties.  
Professional negligence or dereliction of duty on the part of the employee
7. Repeated and unreasonable refusal to honor contractual obligations.
8. The faculty member has been charged with of a serious crime. When a faculty member has been charged with a crime that leads the administration to have concern for the safety and welfare of students or other members of the college community, the faculty member may be suspended while the charges are being investigated,.

If the Provost decides there is sufficient substantiation for the charges being brought against the faculty member, the Provost shall inform the faculty member of the charges. The matter may be terminated by mutual consent at this point; which in the spirit of community, is the preferred method of dealing with such issues. If an adjustment does not result, the Dean's Advisory Cabinet (without knowledge of the charged faculty member's identity) is to appoint an ad hoc committee to consider the charges. The faculty member shall be given one week to reply to the charges and may appear before the committee if they so choose.

The ad hoc committee is to give its recommendation to the President of the College within three weeks of the formation of the committee. The faculty member in question is to be informed by the President of the committee's recommendation.

The decision of the President is final.

### 3.33 Procedure for Addressing Performance Related Concerns for Administrative Faculty Members

Reporting managers are encouraged to bring performance related concerns to the attention of the administrative faculty member as soon as possible after they are observed. The reporting manager is encouraged to address the matter with the administrative faculty member as an opportunity for growth in the performance in their duties. The administrative faculty member should be informed as clearly as possible how the performance falls short of the expectations for the position, as well as given some suggestions as to how the performance could be improved within a stated period of time. Both the administrative faculty member and the reporting manager may request the opportunity to have a third party of his/her choice sit in on the discussion. Within a reasonable period of time, the reporting manager should carefully document any discussions which take place on performance related matters by addressing a memo to the administrative faculty member recapping the substance of the meeting and any agreements made. The administrative faculty member would then have an opportunity to submit in writing a response to be attached to the reporting manager's memo. Such documentation shall then become part of the administrative faculty member's personnel file.

### 3.34 Faculty Code of Ethics.

As a Christian college of liberal arts, Eastern Nazarene College is committed to the view that in all their relationships the faculty member will exemplify the spirit and fundamental principles of Jesus Christ, the Master Teacher. The College further asserts that when this loyalty is supreme, the relationships which exist between the faculty member and their students, colleagues, and church will be on a high plane. Accordingly:

1. The faculty member's relationship to students will be designed to guide the moral and intellectual development of young men and women in the pursuit of knowledge and to assist them in determining the life work in which they can best find fulfillment in serving Christ, the church, and their fellow men. The ENC faculty will:
  - i. Remain current in their field of expertise.
  - ii. Stay current with learning theory and pedagogy.
  - iii. Be on time for classes.
  - iv. Present relevant course material in an organized, coherent manner to contribute to student mastery of course and program competencies.
  - v. Avoid canceling classes unnecessarily.
  - vi. Maintain a professional demeanor in the classroom.
  - vii. Encourage appropriate discussion and questions from students and respect the opinions and responses of students.
  - viii. Make expectations and criteria for assessment clear to students that fairly reflect the course content and coverage.
  - ix. Provide appropriate and timely feedback for all assignments and exams and provide a reasonable opportunity to discuss assignments and grades without reprisal.
  - x. Communicate clearly the factors that will go into the calculation of the final grade and assign final grades with care and fairness.
  - xi. Set and enforce standards for academic integrity so students who behave with honesty are not disadvantaged.

2. The faculty member's relationship to colleagues will be conducted in a manner that maintains basic loyalty to the College and other faculty members. They will seek to foster good professional ethics and procedure through proper consultation where joint responsibility is involved. They will avoid any kind of unfair competition with and disparagement of colleagues both within and without the College community. They will assume their share of instructional and student advisement duties and will participate responsibly in academic governance through faculty committee work and faculty meetings.
3. The faculty member's relationship to the Church will be to work in harmony with the doctrines and standards of the Church of the Nazarene. Appointment to the faculty is contingent upon a faculty whose beliefs and lives do not inveigh against the Agreed Statement of Belief and Covenant of Christian Character as outlined in the Manual of the Church of the Nazarene.
4. The faculty member's expression of Personal Values will be to cultivate a personal sensitivity to the values of truth, beauty, moral goodness, and holiness including the following Code of Conduct:
  - a. Faculty members are expected to maintain relationships with others according to Biblical principles. The College will not condone sexual relationships outside of marriage.
  - b. We, as a Christian community, commit ourselves to the admonition of the Apostle Paul that we build our community up in love for each other. We will actively endeavor to be supportive and caring for each other in spite of whatever differences may develop concerning the operation of the College inside or outside the academic area. While honest differences may exist and be vigorously debated, the College will not condone personal attacks on other members of the community.
  - c. Members of the College community are expected to avoid any activities which are in direct violation of the spirit and letter of scriptural principles. These activities include use of pornography, homosexuality, participation in occult practices, use of profanity, sexual abuse, drunkenness, theft, dishonesty, and the illegal use of narcotics and hallucinogenic drugs.
5. The faculty position on Professional Ethics will recognize the following:
  - a. Academic communities exist for the critical consideration of ideas in the search for truth. This search is enhanced by all members of the community maintaining the highest levels of professional and personal integrity. Plagiarism, or misappropriation of ideas, taking credit for another person's ideas or work, will not be condoned by the College. Faculty will carefully and completely cite the contributions of others in their scholarly writing.
  - b. The faculty member is responsible to provide accurate professional credentials for college records. The College will not condone dishonesty in representation of academic credentials.



- c. In addition, ENC faculty will:
  - i. Conduct themselves ethically, honestly, and with integrity in all situations.
  - ii. Treat students, fellow faculty, staff, and administrators fairly and impartially.
  - iii. Dress appropriately for professional academic settings.
  - iv. Make every effort to prevent discrimination and harassment.
  - v. Behave and speak professionally, respectfully, and courteously at all times.
  - vi. Report any conflict of interest in conducting their job to the appropriate authority.
  - vii. Accurately and honestly represent all reported findings in their scholarly writing.
  - viii. Exercise fair and objective evaluation of all administrators, faculty, staff, and students.
  - ix. Safeguard any confidential information.
  - x. Be accessible and maintain adequate office hours.
  - xi. Keep appointments and be punctual in all professional settings.
  - xii. Use the college's property, facilities, supplies, and other resources in the most effective and efficient manner.

### 3.35 Portfolio Structure

This detailed structure will guarantee that you present your supporting material in an organized and consistent fashion. It has been structured in such a manner as to assure that all of the appropriate documentation is accounted for, that material is easily found and referenced by the evaluators and that there is room for creative freedom in the inclusion and presentation of materials.

The sections include:

- I. Biographical Information
- II. Record of Actions
- III. Education and Experience
- IV. Christian Faith
- V. Teaching Effectiveness
- VI. Scholarship and Professional Achievement
- VII. Institutional and Community Service
- VIII. Mid-tenure Review Materials
- IX. Letters of Recommendation
- X. Appendices

**EASTERN NAZARENE COLLEGE  
FACULTY PORTFOLIO FOR  
PERSONNEL REVIEW**



**1. BIOGRAPHICAL INFORMATION**

A. Name: \_\_\_\_\_

B. Division: \_\_\_\_\_

C. Department: \_\_\_\_\_

**2. RECORD OF ACTIONS**

A. Initial Appointment at Eastern Nazarene College, Quincy, MA:

Date \_\_\_\_\_ Rank \_\_\_\_\_

Prior Experience Credited Toward Tenure \_\_\_\_\_

B. Reappointments at Eastern Nazarene College, Quincy, MA:

Academic year(s)	Rank and Position
_____	_____
_____	_____

C. Tenure Effective Date: \_\_\_\_\_

D. Prior Faculty Experience at \_\_\_\_\_ :

Academic year(s)	Rank and Position
_____	_____
_____	_____

E. Other Professional Experience:

Year(s)	Institution(s) or Firm(s)	Position(s)
_____	_____	_____

### 3. EDUCATION AND EXPERIENCE

A. Narrative (a brief description of your program of study, including the reason for selection, benefits of the program, and effect on your professional performance. If you have chosen not to pursue a terminal degree in your field, please state clearly the degree category under which you wish to be considered for promotion and the rationale for your degree path. Tenure and Promotion to full Professor requires a appropriate earned doctorate or related terminal degree from an accredited institution.)

