

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									
	0.1		0.1		0.1		0.25		0.25	
	$1.85 \cdot (.85)^{(95) \text{ yrs}}$	$2.0 \cdot (.9)^{(95) \text{ yrs}}$	$2.05 \cdot (.85)^{(95) \text{ yrs}}$	$1.95 \cdot (.85)^{(95) \text{ yrs}}$	$2.1 \cdot (.9)^{(95) \text{ yrs}}$	$2.15 \cdot (.85)^{(95) \text{ yrs}}$	$2.1 \cdot (.85)^{(95) \text{ yrs}}$	$2.25 \cdot (.9)^{(95) \text{ yrs}}$	$2.30 \cdot (.85)^{(95) \text{ yrs}}$	$2.30 \cdot (.85)^{(95) \text{ yrs}}$
ASST MA	ASST MA+	ASST PHD	ASSOC MA	ASSOC MA+	ASSOC PHD	PROF MA	PROF MA+	PROF PHD	PROF PHD	PROF PHD
0	1.00000	1.10000	1.2000	1.10000	1.20000	1.3000	1.25000	1.35000	1.4500	1.4500
1	1.04250	1.14500	1.2425	1.14250	1.24500	1.3425	1.29250	1.39500	1.4925	1.4925
2	1.08288	1.18775	1.2829	1.18288	1.28775	1.3829	1.33288	1.43775	1.5329	1.5329
3	1.12123	1.22836	1.3212	1.22123	1.32836	1.4212	1.37123	1.47836	1.5712	1.5712
4	1.15767	1.26694	1.3577	1.25767	1.36694	1.4577	1.40767	1.51694	1.6077	1.6077
5	1.19229	1.30360	1.3923	1.29229	1.40360	1.4923	1.44229	1.55360	1.6423	1.6423
6	1.22517	1.33842	1.4252	1.32517	1.43842	1.5252	1.47517	1.58842	1.6752	1.6752
7	1.25641	1.37150	1.4564	1.35641	1.47150	1.5564	1.50641	1.62150	1.7064	1.7064
8	1.28609	1.40292	1.4861	1.38609	1.50292	1.5861	1.53609	1.65292	1.7361	1.7361
9	1.31429	1.43278	1.5143	1.41429	1.53278	1.6143	1.56429	1.68278	1.7643	1.7643
10	1.34107	1.46114	1.5411	1.44107	1.56114	1.6411	1.59107	1.71114	1.7911	1.7911
11	1.36652	1.48808	1.5665	1.46652	1.58808	1.6665	1.61652	1.73808	1.8165	1.8165
12	1.39069	1.51368	1.5907	1.49069	1.61368	1.6907	1.64069	1.76368	1.8407	1.8407
13	1.41366	1.53799	1.6137	1.51366	1.63799	1.7137	1.66366	1.78799	1.8637	1.8637
14	1.43548	1.56109	1.6355	1.53548	1.66109	1.7355	1.68548	1.81109	1.8855	1.8855
15	1.45620	1.58304	1.6562	1.55620	1.68304	1.7562	1.70620	1.83304	1.9062	1.9062
16	1.47589	1.60389	1.6759	1.57589	1.70389	1.7759	1.72589	1.85389	1.9259	1.9259
17	1.49460	1.62369	1.6946	1.59460	1.72369	1.7946	1.74460	1.87369	1.9446	1.9446
18	1.51237	1.64251	1.7124	1.61237	1.74251	1.8124	1.76237	1.89251	1.9624	1.9624
19	1.52925	1.66038	1.7292	1.62925	1.76038	1.8292	1.77925	1.91038	1.9792	1.9792
20	1.54529	1.67736	1.7453	1.64529	1.77736	1.8453	1.79529	1.92736	1.9953	1.9953
21	1.56052	1.69349	1.7605	1.66052	1.79349	1.8605	1.81052	1.94349	2.0105	2.0105
22	1.57500	1.70882	1.7750	1.67500	1.80882	1.8750	1.82500	1.95882	2.0250	2.0250
23	1.58875	1.72338	1.7887	1.68875	1.82338	1.8887	1.83875	1.97338	2.0387	2.0387
24	1.60181	1.73721	1.8018	1.70181	1.83721	1.9018	1.85181	1.98721	2.0518	2.0518
25	1.61422	1.75035	1.8142	1.71422	1.85035	1.9142	1.86422	2.00035	2.0642	2.0642
26	1.62601	1.76283	1.8260	1.72601	1.86283	1.9260	1.87601	2.01283	2.0760	2.0760
27	1.63721	1.77469	1.8372	1.73721	1.87469	1.9372	1.88721	2.02469	2.0872	2.0872
