

Policies & Procedures

College of Social Sciences

Adopted Spring 2012

Revised Spring 2014

I. The Rights, Roles, and Responsibilities of the Faculty

1. General Statement of Rights and Roles

The rights and roles of the faculty of the College shall be in accordance with that mandated by the University's *Statutes, Faculty Handbook, and Policies and Procedures*, as well as the fundamental rights of academic freedom articulated by the American Association of University Professors. The role of the faculty in the organizational structure and conduct of academic business in the College shall be based on the principle of representative faculty participation. Faculty members who consider these rights to be violated may appeal for their grievances to be considered by the Faculty Council of the College. Such appeal does not forfeit other rights of redress, including but not limited to appeal to the Faculty Senate and the university ombuds.

2. Faculty Workload

a. General Principles

The workload of the faculty of the College shall be in accordance with that mandated by Article IV, Section 1.A. of the *Policies and Procedures* of the University, and as further specified in the University's *Faculty Handbook*.

b. Teaching Load

The determination of each faculty member's teaching load shall normally take into account such special teaching duties as the following:

- i. teaching an Honors College course shall be counted as an additional three credits in the teaching load
- ii. teaching a large section (that is, one of between 65-89 students) shall be counted as an additional one and a half credits in the teaching load
- iii. teaching a doubled section (that is, one of at least 90 students) shall be counted as an additional three credits in the teaching load
- iv. teaching a tripled section (that is, one of at least 150 students) shall be counted as an additional six credits in the teaching load
- v. serving as the chair to a successfully defended and approved master's thesis or its equivalent shall be counted as a one credit in the teaching load to be used after the student's defense
- vi. serving as the chair to a successfully defended and approved doctoral dissertation shall be counted as a one credit in the teaching load to be used after the student's defense
- vii. supervising independent studies, serving as committee members on theses and dissertations, directing internships and practica shall also be given due consideration toward the assignment

of teaching loads, to be determined by departmental policy with the approval of the Faculty Council and the Dean.

- viii. whenever, as a result of these teaching load considerations, a faculty member should have an overload one semester, it shall be taken into account by an adjustment made to their future teaching load within a three year period.

c. Re-assigned Time for Research

- i. in due consideration of the value of research and professional development activity to the enhancement of the teaching mission of the university and of its value for each faculty member's teaching duties, tenure-track and tenured faculty members shall yearly have the option to petition to be considered for re-assigned time for research and professional development activity. Such determination will be made by their department chairs and subject to approval by the Dean.
- ii. tenure-track and tenured faculty shall be granted up to three credit hours of reassigned time each semester for their research and professional development activity, when such activity should merit such reassigned time, a determination of which is made according to the annual reports for faculty prior to tenure and by the post tenure reviews for faculty who have tenure.

d. Re-assigned Time for Administrative Duties

- i. any administrative duties performed by faculty may also be the basis for re-assigned time; these shall be determined by departmental policy with the approval of the Faculty Council and the Dean.
- ii. faculty who are assigned by their departments to serve as a Director of a Graduate Program in which at least ten students are enrolled shall be granted at least 3 credit hours re-assigned time for administrative duties for that year.

e. Semester Reassigned Time

- i. it shall be the general policy of the College to grant regular semester-long reassigned time once every seven years to tenured faculty to support the furtherance of their research and professional development agenda. In each case, such reassigned time is subject to approval by the faculty member's department Chair and the Dean.
- ii. such reassigned time shall provide one semester in which all teaching and service duties shall be re-assigned to research and professional development activity.
- iii. a faculty member may opt instead to be granted a one-year leave, at one-half their salary, in which both semesters shall be re-assigned time entirely for research.

3. Regular Review and Evaluation

In accordance with procedures set forth in the *Faculty Handbook*, and in accordance with the principles established by the American Association of University Professors, faculty shall be regularly evaluated by the following means:

- a. an annual review by their department chair. Recognizing that the timing of scholarly production and the extent of service activities are not entirely within the control of individual faculty members and that some large products, such as books, are devalued in one-year reviews, each annual evaluation shall cover a three-year period. This expansion of the review period will be phased in over three years. The evaluations conducted in 2012 will cover 12 months, the 2013 evaluations will cover 24 months, the 2014 and succeeding evaluations will cover 36 months. A similar expansion of the review period will occur for newly hired faculty. Departmental annual review protocol shall be prorated to accommodate these timeframes. In regard to the evaluation of teaching, special attention will always be given to the preceding 12 months in order to address issues of unsatisfactory teaching in a timely manner. These procedures also apply to merit pay.
- b. *a third-year pre-tenure review of tenure-track faculty by their tenured department colleagues, department chair, and the College Dean.*
- c. a post-tenure review every five years by their tenured department colleagues

4. Promotion and Tenure

- a. All applications by faculty for tenure and/or promotion will be evaluated by their tenured department colleagues, their department chair, the College's Promotion and Tenure Advisory Committee, and the College Dean, according to the procedures set forth in the university's *Faculty Handbook*.
- b. The College's Promotion and Tenure Advisory Committee shall be charged as follows:
 - i. PURPOSE: The committee shall consider requests for promotion and tenure by College faculty and make recommendations to the Dean of the College for each such request, in accordance with the procedures specified in the *Faculty Handbook*, Sections 103.01 and 103.0201.B.
 - ii. COMPOSITION: One faculty from each academic department of the College, elected by their department, and one faculty elected by the College at large. All members of the committee must be tenured faculty. Department chairs are not eligible to serve, nor are any faculty members whose application for tenure or promotion would come before the committee during their term of service. Members may not serve more than one term consecutively unless there are no other faculty in their department eligible to serve. All terms shall be two-year terms, except the initial election following the adoption of these rules in which terms will be staggered so that approximately one-half of the committee will be elected each subsequent year. *If no member of the Promotion & Tenure Advisory Committee from the department of a candidate can be present at the meeting, or is eligible to serve on the committee, and the departmental representative is outside the discipline, then the department faculty may elect a spokesperson to be available to answer questions about that candidate at that portion of the meeting in which that candidate's dossier is evaluated. Such a spokesperson would participate only in that portion of the meeting at which their department's candidate is being evaluated and would not be eligible to vote on the candidate.*

- iii. FUNCTION: In the execution of its responsibility, the Committee is to weigh each application in accordance with the university criteria set forth in the *Faculty Handbook*. It should also include in its consideration any additional criteria established by the College and/or the applicant's department. To be "established," such criteria must have been already approved by the College Faculty Council and the Dean.

II. Approval and Enactment

This and any other specification of the *Policies and Procedures* of the College shall be enacted and remain in force only after it has been duly approved according to the rules for such set forth in article VI, B of the College's *Bylaws*.

III. Amendment and Repeal

Motion to amend or repeal these *Policies and Procedures* shall be presented in writing to all faculty of the College. The proposed amendment(s) shall be voted on by the eligible members of the College no sooner than twenty days after being presented. To succeed, it must carry by a majority vote of a quorum of the members. Such voting shall be supervised by the Faculty Council.