B. Educational Background:

(Original diplomas and transcripts are included in appendix A and B)

Year(s)	Institution(s) or Firm(s)	Position(s)
_____	_____	_____
_____	_____	_____

### 4. CHRISTIAN FAITH

- A. Narrative (Updated personal statement of Christian faith which demonstrates an understanding of and willingness to support the Wesleyan tradition. For Associate Professor also discuss the relationship between your personal faith and Christian Higher Education)
- B. Statement of observable methodology (provide evidence of your commitment to Christian education and direct examples of your Philosophy of Christian Education put in practice)
- C. Church Positions and Related Activities (include a description of the extent of service and duration)
- D. Christian Testimony (list activities you have engaged in that has allowed you to share your faith with students, i.e. as a chapel speaker, small group leader, seminar speaker, informal advising and counseling)

### 5. TEACHING EFFECTIVENESS

(Include representative examples of effective classroom teaching in Appendix C and examples of course syllabi in Appendix D)

- A. Narrative (A self-evaluation of classroom performance including examples of innovative classroom activities, course design, and study aids, etc... include future goals or changes in teaching and response to student/peer evaluations)
- B. Teaching & Professional Course Load (Summary of Courses Taught and/or Other Professional Responsibilities counted toward teaching load)
- C. Grading Profile

D. Student Evaluations of Courses and the Instructor:

(Include a tabulated summary of student evaluations here and the original evaluations in Appendix E)

E. Annual Department Chair Evaluations (Include copies of written evaluations)

F. Other Evaluations (mentor evaluation, peer evaluations and/or report of colleague visits to classes)

## 6. SCHOLARSHIP AND PROFESSIONAL ACHIEVEMENT

(Representative examples of scholarship are included in Appendix F)

A. Narrative (a brief summary of scholarly activity including performances, presentations, publications, research in progress, grants received and/or applied for, and involvement of students in research etc...)

B. Professional Activities or Scholarly Activities

C. Publications, Presentations, Performances, Recordings (bibliographic format in reverse chronological order)

D. Research and Training Grants

E. Professional Memberships and Service (membership in professional organizations)

F. Special Recognition and Awards

G. Other Professional Development Activities or Service (i.e. consulting work, serving on professional boards or committees, reviewer, journal referee, workshops or conferences on the craft of teaching or related to your professional area, transcripts of additional graduate work)

## 7. INSTITUTIONAL AND COMMUNITY SERVICE

(Representative examples are included in Appendix G)

A. Narrative (a summary of committees served on, proposals submitted, typical advising session activities, etc...)

B. Department and College Service (Summary of committee assignments, positions held and years served, include events attended as a college representative to constituency or for marketing and recruiting)

C. Policy and Proposals (copies of any Policy or Procedural documents you primarily authored or Proposals written)

## 8. MID-TENURE REVIEW MATERIALS

(include all written evaluations and performance analysis)

## 9. LETTERS OF SUPPORT

- A. Internal (in reverse chronological order for each review)
  - 1.1. President (copy of tenure letter to the Board of Trustees)
  - 1.2. Provost (copy of letter to the President)
  - 1.3. Tenure and Promotion Committee (copy of letter to the Provost)
  - 1.4. Ad hoc review committee (copy of letter to Tenure committee)
  - 1.5. Division Chair
  - 1.6. Department Chair
  
- B. Pastor(s) and/or church boards or district superintendents or other church leaders
  
- C. Peer, Mentor, and Other selected recommendations  
(First list the names and positions of each reference including a brief explanation of your reason for selecting the individuals)
  
- D. Other (i.e. From Prior Teaching or from representative at other relevant professional employment)

## 10. APPENDICES

- 1. Copies of original diploma(s)
- 2. Original certified transcripts of academic work beyond Bachelor's level
- 3. Representative Evidence of Classroom Teaching (List of events or activities initiated to provide learning opportunities for students outside of the classroom; Examples of course materials demonstrating creative ways of presenting materials, structuring learning situations, and encouraging independent learning activities on the part of students)
- 4. Example Syllabi
- 5. Student Evaluations of Courses and the Instructor
- 6. Representative Evidence of Scholarship (copies of published work, recordings, artistic pieces, conference programs etc.)
- 7. Representative Evidence of Institutional Service (copies of any Policy or Procedural documents you primarily authored or Proposals written)
- 8. Letters/emails from students
- 9. Grading Profiles (summary of your grade distribution by course for all years taught)
- 10. Examples of student work from your courses (primarily for tenure review)

## Section 4 - Conditions of Faculty Employment

### 4.1 Academic Freedom

Eastern Nazarene College is committed to both protecting and furthering an environment in which faculty have the freedom to pursue truth in the context of a Christ-centered institution. It is to this end that the college seeks to uphold the basic tenets of a liberal-arts education by providing faculty with the measure of academic freedom necessary for them to engage fully in their academic endeavors.

The proper use of academic freedom calls us to high standards of personal and professional responsibility and teaching competence, while offering the crucial support and protection necessary to carry out that calling. Freedom in what can be explored is not license for what can be advocated. An inevitable tension exists for Christians seeking to balance their faith with a responsible exploration of the world. As members of Eastern Nazarene College, we recognize the importance of freedom to investigate. As members of a Christian community, our calling is to advocate and live a Christian vision of the human experience amid the fallenness that we encounter in our studies. Our understanding of that vision is rooted in Scripture and is guided by the witness and ongoing influence of the Holy Spirit. The Agreed Statement of Belief and Covenant of Christian Character of the Church of the Nazarene as articulated in the Manual of the Church of the Nazarene, provides further guidance on the application of Scripture in key areas of belief and lifestyle at Eastern Nazarene College. Academic freedom exists within the framework of these core beliefs and commitments and because of them.

The generally accepted definition of academic freedom is set forth in the American Association of University Professors (AAUP) 1940 statement on academic freedom, which declares:

- A. 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.
- B. Teachers are entitled to freedom in the classroom in discussing their subject, but they should be careful not to introduce into their teaching controversial matter that has no relation to their subject. Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of the appointment.
- C. 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.

The college and its faculty affirm the exemptions set forth in the AAUP statement (1940), subparagraph b. It is also important to fully integrate Eastern Nazarene College's mission as a Christian liberal-arts institution with the concept of academic freedom. Whether in scholarship, teaching or service, the college recognizes the importance of integrating the role of faith and one's intellectual inquiry. Academic disciplines are intertwined with faith, which allows for the pursuit of truth that

more fully reveals God and His creation. Consequently, the primary institutional objective is to teach all truth as God's truth, integrating all fields of learning around the person and work of Jesus Christ. This pursuit of truth affirms that all faculty have freedom of academic inquiry, even if it leads to areas deemed controversial, within the limitations described herein.

#### 4.2 Start and End of Standard Nine-Month Contract

A standard nine-month contract shall commence two-weeks prior to the first day of classes in the fall semester and end nine months later which is typically a week and a half after commencement. The two weeks prior to the start of the semester will to be used for preparing for the semester and up to five days of planning committee meetings including the first faculty meeting on Faculty Day. The college reserves the right to buy-out the remaining term of any contract.

#### 4.3 Annual Renewal of Contract for Tenure-track Probationary, Non-Tenure Track and Administrative faculty

Contracts are issued by the President to Tenure-track Probationary, Non-Tenure Track and Administrative faculty each spring, for the following academic year when required by the specific contract type outlined in section 3. Two to three weeks are usually allowed for signing and return although extensions may be granted upon request to the President or Provost.

#### 4.4 Terms and Conditions of Tenure

1. If a tenure-track opening occurs within the academic discipline of a faculty member on a rolling-renewable contract, the faculty member will be considered for the position.
2. The probationary years of a tenure-track contract shall be considered yearly renewable contracts.
3. Once tenure is conferred the faculty is on a continuous appointment.
4. If tenure is denied at the time of the tenure decision, the faculty member may be offered a renewable contract, a rolling-renewable contract or a one-year terminal contract. It is typical for a tenure-denial to result in a one-year terminal contract.
5. The college reserves the right to buy-out the remaining term of any contract.
6. Annually, tenured faculty members will receive a letter of understanding concerning their remuneration for the coming academic year, along with an intent to return form. The intent to return form shall be submitted to the office of the Provost on the date specified on the form which is typically no earlier than two weeks after the date of mailing.

#### 4.5 Renewal and Reassignment of Administrative Faculty

Ordinarily administrative appointments are renewed as of July 1 each year. Notice of intent not to renew an administrative appointment which is funded by institutional money shall be no later than 30 days from the end of the contract period be given by January 1 by the appropriate administrator. Commitment to appointment which is half-time or more on outside grant money, however, shall not be made in advance of firm assurance that the outside money is in place. Termination of administrative appointment by non-renewal or for cause may be appealed to the Administrative Council. Such an appeal shall be made within thirty days of the receipt of notice. The appellant shall have the right to appear before the Administrative Council to present his or

her views. The Administrative Council may, upon review, make a recommendation to the President. The decision of the president is final.