28	1.64785	1.78596	1.8478	1.74785	1.88596	1.9478	1.89785	2.03596	2.0978	2.0978
29	1.65795	1.79666	1.8580	1.75795	1.89666	1.9580	1.90795	2.04666	2.1080	2.1080
30	1.66756	1.80683	1.8676	1.76756	1.90683	1.9676	1.91756	2.05683	2.1176	2.1176
31	1.67668	1.81648	1.8767	1.77668	1.91648	1.9767	1.92668	2.06648	2.1267	2.1267
32	1.68535	1.82566	1.8853	1.78535	1.92566	1.9853	1.93535	2.07566	2.1353	2.1353
33	1.69358	1.83438	1.8936	1.79358	1.93438	1.9936	1.94358	2.08438	2.1436	2.1436
34	1.70140	1.84266	1.9014	1.80140	1.94266	2.0014	1.95140	2.09266	2.1514	2.1514
35	1.70883	1.85052	1.9088	1.80883	1.95052	2.0088	1.95883	2.10052	2.1588	2.1588
36	1.71589	1.85800	1.9159	1.81589	1.95800	2.0159	1.96589	2.10800	2.1659	2.1659
37	1.72259	1.86510	1.9226	1.82259	1.96510	2.0226	1.97259	2.11510	2.1726	2.1726
38	1.72896	1.87184	1.9290	1.82896	1.97184	2.0290	1.97896	2.12184	2.1790	2.1790
39	1.73502	1.87825	1.9350	1.83502	1.97825	2.0350	1.98502	2.12825	2.1850	2.1850
40	1.74076	1.88434	1.9408	1.84076	1.98434	2.0408	1.99076	2.13434	2.1908	2.1908
41	1.74623	1.89012	1.9462	1.84623	1.99012	2.0462	1.99623	2.14012	2.1962	2.1962
42	1.75142	1.89562	1.9514	1.85142	1.99562	2.0514	2.00142	2.14562	2.2014	2.2014
43	1.75634	1.90084	1.9563	1.85634	2.00084	2.0563	2.00634	2.15084	2.2063	2.2063
44	1.76103	1.90579	1.9610	1.86103	2.00579	2.0610	2.01103	2.15579	2.2110	2.2110
45	1.76548	1.91050	1.9655	1.86548	2.01050	2.0655	2.01548	2.16050	2.2155	2.2155
46	1.76970	1.91498	1.9697	1.86970	2.01498	2.0697	2.01970	2.16498	2.2197	2.2197
47	1.77372	1.91923	1.9737	1.87372	2.01923	2.0737	2.02372	2.16923	2.2237	2.2237
48	1.77753	1.92327	1.9775	1.87753	2.02327	2.0775	2.02753	2.17327	2.2275	2.2275
49	1.78115	1.92710	1.9812	1.88115	2.02710	2.0812	2.03115	2.17710	2.2312	2.2312
50	1.78460	1.93075	1.9846	1.88460	2.03075	2.0846	2.03460	2.18075	2.2346	2.2346
51	1.78787	1.93421	1.9879	1.88787	2.03421	2.0879	2.03787	2.18421	2.2379	2.2379
52	1.79097	1.93750	1.9910	1.89097	2.03750	2.0910	2.04097	2.18750	2.2410	2.2410
53	1.79392	1.94063	1.9939	1.89392	2.04063	2.0939	2.04392	2.19063	2.2439	2.2439
54	1.79673	1.94360	1.9967	1.89673	2.04360	2.0967	2.04673	2.19360	2.2467	2.2467
55	1.79939	1.94642	1.9994	1.89939	2.04642	2.0994	2.04939	2.19642	2.2494	2.2494
56	1.80192	1.94909	2.0019	1.90192	2.04909	2.1019	2.05192	2.19909	2.2519	2.2519
57	1.80433	1.95164	2.0043	1.90433	2.05164	2.1043	2.05433	2.20164	2.2543	2.2543
58	1.80661	1.95406	2.0066	1.90661	2.05406	2.1066	2.05661	2.20406	2.2566	2.2566
59	1.80878	1.95635	2.0088	1.90878	2.05635	2.1088	2.05878	2.20635	2.2588	2.2588
60	1.81084	1.95854	2.0108	1.91084	2.05854	2.1108	2.06084	2.20854	2.2608	2.2608
Max	1.85000	2.00000	2.0500	1.95000	2.10000	2.15000	2.05000	2.20000	2.25000	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>