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# The Model Faculty Handbook:

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CRAFTING CLEAR AND ESSENTIAL ACADEMIC POLICIES





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# Why worry about your faculty handbook...?

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- Provide information about faculty benefits and rights
- Clarify expectations and responsibilities of faculty members
- Promote consistent and equitable treatment
- Support healthy institutional culture and morale



# Who owns the faculty handbook?

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- The faculty handbook is an administrative document.
- The faculty handbook is a supplement to the employee handbook, and includes all policies *relevant to faculty only*.
- Institutional bylaws and/or board policies may inform faculty handbook policies.
- Faculty handbook policies should address relevant federal, state, and local regulations.
  - Example: Is the Faculty handbook a contract? (Check your state)
  - Example: What procedures are required when you have a student in your office? (What is your Title IX policy?)



# Handbook Topics/TOC

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- Introduction
- Faculty Employment
- Faculty Benefits
- Faculty Rights
- Faculty Responsibilities
- Faculty Development
- Faculty Evaluation
- Academic Policies and Procedures
- Related Appendices



# Introduction: Context and Authority

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The Faculty Handbook is a guide to institutional policies and procedures specific to academic personnel. The Faculty Handbook is a supplement to the Employee Handbook, which governs the relationship between the college and all employees. The Faculty Handbook is designed to provide relevant information regarding faculty service at Emmaus but should not be considered a contract or an offer of a contract. Objectives of this Handbook include:

- To provide orientation information for new faculty members
- To provide faculty members with access to specific policies and procedures that govern their faculty roles
- To provide for consistency and uniformity of operation

The policies and procedures contained in the Faculty Handbook have been determined by board, administrative, and/or faculty action. Thus, personal familiarity and compliance with these policies and procedures is important. Suggestions for changes or improvements to this Handbook should be presented to the VP/Dean for Academic Affairs.

Changes may be made to the Faculty Handbook as a result of board, administrative, or faculty decision-making processes with appropriate notice given to the faculty. The VP/Dean for Academic Affairs is responsible for the administration of these policies. In good faith, the Faculty Handbook reflects the best interests of both the college and its faculty, and it is expected that all parties demonstrate integrity in upholding Handbook standards.



# Introduction

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- Welcome from CAO?
- Mission Documents?
- Academic Org Chart?



# Faculty Employment

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## Faculty Positions and Status

- Full-time faculty
  - Rank
  - Tenure
- Pro-rated faculty
- Adjunct faculty
- Instructors

What positions hold faculty status and who decides?





# Faculty Employment

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## Employment Procedures

- Who approves a new position?
- What policies regulate faculty recruitment?
- Who participates in the search and interview process?
- What are the qualifications for faculty?
- What is the final approval process for new faculty?
- What is your process for hiring adjunct faculty?



# Faculty Employment

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## Employment Relationship

- Contract or letter of agreement?
- Contract duration?
- 12-month, 10-month, 9-month contract?
- At-will employment?



# Faculty Employment

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## Salary Considerations

- Base salary
- Other salary criteria
  - Credential
  - Years of Service
  - Rank
  - Contributions to Institutional Goals
- Stipends for other services



# Faculty Employment

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## Faculty Load

- Standard faculty assignment
- Variations affecting workload
  - Private lessons
  - Field studies/internship supervision
  - Directed studies
  - Class size
  - Multiple sections
  - Lab courses
- Overload policy



# Faculty Employment

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## Faculty Discipline/Dismissal

- Grounds for dismissal or non-renewal
  - Not fulfilling contract responsibilities
  - Unwilling to sign and support doctrinal statement
  - Ethical/morale failure
  - Willful disregard for policies
  - Irresolvable conflict
  - Financial exigency



# Faculty Employment

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## Faculty Resignation/Retirement

- Notification protocols
  - Expected notice
  - Who to communicate with
  - Transitional responsibilities
- Emeritus status
  - Rights and responsibilities



# Faculty Benefits

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- Continuing education
- Computers/software
- Library privileges
- Office space/furnishings
- Office supplies
- Conference travel
- Memberships
- Sabbatical Leave
- Administrative and/or teaching assistance
- Opportunities for additional remuneration



# Faculty Rights

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- Academic Freedom
- Intellectual Property
- Faculty Grievance





# Faculty Responsibilities

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## **Spiritual Responsibilities**

- Spiritual vitality
- Church attendance
- Relationships with colleagues
- Relationships with students



# Faculty Responsibilities

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## **Academic Responsibilities**

- Primary duties and responsibilities
- Faculty meetings
- Committee service
- Taskforce service
- Chapel attendance
- Event attendance/participation
- Office hours
- Academic advising
- Outside employment
- Required training
- Curriculum development
- Program leadership
- Engagement with potential students
- Public relations
- Documentation



# Faculty Development

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- New faculty orientation
- Advanced degrees
- Specialized training
- Professional conferences/associations/journals
- Professional development initiatives
  - Peer observation and feedback
  - Professional Development Day
  - Center for Teaching and Learning



# Faculty Evaluation

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- Purposes of faculty evaluation
- Faculty evaluation procedures
  - Institutional service
  - Evaluation of teaching effectiveness
  - Role of course evaluations
  - Advancing in rank
- Adjunct faculty evaluation procedures



# Academic Policies and Procedures

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- Attendance policy
- Class cancellation
- Class preparation and management
- Classroom assignments
- Credit hour/academic rigor policies
- Copyright/fair use
- At-risk students
- LMS use expectations
- Grading
- Final exams
- Syllabi
- Use of technology
- Textbooks
- Accommodations
- Academic Integrity



# Appendices

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- Online resources
  - SMS
  - LMS
  - College website
  - Navigator/portal
  - G-Suite
- Academic position descriptions
- Faculty qualifications form
- Doctrinal statement
- Policy on intellectual property
- College events listing
- Catalog academic policies
- Academic advising guidelines
- Credit hour policy
- Academic rigor policy
- Copyright and fair use policy
- Faculty evaluation forms



# Handbook Development/Changes

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- Assemble some samples
- Faculty taskforce to identify gaps, areas where it does not reflect current practice, etc.
- Review by legal counsel with higher education and/or human resources experience
- Administrative and/or board approval



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