On occasion it may be necessary to reassign an administrative faculty member to a new position during the life of a contract. Advanced notice of at least 30 days, whenever possible, shall be given by the appropriate administrator to enable the administrative faculty member to be aware of any future reassignments that may be required to facilitate the college's programs; exceptions are made for poor performance or emergency situations. Reasons for reassignment may include job performance issues, elimination of a position, a change in organizational structure or a financial exigency. On such occasions, if reassignment significantly increases an administrative faculty member's responsibilities or involves reassignment to a distant work site from where the administrative faculty member was originally assigned, the approval of the administrative faculty member will be necessary before reassignment can occur. An administrative faculty member may request a review of a reassignment decision through the Administrative Council. The Administrative Council may, upon review, make a recommendation to the President. The decision of the President is final.

#### 4.6 Compensation Policies

The base salary is changed annually upon recommendation of the college administration and subsequent vote of the Board of Trustees. Department and division chairs will be compensated for these services as specified in their individual contracts. There are three factors that determine the annual salary of a full-time faculty member; institutional base salary, earned degree, and years of service.

The Dean's Advisory Cabinet will recommend the placement of newly-appointed faculty on the scale based on the following guidelines:

1. Earned doctoral degree in the teaching or a related field.

For degrees other than:

- Doctor of Philosophy (PhD)
- Doctor of Theology (ThD)
- Doctor of Education (EdD)

an individual judgment on relatedness will be made by the Placement Committee.

Masters-Plus (MA+) will be defined to mean:

- An earned Masters degree plus a minimum of 30 additional credits (MA+30 credits),
- Certificate of Advanced Graduate Studies (CAGS),
- Educational Specialist or Specialist in Education (EdS or SEd),
- Master of Social Work (MSW),
- Master of Divinity (MDiv),
- All-But-Dissertation status, and
- Similar programs in an approved plan of study.

2. All college level teaching in whatever field will be equated one year for one.



3. Public school teaching experience in the teaching field will be equated one year for one. Note: this applies to the Division of Education only.
4. All professional experience in a related field will be equated one year for one. This will be dealt with by the Rank and Placement Committee.
5. Where estimates of time involved or fractions of full-time teaching load are available, part-time teaching and/or part-time related professional work will be equated on a pro rata basis to the nearest whole number in terms of full-time equivalency. Related experience during graduate school will be equated on two years to one.

The salary factor table appears below. Compensation for faculty members who hold positions and are not primarily classroom teachers is reviewed annually by the President in consultation with the Administrative Council, and contracts are issued with compensation and benefit statements in the light of available resources in each given year.

4.6.1 Salary Schedule

YEAR	Step Multiplier								
	$1.85 - (.85) * (.95)^{\text{yrs}}$	$2.0 - (.9) * (.95)^{\text{yrs}}$	$2.05 - (.85) * (.95)^{\text{yrs}}$	0.1	0.1	0.1	0.25	0.25	0.25
	ASST MA	ASST MA+	ASST PHD	ASSOC MA	ASSOC MA+	ASSOC PHD	PROF MA	PROF MA+	PROF PHD
0	1.00000	1.10000	1.2000	1.10000	1.20000	1.3000	1.25000	1.35000	1.4500
1	1.04250	1.14500	1.2425	1.14250	1.24500	1.3425	1.29250	1.39500	1.4925
2	1.08288	1.18775	1.2829	1.18288	1.28775	1.3829	1.33288	1.43775	1.5329
3	1.12123	1.22836	1.3212	1.22123	1.32836	1.4212	1.37123	1.47836	1.5712
4	1.15767	1.26694	1.3577	1.25767	1.36694	1.4577	1.40767	1.51694	1.6077
5	1.19229	1.30360	1.3923	1.29229	1.40360	1.4923	1.44229	1.55360	1.6423
6	1.22517	1.33842	1.4252	1.32517	1.43842	1.5252	1.47517	1.58842	1.6752
7	1.25641	1.37150	1.4564	1.35641	1.47150	1.5564	1.50641	1.62150	1.7064
8	1.28609	1.40292	1.4861	1.38609	1.50292	1.5861	1.53609	1.65292	1.7361
9	1.31429	1.43278	1.5143	1.41429	1.53278	1.6143	1.56429	1.68278	1.7643
10	1.34107	1.46114	1.5411	1.44107	1.56114	1.6411	1.59107	1.71114	1.7911
11	1.36652	1.48808	1.5665	1.46652	1.58808	1.6665	1.61652	1.73808	1.8165
12	1.39069	1.51368	1.5907	1.49069	1.61368	1.6907	1.64069	1.76368	1.8407
13	1.41366	1.53799	1.6137	1.51366	1.63799	1.7137	1.66366	1.78799	1.8637
14	1.43548	1.56109	1.6355	1.53548	1.66109	1.7355	1.68548	1.81109	1.8855
15	1.45620	1.58304	1.6562	1.55620	1.68304	1.7562	1.70620	1.83304	1.9062
16	1.47589	1.60389	1.6759	1.57589	1.70389	1.7759	1.72589	1.85389	1.9259
17	1.49460	1.62369	1.6946	1.59460	1.72369	1.7946	1.74460	1.87369	1.9446
18	1.51237	1.64251	1.7124	1.61237	1.74251	1.8124	1.76237	1.89251	1.9624
19	1.52925	1.66038	1.7292	1.62925	1.76038	1.8292	1.77925	1.91038	1.9792
20	1.54529	1.67736	1.7453	1.64529	1.77736	1.8453	1.79529	1.92736	1.9953
21	1.56052	1.69349	1.7605	1.66052	1.79349	1.8605	1.81052	1.94349	2.0105
22	1.57500	1.70882	1.7750	1.67500	1.80882	1.8750	1.82500	1.95882	2.0250
23	1.58875	1.72338	1.7887	1.68875	1.82338	1.8887	1.83875	1.97338	2.0387
24	1.60181	1.73721	1.8018	1.70181	1.83721	1.9018	1.85181	1.98721	2.0518
25	1.61422	1.75035	1.8142	1.71422	1.85035	1.9142	1.86422	2.00035	2.0642
26	1.62601	1.76283	1.8260	1.72601	1.86283	1.9260	1.87601	2.01283	2.0760
27	1.63721	1.77469	1.8372	1.73721	1.87469	1.9372	1.88721	2.02469	2.0872
28	1.64785	1.78596	1.8478	1.74785	1.88596	1.9478	1.89785	2.03596	2.0978
29	1.65795	1.79666	1.8580	1.75795	1.89666	1.9580	1.90795	2.04666	2.1080
30	1.66756	1.80683	1.8676	1.76756	1.90683	1.9676	1.91756	2.05683	2.1176
31	1.67668	1.81648	1.8767	1.77668	1.91648	1.9767	1.92668	2.06648	2.1267
32	1.68535	1.82566	1.8853	1.78535	1.92566	1.9853	1.93535	2.07566	2.1353
33	1.69358	1.83438	1.8936	1.79358	1.93438	1.9936	1.94358	2.08438	2.1436
34	1.70140	1.84266	1.9014	1.80140	1.94266	2.0014	1.95140	2.09266	2.1514
35	1.70883	1.85052	1.9088	1.80883	1.95052	2.0088	1.95883	2.10052	2.1588
36	1.71589	1.85800	1.9159	1.81589	1.95800	2.0159	1.96589	2.10800	2.1659
37	1.72259	1.86510	1.9226	1.82259	1.96510	2.0226	1.97259	2.11510	2.1726
38	1.72896	1.87184	1.9290	1.82896	1.97184	2.0290	1.97896	2.12184	2.1790
39	1.73502	1.87825	1.9350	1.83502	1.97825	2.0350	1.98502	2.12825	2.1850
40	1.74076	1.88434	1.9408	1.84076	1.98434	2.0408	1.99076	2.13434	2.1908
41	1.74623	1.89012	1.9462	1.84623	1.99012	2.0462	1.99623	2.14012	2.1962
42	1.75142	1.89562	1.9514	1.85142	1.99562	2.0514	2.00142	2.14562	2.2014
43	1.75634	1.90084	1.9563	1.85634	2.00084	2.0563	2.00634	2.15084	2.2063
44	1.76103	1.90579	1.9610	1.86103	2.00579	2.0610	2.01103	2.15579	2.2110
45	1.76548	1.91050	1.9655	1.86548	2.01050	2.0655	2.01548	2.16050	2.2155
46	1.76970	1.91498	1.9697	1.86970	2.01498	2.0697	2.01970	2.16498	2.2197
47	1.77372	1.91923	1.9737	1.87372	2.01923	2.0737	2.02372	2.16923	2.2237
48	1.77753	1.92327	1.9775	1.87753	2.02327	2.0775	2.02753	2.17327	2.2275
49	1.78115	1.92710	1.9812	1.88115	2.02710	2.0812	2.03115	2.17710	2.2312
50	1.78460	1.93075	1.9846	1.88460	2.03075	2.0846	2.03460	2.18075	2.2346
51	1.78787	1.93421	1.9879	1.88787	2.03421	2.0879	2.03787	2.18421	2.2379
52	1.79097	1.93750	1.9910	1.89097	2.03750	2.0910	2.04097	2.18750	2.2410
53	1.79392	1.94063	1.9939	1.89392	2.04063	2.0939	2.04392	2.19063	2.2439
54	1.79673	1.94360	1.9967	1.89673	2.04360	2.0967	2.04673	2.19360	2.2467
55	1.79939	1.94642	1.9994	1.89939	2.04642	2.0994	2.04939	2.19642	2.2494
56	1.80192	1.94909	2.0019	1.90192	2.04909	2.1019	2.05192	2.19909	2.2519
57	1.80433	1.95164	2.0043	1.90433	2.05164	2.1043	2.05433	2.20164	2.2543
58	1.80661	1.95406	2.0066	1.90661	2.05406	2.1066	2.05661	2.20406	2.2566
59	1.80878	1.95635	2.0088	1.90878	2.05635	2.1088	2.05878	2.20635	2.2588
60	1.81084	1.95854	2.0108	1.91084	2.05854	2.1108	2.06084	2.20854	2.2608
Max	1.85000	2.00000	2.0500	1.95000	2.10000	2.15000	2.05000	2.20000	2.25000

#### 4.7 Leaves of Absence (Administrative Faculty)

Administrative faculty are eligible for sabbatical leaves provided under the policies for teaching faculty. Many times, however, the administrative role makes it practically impossible to provide sabbatical leaves on the same basis as teaching faculty. An alternative available to administrative faculty members is a thirty-day leave at intervals of approximately three years for the purpose of expanding the individual's professional usefulness through study, travel, or the personal development program. The administration of this leave program is under the supervision of the Administrative Council.

#### 4.8 Leaves Without Pay

During leaves of absence without pay, the College will normally continue group medical and life insurance coverage but will not contribute to retirement programs. Faculty members may continue to contribute to their retirement annuities either through the Human Resource Office or directly to TIAA.

If a faculty member on leave without pay becomes a full-time employee of another institution or organization, it is reasonable to expect the employing institution to assume the cost of institutional contributions to the individual's retirement and group insurance coverage.

The conditions of leaves of absence without salary are so varied that it is impractical to try to anticipate all exigencies. Each leave must be arranged individually between the faculty member and the administration. The details of the agreement shall be spelled out in writing to prevent possible misunderstanding.

#### 4.9 Tuition Remission/Grants

##### 4.9.1 Tuition Waiver at ENC

(See Tuition Remission in the Benefits section of the Employee Handbook)

##### 4.9.2 Tuition Waiver at Other Nazarene Colleges

By reciprocal arrangement, the children of faculty members receive tuition grants at other Nazarene Colleges. The above policies apply. In addition, if a student attends more than one Nazarene institution the total hours given without charge will not be more than those required for the normal undergraduate degree, including hours previously taken at other institutions. Students may receive free tuition for courses leading to one degree at Nazarene Theological Seminary. Such students may be married, but not over 23 years of age. Please contact the Office of Human Resources for current information.

##### 4.9.3 Council for Christian Colleges & Universities Tuition Waiver Exchange Program

Eastern Nazarene College participates in the tuition waiver exchange program with the Council for Christian Colleges & Universities

Details, Policy, and guidelines can be found at: <http://www.cccu.org/twep>

## Section 5 - Administrative and Financial Policies of Interest to the Faculty

### 5.1 Faculty Lounge

The Pauline Vinnell Faculty Lounge has been presented to the faculty of Eastern Nazarene College for the purpose of creating an atmosphere of relaxed fellowship. Faculty and administrators may obtain keys for the lounge in the office of the Provost. Free coffee is provided in the lounge kitchen. Faculty and administrators are asked to cooperate in the maintenance and the security of the Lounge. Particular assistance is requested in keeping all the lounge doors locked at all times so that the only access is via personal key.

Faculty and administrators may hold meetings in the lounge, but regular faculty use on school days is not to be preempted. The lounge may be reserved through the office of the Provost for social events or during evening hours or on non-school days. It is not available for use by students, staff or building residents other than faculty. The faculty member reserving the lounge should take responsibility for clean up and security of the room after the meeting.

The lounge may sometimes be used during prime time for meetings of college-wide significance as determined by the Administrative Council. Notices of such meetings will appear on the lounge door.

The Instructional Development Committee has accumulated, with the support of a federal grant, a collection of books and other resources which are kept on bookshelves in the lounge and are available for faculty to assist them in their teaching. This functions on the honor system: faculty are asked to sign-out materials which they take from the Lounge and not to keep such materials longer than two weeks. If you are aware of such materials which have a general faculty appeal and would be appropriate additions to this library, please suggest them to any member of the Instructional Development Committee.

#### 5.1.1 Faculty Lounge rental

The faculty lounge may be rented during the summer months (specifically from two weeks after Spring Commencement until two weeks prior to Faculty Day) to outside organizations. Conference Services is instructed to use discretion in which groups are allowed access, and all rentals must come through the Office of the Provost for final approval.

Income from such rentals would be dedicated to subsequent faculty lounge refurbishment.

### 5.1.2 Staff Use of the Faculty Lounge

Staff are permitted to use the faculty lounge under the following conditions:

- 1) Regular faculty use on school days will not be preempted.
- 2) Scheduling of the lounge will be through the Office of the Provost.
- 3) Staff can use the Faculty Lounge each day during the lunch hours of 11:30am and 2:30pm.
- 4) The Staff understand that the Faculty reserves the lounge during the year for meetings and lunches.
- 5) A mechanism for posting the usage schedule will be implemented.
- 6) The staff will not be able to reserve the space; the lounge may only be reserved by faculty members.
- 7) Staff members are not to use the refrigerator in the lounge. Staff members bringing their lunches should already have a space to store their food and leftovers and will not need the refrigerator.
- 8) Use of the stove and coffeemaker is permitted, however the staff members using these appliances are responsible for clean-up and turning off these appliances when not in use.
- 9) Staff members using the lounge should take responsibility for clean-up and security of the room upon their departure.

### 5.2 Archives

Archival records of official College publications, minutes, and other documents pertinent to the history of the College are maintained in the College Archives by the Archivist appointed by the President. Faculty members are asked to preserve for the archives such documents and memorabilia as may enhance the record.

## Section 6 - Academic and Faculty Policies

### 6.1 Academic Policies

Student focused Academic Policies can be found in the Academic Policy Manual

### 6.2 Faculty Related Policies

#### 6.2.1 Calendar Structure & Class Schedule

#### Standards

1. Minimum of 750 minutes per credit-hour, 2250 per 3-credit, 3000 per 4-credit.
2. 35 MWF 3-credit classes per term at 65 minutes in length.
3. 28 TR 3-credit classes per term at 81 minutes in length.
4. 13 evening One-day-a-week 3-credit classes at 180 minutes in length.
5. Minimum of 12 lab sessions per semester.

Credit Hours Course	Total Minutes
Per Credit	750
3	2250
4	3000

# of Days	Class Length (min)	Total Minutes
38 / 39	65 / 60	3000
34.6	65	2250
27.8	81	2250

- 3-credit Classes
  - 18 TR Classes of 81 minutes in length provides 2268 minutes, 18 minutes more than required minimum of 2250 minutes.
  - 35 MWF Classes of 65 minutes in length provides 2275 minutes, 25 minutes more than required minimum of 2250 minutes
- 4-credit Classes
  - 38 MWF Classes of 65 minutes in length plus an additional 9 60-minute sessions on either Monday, Tuesday or Thursday for a total of 3010 minutes, 10 more than required minimum of 3000 minutes.

#### Yearly Calendar Fixed Structure

##### Fall Semester

- Start on the Tuesday before or after Labor Day.
- When starting before Labor Day there would not be class on Labor Day.
- The last day of Classes shall be no later than December 11.
- The last day of finals shall be no later than December 18.
- The Monday before the Tuesday class start shall be a registration/orientation day
- Columbus Day and a WRF 3-day Thanksgiving break shall be observed.
- Monday evening One-day-a-week classes will be held on Columbus Day, Classes resume at 4:00PM.
- Final Exams will start the day after classes end and run for 5 days not including Sat or Sun.
- MWF 3-credit class have 3 flex-days to accommodate storm-days and for faculty planning.

Spring Semester

- Start on the second Wednesday of January.
- The last day of classes shall be the last Thursday in April.
- The last day of finals shall be no later than May 10.
- There will be one advising day in week 10.
- There will be an Academic Symposium day in week 13.
- Easter break shall include Good Friday and Easter Monday.
- Spring Break shall be one full week Monday -- Friday.
- Monday evening One-day-a-week classes will be held on Easter Monday.
- The Friday after classes end will be a Junior Senior day w/o classes.
- Final exams will start on Monday run for 5 days.
- MWF 3-credit class have 3 flex-days to accommodate storm-days and for faculty planning.

**Flexible Structure**

- There will be one faculty development / student programming day in week 5 Fall and Spring.
  - Week 5 is selected for student retention reasons.

**Class Schedule**

**3 Credit Classes**

Same as Current				Proposed			
Period	MWF			Period	TR		
	start	end			start	end	
1	7:45:00 AM	8:50:00 AM	1:05	1	7:45:00 AM	9:06:00 AM	1:21
2	9:05:00 AM	10:10:00 AM	1:05	2	9:20:00 AM	10:41:00 AM	1:21
Chapel	10:25:00 AM	11:15:00 AM	0:50	3	10:55:00 AM	12:16:00 PM	1:21
3	11:30:00 AM	12:35:00 PM	1:05	Community 1.5 hour			
4	12:50:00 PM	1:55:00 PM	1:05	4	1:45:00 PM	3:06:00 PM	1:21
5	2:10:00 PM	3:15:00 PM	1:05	5	3:15:00 PM	4:36:00 PM	1:21

**4 Credits Class Options**

There are four different options for delivering a 4-credit course within the proposed calendar. These four options, along with careful scheduling, will allow a student to have up to four 4-credit classes in a given term. Rarely does a student ever have three 4-credit classes in a semester.

1. All 38 MWF      9 out of 14 Tuesday Community Hour
2. All 38 MWF      9 out of 14 Thursday Community Hour
3. All 38 MWF      9 out of 12 Monday "Chapel Hour"
4. All 38 MWF      9 60-minute sessions designated during the lab time connected to the course There remains room for up to 3 flex-days if more than 9 of the T, R, M class times are used.

Columbus day evening and Easter Monday evening provide the 13<sup>th</sup> Monday needed for one-day-a-week classes

**Laboratory**

1. 1, 2, 3, 4, and 5 hour labs are necessary depending on course and content (variable credit)n5-hour TR Labs will be scheduled to end no later than 6:45.
2. Labs will be scheduled to start as early as feasible.

	Number of Lab Sessions				
	Mon	Tue	Wed	Thur	Fri
Fall one day a week	12	15	13	13	13
Spring one day a week	12	14	13	14	13
Fall 2 sections Mon, Tue	12		12		
Spring 2 sections Mon, Tue	12		12		

Fall Day/Lab count				
MWF		TR		
38		28		
M-T Lab		W-Th Lab		
12		12		
Number of Class Days				
12	15	13	13	13
Mon	Tue	Wed	Thur	Fri

Spring Day/Lab count				
MWF		TR		
38		28		
M-T Lab		W-Th Lab		
12		12		
Number of Class Days				
12	14	13	14	13
Mon	Tue	Wed	Thur	Fri



## 6.2.2 Classroom Use Policy

### **Intent:**

The classroom and laboratory facilities of Eastern Nazarene College that are allocated to academic scheduling through the Registrar's Office are dedicated primarily for the use of the instructional program. All other uses of general purpose classrooms are secondary to the instructional needs.

### **Policy:**

1. ENC's classrooms are assigned on the established priority basis listed below.
  - a. Regularly scheduled classes for all programs: traditional undergraduate, AGS, and graduate programs.
  - b. Special classes/class meetings (including but not limited to supplemental instruction, make-up classes, review classes, snow-day make-ups).
  - c. Examinations.
  - d. Faculty committee and departmental meetings.
  - e. Special academic events (e.g., guest lecturers, symposia).
  - f. Student organization meetings.
  - g. Outside organizations.
  
2. Use of classrooms beyond the instructional program:
  - a. General purpose classrooms requested for non-instructional purposes by members within the ENC community are assigned only after the needs of the instructional program have been met.
  - b. Facilities are provided to recognized campus-based activities on an impartial basis, subject to the requirements of this Classroom Use Policy, and other established College rules and regulations
  - c. ENC will not provide facilities for any activities which it judges to be inconsistent with the mission of the College, or have likelihood of interfering with the processes of the College, of infringing upon the rights of others, or of endangering the health or safety of the College community or their guests.
  - d. In order to maintain the facilities properly, authorized College staff and security personnel reserve the right to access all facilities at all times.
  - e. Identification of any individual on the premises of the College may be required at any time at the discretion of an appropriate College Administrative Representative or College Security Personnel.

**Procedure:**

1. Classrooms for instructional use for Main Campus programs are assigned by the Registrar based on class enrollment and instructional requirements.
2. Classrooms for AGS programs are assigned to cohort groups by the Associate Registrar for AGS.
3. Requests for general purpose classrooms for non-instructional purposes by members within the ENC community are made through the Registrar's Office.
4. Requests for use of rooms by outside organizations are made through the Coordinator for Conference Services. Applicable fees will be charged.

**History:**

First draft: 10-17-2007 Approved by APC 12-03-2010 Approved by Faculty 1-20-2011

### 6.2.3 Assistance for Graduate Study Policy

**Intent:**

Eastern Nazarene College recognizes and supports the need for faculty who do not hold a terminal degree in their field to pursue an advanced degree in order to remain employed under the guidelines of section 3 of the Faculty Handbook. Faculty may request tuition assistance towards advanced degrees under the following guidelines.

**Implementation:** This policy will be in effect for all faculty receiving assistance as of academic year 2012-2013. The policy does not apply to assistance granted prior to the 2012-2013 academic year (i.e. obligations outlined in item #7)

**Policy:**

1. Eligibility: Full-time faculty in tenure-track faculty positions who do not already have a terminal degree within their field.
2. Faculty must maintain full time employment status and a satisfactory employment record during the course of study.
3. Policy parameters:
  - a. ENC will provide
    - i. 50% of tuition costs and course/dissertation related fees.
    - ii. up to \$500/year for dissertation-related expenses.
  - b. General student-fees, books, and other non-course and non-dissertation related expenses are the responsibility of the faculty member.
  - c. The maximum assistance per academic year shall not exceed \$5000.
  - d. ENC will provide support for up to a maximum of four continuous years of course study and up to four years of dissertation support.
  - e. For faculty who are already in a program of study on hire, a pro-rated timetable will be negotiated and clarified when hired.
  - f. The maximum overall assistance provided to the faculty shall not exceed \$22,000. (i.e. 4 years of tuition = \$20,000 + 4 years of dissertation = \$2,000).
  - g. Should the faculty member opt for a course release as outlined in 3h, the course release will be factored into the overall assistance at the equivalent level of \$2500 per course.
  - h. In lieu of tuition assistance, the faculty member has the option of requesting up to four course releases during the completion of the terminal degree with no more than two in one year as per the *Policy for Tenure-track Faculty without a Terminal Degree*. All course releases must be arranged and approved by the department chair or division chair, as appropriate, before being submitted to the Provost for approval.
4. In order to receive reimbursement for allowable costs, faculty must provide official proof of payment as well as official proof of successful completion of the coursework as defined by the terminal degree granting institution.
5. ENC will provide Assistance for Graduate Study on a semester-by-semester basis when the faculty member has an approved academic plan, approved Assistance for Graduate Study reimbursement request form, signed tuition repayment agreement and submits an invoice from the terminal degree granting institution. The faculty member must also present evidence of successful completion of each course at the end of each semester in the course of study.

6. This Program is funded on a year-to-year basis, with the level of funding determined by the college budgeting process.
7. Faculty receiving Assistance for Graduate Study have an obligation to Eastern Nazarene College as outlined below:
  - a. Faculty who receive Assistance for Graduate Study will be required to sign a loan agreement with Eastern Nazarene College.
  - b. It is expected that the faculty member will remain employed full-time with the college for a minimum of four full years following the receipt of their terminal degree. In the event of a voluntary employment termination (Resignation or Retirement, as per section 405 of the Employee Handbook), the faculty member must reimburse the college for the cost of disbursed Assistance for Graduate Study according to the following schedule:
    - i. departure prior to receipt of the terminal degree – 100% is owed to the college.
    - ii. departure after the 1<sup>st</sup> year – 25% of the cost is forgiven and 75% is owed to the college.
    - iii. departure after the 2<sup>nd</sup> year – 50% of the cost is forgiven and 50% is owed to the college.
    - iv. departure after the 3<sup>rd</sup> year – 75% of the cost is forgiven and 25% is owed to the college.
    - v. departure after the 4<sup>th</sup> year – 100% of the cost is forgiven and nothing is owed to the college.
8. The faculty or staff member must reimburse the college for any course that is not successfully completed.
9. Tax implications for tuition assistance will be reviewed on a case-by-case basis as per IRS Guidelines in IRS Publication 970, ([irs.gov/pub/irs-pdf/p970.pdf](https://www.irs.gov/pub/irs-pdf/p970.pdf)). If the tuition assistance is deemed a taxable expense, it will be reimbursed via Payroll check.

### **Procedure**

1. A letter of intent must be submitted to the Office of the Provost by December 1<sup>st</sup> of the academic year prior to enrolling in graduate courses. This letter must contain information regarding the educational institution; planned course of study, degree sought, and tuition costs.
2. The Office of the Provost will reply to the faculty member by January 15<sup>th</sup> of the academic year prior to enrolling in graduate courses as to approval to apply for the Assistance for Graduate Study.
3. By February 1<sup>st</sup> of the academic year prior to enrolling in graduate courses, the faculty member must complete the full application for Assistance for Graduate Study including a detailed academic plan, Assistance for Graduate Study reimbursement request form and a signed tuition repayment agreement. Forms are available in the Office of the Provost.
4. Newly hired tenure track professors may apply before the beginning of the upcoming semester. The application must provide registration documentation for the approved program of study.
5. At the end of each semester, the faculty member will present an official Bursar's receipt/invoice and academic transcript to the Office of the Provost.

**History:**

1. Policy revised and reviewed by the President's Cabinet August 2011 and by the Dean's Advisory Cabinet, Academic Policy Committee, and Department Chairs during September and October 2011.
2. Policy brought to the November 3, 2011 faculty meeting for discussion and review. Adoption postponed until it could be realigned with the new **Policy for Tenure-track faculty without a Terminal Degree.**
3. Reviewed by Academic Policy Committee and approved by the President's Cabinet September 2012.
4. Presented to the faculty on September 20, 2012.

### 6.3.4 Granting Faculty Emeriti Status Policy

**Intent:**

To recognize faculty members who retire after 20 or more years of full time teaching at Eastern Nazarene College.

**Policy:**

1. Faculty members who have taught full time at Eastern Nazarene College for 20 years or more and who retire in good standing are eligible to be granted emeritus status.
2. Faculty members must be nominated for emeritus status by the Provost and the President of the College.
3. Faculty must be approved by the Academic Committee of the Board of Trustees for the College.
4. Emeritus faculty may continue to teach part time or on a course by course basis at the discretion of the Provost.
5. Emeritus Faculty Privileges:
  - **Baccalaureate and Commencement:** Emeritus faculty members are invited to attend all full regalia events and to march with the faculty.
  - **Campus Facilities:** Emeritus faculty will have access to the library, all athletic facilities and both mail and email services.
  - **Courses:** Emeritus faculty can enroll and attend classes free, subject to space availability and approval from the instructor.
  - **Directory Listing:** Emeritus faculty shall be listed in the college telephone directory. Faculty should inform their department office of any change in address.
  - **Office Space:** In cases where emeritus faculty continue to be active members of the teaching community (teaching, committee work, etc.) office space may be granted, depending on the availability of suitable options.

**History:**

1. Emeriti Status Policy and Emeritus Faculty privileges approved by Faculty 3-05-2009
2. Policies reviewed and combined into one document 3-08-2011

### 6.3.5 Guidelines for Mentorship in the Tenure process

**Intent:**

This policy is intended for faculty in tenure track positions who are at the rank of Assistant Professor. During the probationary contract period it is important that ENC offer appropriate guidance to all tenure-track faculty seeking to achieve promotion and tenure at ENC. It is the responsibility of the faculty member in consultation with their department chair to request and orchestrate the support outlined below.

**Policy:**

1. A tenure and promotion workshop will be held annually in the fall to outline the tenure and promotion policy process and portfolio construction. Faculty at the rank of instructor who may choose to pursue tenure at a later time are encouraged to participate in these workshops.
2. During the probationary contract period, a yearly sequence of guidance toward tenure and promotion will be provided.
3. Prior to the start of the third year of the probationary contract period, all tenure-track faculty shall select three tenured faculty members to serve on a *Promotion and Tenure Advisory Team*. The duties of the Promotion and Tenure Advisory Team shall consist of:
  - i. This advisory team should serve to provide advice and guidance to help the tenure-track faculty member orient her/his work at ENC toward the goal of developing a successful tenure and promotion portfolio.
  - ii. The advisory team shall select a chair who will be responsible for calling the annual meetings and communicating with the faculty member. The chair can rotate among the advisory team each year until the faculty member is evaluated for tenure.
  - iii. In year three, the Promotion and Tenure Advisory Team shall assist the faculty in preparing a mid-probationary review portfolio.
  - iv. The advisory team will meet with the faculty member at least once a year to provide ongoing guidance toward maintaining their portfolio and moving toward applying for promotion and tenure commensurate with the faculty manual timeline and guidelines.
4. All tenure-track faculty shall submit a mid-probationary review portfolio to the Office of the Provost before the end of the third year contract period. All tenure-track faculty shall undergo a mid-probationary review by the tenure committee during the Fall of the fourth year of the probationary contract period. The mid-probationary review portfolio shall be assessed against the tenure criteria standards. The outcome of this review shall be either:
  - i. An endorsement that the faculty member is adequately on a career path to successfully meet or exceed the tenure standards.
  - ii. A recommendation that the faculty member adjust their focus and/or time management in order to establish a better workload balance to best ensure that they are on a path to meet the tenure standards.
  - iii. A determination that the faculty member is not on a path to meet the tenure standards at ENC within policy guidelines.
5. The results of the mid-probationary review shall be submitted in writing to the Provost within one weeks of the review. A copy of the letter shall be provided to the faculty member under review. The faculty member may elect to provide a written response to the results of the review within two weeks of receipt of the review letter.

## Procedure

1. The following timeline sequence will be followed during the Probationary contract period for faculty in tenure track positions who are at the rank of Assistant Professor:
  - **Year one:** Newly hired faculty shall attend a New Faculty Orientation held annually in the Fall. Tenure and Promotion policy and procedure will be reviewed as part of this orientation.
  - **Year two:** Tenure---track faculty member shall attend a Tenure and Promotion workshop offered by the Office of the Provost.
  - **Year Three:** All tenure---track faculty members will choose three tenured faculty who will serve on a *Promotion and Tenure Advisory Team*. A mid---probationary review portfolio shall be submitted to the Office of the Provost by May 15<sup>th</sup> of the third year of the probationary contract period.
  - **Year Four:** In the fall, a mid---probationary review shall be conducted by the tenure committee in consultation with the *Promotion and Tenure Advisory Team*.

## History:

- Reviewed by APC on 1.12.2012, 3.1.2012, 4.5.2012
- Reviewed by faculty on 3.15.2012, Approved by faculty on 4.18.2012.3.6



### 6.3.6 Policy for Tenure-track faculty without a Terminal Degree

**Intent:**

To ensure that tenure-track faculty have the appropriate time and support to move toward promotion and tenure in a timely manner.

**Policy:**

1. Faculty in a tenure-track position who are not already enrolled in an approved terminal degree program must enter an approved terminal degree program within one academic year of starting at ENC.
2. The faculty member has the option, on hire, to be placed at the Instructor rank for up to 3 years. Faculty who are not yet enrolled in a terminal degree program would then have the option of remaining at the rank of instructor during the first two years of their course of study for a total maximum of three years at the instructor rank at ENC.
3. Faculty who choose to be placed at the rank of Instructor on hire, are required to seek promotion to Assistant Professor no later than during the third year at the rank of instructor. If the terminal degree is completed prior to the third year, then the faculty member is required to seek promotion to Assistant Professor during the year that the terminal degree is completed. On promotion to Assistant Professor the tenure clock would start.
4. The faculty member must submit an academic plan to be approved by the Provost. This plan must include an estimated date of completion for the terminal degree.
5. The faculty member must present evidence of timely progress towards achieving the terminal degree by submitting an official academic transcript at the end of each semester in the course of study.
6. ENC may provide assistance to aid in the pursuit of the terminal degree. This assistance shall come in the form of either financial support or course release time. While pursuing the terminal degree, the faculty member may choose one of the following two options in any given year.
  - a. request financial graduate assistance as per the Graduate Assistance Policy.
  - b. make use of course releases to be used at the discretion of the faculty member
    - i. with no more than two in one year.
    - ii. no more than four total during the completion of the terminal degree.
    - iii. all course releases must be arranged and approved by the department chair or division chair as appropriate.

**Procedure:**

1. An academic plan must be submitted to the Office of the Provost with the following information: name of educational institution, planned course of study, degree sought, and length of program.
2. At the end of each semester, the faculty member will present an official academic transcript to the Office of the Provost. The transcript should be submitted no more than 4 weeks after the end of the completed semester.
3. Faculty have the option to appeal a department or division chair's decision to deny an instructor's request to opt for the course release (policy 6b). A letter of appeal should be submitted to the Office of the Provost along with a copy to the department or division chair

**History:**

- Reviewed by APC on 1.12.2012
- Edited and formatted for APC review on 2.2.2012, reedit approved by email vote on 2.13.2012, sent back to APC from the 2-15-2012 faculty meeting to clarify item #6, reviewed and approved by APC on 3-1-2012.
- Approved by Faculty at the March 15, 2012

6.3.7 Sabbatical Leave Policy

**Intent:**

A sabbatical leave rewards ENC faculty with professional leave for the purpose of professional development and for the enhancement of the faculty member’s ability to contribute to the college.

**Policy:**

1. All members of the faculty at the Assistant Professor, Associate Professor, or Full Professor rank.
2. Faculty may apply for the initial sabbatical leave during the sixth year of full--- time teaching at Eastern Nazarene College for a sabbatical leave during the seventh year.
3. For subsequent sabbaticals, the faculty member shall be eligible every seventh year after the granting of the initial leave.

Academic Years at ENC	1	2	...	6	7	8	9	...	13	14
				Apply	Sabbatical Taken				Apply	Sabbatical Taken

4. Sabbatical leave is given with the expectation that the faculty member will return following their leave.
5. Sabbatical leave shall consist of one full academic year leave of absence at half--- salary or one full semester leave at full salary. During such leave normal fringe benefits (College contribution to the retirement annuities, medical and group life insurance) will be continued.
6. Leaves should generally not be for more than one year plus contiguous summers. Leaves for as long as a year will not interfere with salary increases or promotions in rank.
7. The sabbatical application process shall consist of: a formal letter of intent submitted to the Provost& COO, a proposal reviewed by the Instructional and Professional Development (IPD) committee, an IPD recommendation to the Provost, a letter of response from the Provost to the applicant.
8. The faculty member granted a sabbatical must submit a written report at the conclusion of the sabbatical leave outlining the activities and achievements of the sabbatical as they relate to the plans and objectives stated in the proposal.
9. The College reserves the right to deny a request for a leave, either for financial or educational reasons, even if the faculty member is eligible and the purpose of the leave is valid. It will strive to deny appropriate leaves as infrequently as possible and, when it must deny them, with as much equity as attainable, considering both the purpose for which the leave is requested and the time since the individual has had equivalent opportunity for scholarly growth.

**Procedure:**

1. A formal letter of intent must be made in writing to the Provost by November 15<sup>th</sup> of the academic year prior to the desired academic year for sabbatical. Such request should outline the general nature of the proposed program of study or research together with its purposes and expected benefits to the individual and the College.
2. A detailed sabbatical application must be submitted to the IPD committee on or before January 15<sup>th</sup> of the academic year prior to the desired academic year for sabbatical. Proposal guidelines and structure can be obtained from the chair of IPD.
3. The Instructional and Professional Development (IPD) committee shall review all sabbatical applications and submitted a recommendation letter to the Provost on or before February 28<sup>th</sup> of the academic year prior to the desired academic year for sabbatical.
4. The Provost shall inform the applicant of the decision by April 1<sup>st</sup> of the academic year prior to the desired academic year for sabbatical.
5. Typically two sabbatical leaves can be awarded for any academic year.
  5. The IPD shall evaluate the application guided by a point system, which shall include points assigned for years of service, for the quality of the written proposal as well as the benefit to the professional development of the faculty member and to the enhancement of the faculty member's contribution to the College.
  6. The following point schedule will be used for ranking Sabbatical Leave proposals:

Points	Category	Points
Up to 20	Academic Years at ENC when applying for initial sabbatical or since prior sabbatical	
	Years	
	6-9	5
	10-13	10
	14-17	15
	18+	20
Up to 10	Explain the overall purpose to be achieved during this sabbatical leave	10
Up to 30	Explain the specific objectives for fulfilling this purpose	
	i. Specific areas of study/research/writing/teaching/involvement	15
	ii. Specific activities within these identified areas.	10
	iii. Proposed timeline/target dates for accomplishing these specific activities	5
Up to 35	Explain the impact of your proposed sabbatical on:	
	Teaching students	15
	Advising and mentoring students	10
	Personal and professional development	10
	What is it that motivates or excites you about this proposed Sabbatical	5
<b>Up to 100</b>	<b>Total possible points</b>	<b>100</b>

**History:**

- Format revised 6.25.2007
- Reviewed and edited for APC on 10.20.11 Approved by the Faculty 11-03-2011

### 6.3.9 Travel Course Policy and Procedures

**Intent:**

To provide guidelines for faculty interested in planning a travel course.

**Policy**

1. As early as possible, however no later than 3 months prior to the academic year, the course offering must be approved by the Office of the Provost. Even if this is a course that has been offered in the past, or is on a regular rotation, each individual occasion the course is offered must be approved by the Office of the Provost.

Include the following when proposing the course:

- A rationale for the current offering of the course (who needs it or would benefit from it; why off campus? Etc).
  - An itemized budget that includes the details included in the cost per student, cost per chaperone, and any peripheral costs that can be anticipated.
  - The course budget must demonstrate that the course fees cover the entire cost of travel (beyond the cost of tuition).
  - A course syllabus that includes a proposed itinerary (dates, locations, housing, contacts) which should be updated prior to departure.
2. Advertising for the course can begin only after the Office of the Provost has approved the offering.
  3. Once a tentative list of interested students has been gathered, the professor must check students' eligibility to travel with the Office of Student Life and also in terms of academic standing with the registrar's office.
  4. Next, students should be registered for the course so that the bursar's office can begin assigning course costs to students' accounts. Tuition must be charged in the semester in which course credit is granted.
  5. Reservations, ticketing, and contracts should not be commenced until the class list is established. Under no circumstances should purchases pertaining to the trip be made prior to the Office of the Provost granting approval for the course offering.
  6. At least one chaperone must be an ENC faculty member. Chaperone(s) will never leave the students alone overnight.
  7. Before departure, students must sign a travel covenant form (submitted to the Office of the Provost before departure) that clearly states that ENC lifestyle covenant remains in effect while off campus.
  8. The chaperone(s) have ultimate authority while off campus; if a chaperone judges a student's behavior to be inappropriate, they can choose to send that student home at any time (at the student's expense).
  9. The Office of the Provost must approve significant deviations from the travel itinerary (such as a change in countries or dates of travel) and the professors must communicate these approved changes to the registrar's office.
  10. No travel courses will be permitted to go to countries on the State Department's Travel Warning List ([http://travel.state.gov/travel/cis\\_pa\\_tw/tw/tw\\_1764.html](http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html)).

**History:**

- Adopted by the Faculty on 3-5-2009 and reviewed on 3-08-11.

## Section 7 - Guidelines for Allocating IPD Funds

### 7.1. Workshops and Conferences

Eastern Nazarene College is committed to encouraging beneficial professional and instructional development for each faculty member. To the extent possible, ENC will help support faculty requests for development activities that enhance the individual's scholarly expertise, improve the quality of instruction and/or enhance the reputation of the college.

The following general guidelines and priorities will be used in considering requests:

1. To be eligible for funding you must be a voting member of the faculty as defined in the faculty manual or a full-time coach.
2. The department recognizes the activity as a priority.
3. The following information is required and will be provided by submitting the appropriate form:
  - a. A paragraph clearly stating the purpose for the activity and the benefits relative to instruction, scholarship, professional development, service to the broader college community, and/or ENC visibility.
  - b. Information on level of program participation (attendee, presenter, officer, discussion leader).
  - c. Itemized anticipated expenses and potential/requested resources.
4. Faculty will be expected to submit a Conference/Workshop report form after the event that summarizes the value of the opportunity.
5. Priority will be given to
  - a. full-time teaching faculty
  - b. those presenting at a conference or workshop
  - c. those requesting for the first time in that academic year
  - d. those requests best in support of departmental or college initiatives
  - e. those requests that reflect the broadest impact on the campus community
6. Total funding given to an individual will be generally limited to \$750 per academic year.
7. Bringing an expert on campus to provide Professional/Instructional development for several faculty will also be considered for funding under these guidelines.
8. Funding requests will be reviewed and decided upon by the IPD Committee on a monthly basis, except during the summer.

The College will fund Instructional requests, as they are received, when they comply with the above guidelines and until the fund allocation is exhausted. Faculty are encouraged to submit their request for funds sufficiently early so that the request can be reviewed by the IPD committee in advance of the event. It is understood that opportunities for professional and instructional development sometimes occur with relatively short notice. Therefore, requests for funds must be submitted no later than 30 days after the activity has occurred. In all cases, however, **requests must be made within the fiscal year (July 1 – June 30) in which the activity occurred.**

## 7.2 Application for Instructional and Professional Development Funds

# Conferences and Workshops

### INSTRUCTIONS FOR APPLICANTS:

1. Complete this form and sign and date it.
2. Obtain the signature of the department chair.
3. Submit the completed application form to the chair of the IPD committee.
4. Priority will be given to
  - full-time teaching faculty
  - those presenting at a conference or workshop
  - those requesting for the first time in that academic year
  - those requests best in support of departmental or college initiatives
  - those request that reflect the broadest impact on the campus community
2. The IPD committee will evaluate the application according to the following criteria:
  - Will the activity enhance the faculty member's professional ability?
  - Will the activity improve the faculty member's teaching-related skills?
  - Will the activity have a direct impact on the department, faculty, students, campus community?
  - Will the activity be useful in curriculum development?
  - Will the request enhance the visibility and reputation of the college?
  - Are the funds to be used efficiently (location, travel costs, # nights, reasonable hotel)?
3. You will be notified in writing of the amount of funding approved.
4. Within 30 days after the conclusion of the conference, submit the Expense report and Conference/Workshop report form.
5. You can be reimbursed only for amounts for which you have receipts (up to the maximum funding awarded). If submitting for mileage reimbursement, you should keep a record of your personal automobile mileage and provide distance information on the form.

### After the Conference

1. Complete a Conference/Workshop report form that covers the following:
  - a. Briefly summarize the conference, including the most valuable information you learned.
  - b. Indicate how participation in the conference will enhance your job performance and enable you to serve the college better.
2. If you heard an outstanding presentation and you would like to recommend the presenter or speaker for a college activity, include a brief description of the presentation and provide the person's name and contact number or address.
3. If you discovered other valuable resources for the college, include a description and source of the resource.
4. Complete an expense report and attach your receipts.
5. Submit your report, receipts, and forms to your Department Chair. The Chair will forward the expense report to the Office of the Provost and the Conference/Workshop report form to the chair of the IPD committee.

**Application for Instructional and Professional Development Funds  
Conferences and Workshops**

Faculty Name: \_\_\_\_\_ Faculty Rank: \_\_\_\_\_

Department: \_\_\_\_\_

Full Name of Conference, Convention, or Workshop (do not use abbreviations):  
\_\_\_\_\_

Dates of event: \_\_\_\_\_ Location: \_\_\_\_\_

Check all that apply:

- Attending
- Participating in an workshop
- Leading a group/panel discussion
- Serving on a planning committee
- Presenting a poster
- Presenting a paper
- Presenting a workshop
- Other: \_\_\_\_\_

If presenting a paper, poster or workshop, provide the title: \_\_\_\_\_

Please comment on the purpose for the activity and the benefits relative to teaching, scholarship, professional development, service to the broader college community, and/or ENC visibility; (attach supporting documentation as necessary)

Estimated Costs: *(A final expense report, with receipts, must be submitted after the event.)*

Item	Amount (round to the dollar)	Other Items	Amount (round to the dollar)
Fees			
Travel Car / air ?			
Food			
Lodging			
Total →			

Signature of department chair: \_\_\_\_\_ Date \_\_\_\_\_

**FOR IPD USE ONLY:** Date received: \_\_\_\_\_ Date reviewed \_\_\_\_\_  
Amount Approved \_\_\_\_\_ Amount Reimbursed \_\_\_\_\_



### 7.2.1 CONFERENCE REPORT FORM

**Name:**

**Department:**

**Phone:**

**Conference title or topic(s):**

**Length of conference (Clock hours):**

**Sponsoring organization, agency, or company:**

**Note:**

If you only attended a conference but did not present, please complete the CATEGORY I section.

If you attended and presented at a conference, please complete both CATEGORY I and CATEGORY II sections.

**CATEGORY I:** Participant only attended the conference but did not present

- A. Complete a short abstract describing the conference you attended. The abstract should include some discussion about the entire conference with special emphasis on the sessions you attended.
  
  
  
  
  
  
  
  
  
  
- B. Write a short paragraph about the topics or sessions you think were the most interesting and/or relevant to your work at Eastern Nazarene College.
  
  
  
  
  
  
  
  
  
  
- C. Write a short paragraph about what you have learned from the conference that can be applied to your teaching or program?
  
  
  
  
  
  
  
  
  
  
- D. Write a short paragraph about how you plan to apply what you have learned?

- E. Would you recommend attending this conference to others? If not please explain?
- F. Based on what you learned at the conference, what recommendations (if any) would you make to other programs/departments within the College?
- a.
  - b.
  - c.
  - d.
- G. Additional comments:

**CATEGORY II:** Participant attended and presented at the conference

- H. Do you plan to share what you've learned with the ENC community?  
YES or NO
- I. Do you plan to share what you've presented with the ENC community?  
YES or NO
- J. If you have answered yes to H or I. Please submit a short abstract describing your suggested presentation

## 7.3 Application for Instructional and Professional Development Funds

### Professional Course Load

Professional activity by ENC faculty is supported financially through grants from the IPD, through allocation of professional course loads and through sabbatical leave. Long term professional activity requires a regular investment of time by faculty in conjunction with their normal teaching, advising, and committee work. Professional Course Loads (PCL) provide faculty with a period of concentrated effort beyond what can be reasonably expected while maintaining a normal teaching load. PCL's reallocate a portion of a faculty member's required workload from classroom activity to professional activity outside the classroom. Expectations for other faculty activities such as advising and committee work are not diminished. At the conclusion of the PCL, the faculty member is expected to supply written documentation demonstrating the results of the work performed.

#### INSTRUCTIONS FOR APPLICANTS:

1. Faculty wishing to use a PCL must apply to the Instructional and Professional Development committee.
2. The applicant must include a plan with measurable objectives and written comment by both the division and department heads responsible for covering the reduction in load.
3. The applicant must apply to the IPD using the approved form.
4. Application for the **Fall** semester must be approved **prior to March** of the preceding academic year.
5. Applications for the **Spring** semester must be approved by the beginning **of October** in the academic year the activity will be performed.
6. All PCL's must be approved by the Provost based on the recommendation of the Instructional and Professional Development committee. There is no limit to the number of PCLs awarded to an individual faculty member.
7. Submit a PCL-Report to the IPD no later than 30 days into the semester following the completion of your PCL.

Application for Instructional and Professional Development Funds
Professional Course Load - Application

Faculty Name: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_
Department: \_\_\_\_\_

Semester Activity Planned for:

[ ] Fall

Academic Year \_\_\_\_\_

[ ] Spring

PCL Credit(s) requested \_\_\_\_\_

(i.e. 3 PCL credits = 3 credit-hour course)

Professional Activity Plan

- 1. Describe the nature of the activity to be performed as the PCL.
2. What are the measurable objectives, including a timeline that can be used to evaluate your performance?
3. How will your daily/weekly schedule
4. be arranged to provide consistent blocks of time for this activity?
5. Where will the proposed work take place? Is there a dedicated space for the activity?
6. How is the proposed activity of value to the department, division, and/or College?

Impact on the Department/Division

(Prepare in consultation with the department and division chair.)

- 1. Will this PCL affect the ability of the department/division to meet all of its General Education and Major Course offerings?
a. If yes, outline the plan to cover the needed courses.
b. If no, briefly explain why.

2. What is the source of funding for the proposed activity?

[ ] No funding needed

[ ] External Funding

[ ] Institutional Funds

(all courses covered)

(describe below)

(included in Annual Budget)

Reviewed by:

Signature of Department Chair: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature of Division Chair: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

FOR IPD USE ONLY: Date received: \_\_\_\_\_ Date reviewed \_\_\_\_\_

Action \_\_\_\_\_

Faculty Name: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Department: \_\_\_\_\_

Semester PCL was performed

Fall

Academic Year \_\_\_\_\_

Spring

PCL Credit(s) used \_\_\_\_\_

(i.e. 3 PCL credits = 3 credit-hour course)

### **Professional Activity Report**

1. Briefly describe the nature of the activity:

2. State one or two things you learned through your participation:

3. Describe how this event and your participation will now enhance your teaching and professional development:

Submit this form to the IPD no later than 30 days into the semester following the completion of your PCL

## 7.4 Student Research Assistant Program

This program provides faculty funding to hire a student research assistant. A partnership of this nature benefits both the faculty and the student. Faculty scholarship is a vital component of the professional academic life of faculty at an institution of higher education. Remaining professionally active and current in one's field is of great benefit to both teaching excellence and to the classroom learning environment. When students can participate in scholarship activity, they engage with the content in a way that goes beyond the textbook and class environment. A program of this sort provides a resource for ENC faculty to remain professionally active. The budget shall be set by the administration with the goal of providing funds for up to 6 grants a year.<sup>769</sup>

<b>Example Arrangements</b>		
	<b># Weeks</b>	<b>Hours per Week</b>
Full Semester	13	4
Bulk of Semester	10	5
4-week intensive	4	12
All semester minimal	13	3

### Implementation

- 4-5 hours a week of faculty-directed activity
- The student will submit a report detailing what they have learned to the supervising professor. This may include a presentation of the results of their work. The student report will become a part of the final submission to the Instructional Professional Development Committee.
- A request for funds will need to be submitted which includes:
  - o Total number of hours requested
  - o Detail as to the specific task of the student
  - o Goals of the project
  - o Goals for student learning