## Governance and General Policies

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# $1.4, \ldots 1$ <br> Mission Statement 

As members of the diverse La Sierra University community, we are committed to inquiry, learning, and service. Our community is rooted in the Christian gospel and Seventh-day Adventist values and ideals. Our mission is:

- To seek truth, enlarging human understanding through scholarship;
- To know God, ourselves, and the world through ref ection, instruction, and mentoring;
- To serve others, contributing to the good of our local and global communities.

We pursue this mission with excellence, integrity, compassion, and mutual respect. ${ }^{1}$

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| 4 | E | $: 05 / 2022$ |  | I.A University Identity and Governance |

## 1.4, 4,2 <br> Faculty Governance

### 2.1 General Statements

### 2.2 Role of the Faculty

2.3 Role of the Faculty Senate
2.4 Role of the Administration
2.5 Role of the Students
2.6 Function of Standing Committees
2.7 Other Standing and Ad Hoc Committees

### 2.1 General Statements

A. Grounded upon an atmosphere of trust, good will, and collegiality, La Sierra University's governance structure seeks to insure a cooperative interaction of the university's trustees, faculty, administrators, and students in the development and implementation of the university's mission. T rough participation in department, school, Faculty Senate, SALSU Senate, and the extensive university committee structure, all groups within the university have the opportunity to inf uence the governance of the university, to propose changes in university policy, and to maintain an updated strategic plan. However, within this structure of shared governance, specif c groups, as described below, possess areas of primary responsibility.
B. University governancebodiesshall includeef ectiveness dates in their policy-related actions and in setting such dates shall provide suf cient time for the notif cation of all af ected parties before the actions are to take ef ect. Such policies take ef ect only after the chair or secretary of the governance body of cially notif es all af ected parties by written document, electronic mail, or other verif able means and provides them with a copy of the voted actions or refers them to such actions published on-line.

### 2.2 Role of the Faculty

T e faculty have primary responsibility for developing and proposing academic and faculty policies and for creating and revising curricula (see parts II and III) and have responsibility for recommending the means for their implementation.
A. Inter-school policy and curriculum development are primarily the responsibility of the Faculty Senate.
B. Intra-school policy and curriculum development are the responsibility of academic departments and schools.

### 2.6 Function of Standing Committees

Together with the Faculty Senate, the university's standing committees insure that the work of the university takes place under a process of shared governance. Standing committees possess the power to act and to recommend to administrators, trustees, or to other committees. T ere are two types of standing committees: governance and operational.
A. Governance committees develop, recommend, and approve university policies and the university's strategic plan. M embership comprises broad representation from the university, including faculty and administrators, and, when appropriate, trustees, students, and staf . T ese committees are:

1. University Council
2. Strategic Planning Committee
3. Undergraduate Academic Council
4. Graduate Council
5. Budget and Finance Committee
6. Student Life Committee
B. Operational committees advise administrators and facilitate the implementation of university policies and the university's strategic plan. Membership comprises individuals with the appropriate knowledge or skills. Some of these committees and the administrators they report to include:
7. Committees that report to the president:
i. Grievance Committee
ii.

### 1.1 General Procedures for Appointment of Administrators

A.

### 1.3 Appointment of Provost

T e provost is appointed by the Board of Trustees, upon recommendation of the University Council through the president. When a provost position becomes open, the president will initiate a search process, which includes a search committee.
A. T esearch committee will be representative of the areas of inf uence of the provost position.
B. T e president will be a non-voting member of the search committee.
C. T e president will give the committee the charge.
D. In the event that none of the names recommended are approved, the search process will be reopened.

### 1.4 Appointment of Vice President for Financial Administration (as Chief Financial Of cer)

T e vice president for fnancial administration (as Chief Financial Of cer) is appointed by the Board of Trustees, upon recommendation of the University Council through the president. When the vice president of $f$ nancial administration position becomes open, the president will initiate a search process, which includes a search committee.
A. T esearch committee will be representative of the areas of inf uence of the vice president position.
B. T e president will be a non-voting member of the search committee.
C. T e president will give the committee the charge.
D. In the event that none of the names recommended are approved, the search process will be reopened.

### 1.5 Appointment of Other Vice Presidents

T e other vice presidents are appointed by the president, upon recommendation of the University Council. When a vice presidential position becomes open, the president will initiate a search process which includes a search committee.

## +, - 2 <br> Special Recognition

### 1.1 Operating Guidelines

1.2 Faculty Involvement
1.3 Library Regulations

### 1.4 Branch Libraries

1.5 Department Libraries

### 1.1 Operating Guidelines

A. Library materials are selected and acquired without restriction as to format. Subject to limitations of resources, materials are collected consistent with the educational and cultural objectives of the university and in accordance with the library's collection development policy.
B. Materials acquired are organized according to appropriate standards of bibliographic control and are preserved to ensure both current and future use.
C. Librarystaf providefaculty and studentswith assistance in using the collection and in locating information.
D. T rough cooperative and consortial agreements, as well as through interlibrary loan, the library provides access to materials outside the university that are necessary for teaching, study, and research.
E. Materials are made available to other libraries and users outside the university consistent with standards for interlibrary loan and cooperative sharing of resources.
F. T e library employs appropriate technology to increase access and use of information resources owned by the university and available through other agencies.

### 1.2 Faculty Involvement

A. Faculty participate in the development of the library's collections by making requests for materials to the library through their department chairs.
B. Faculty initiate reserve status requests for materials they expect their students to use intensively over a short period of time.
C. Faculty participate in the review of library policies and advise the director of the library through their membership on the Library Committee.

### 1.3 Library Regulations

T e library maintains a handbook of general information, such as scheduled library hours, borrowing regulations, special services and facilities, and general operating policies. T ehandbook is available at the circulation desk in the library. From time to time, general user policies and information are published and distributed as needed.

### 1.4 Branch Libraries

A. T e library may establish branch libraries for the purpose of serving the special information needs of a large segment of the universiral (.)]Tary.

## 1. $4, \ldots=1$ <br> Off-Campus Curricular Activities

D. Educational or Recreational Tours.

T e purpose of these may be to reach out to various university supporters in order to develop contacts with alumni and friends and to develop a broader sense of community among these groups. Academic credit would not be formally of ered on such tours, and they would be of shorter duration and lower cost. Examples may include alumni-sponsored tours, cruises, and expeditions of one week or less.
E. Local Field Work or Trips.

T ese supplement the activities of a typical on-campus university course. For example, they provide the opportunity for feld research, study, or observation; supplemental course instruction; resource access; or service-based learning. T ey generally last for one to three days, at one time or throughout the academic quarter. Department chairs have oversight of these activities. In order to assure proper insurance coverage for such activities, department chairs must provide the of ce of the vice president for $f$ nancial administration in advance with schedules of the events and the expected numbers of students to be involved.

# $1.4,-2$ <br> Aff liations and Articulations 

2.1 University Policies on Af liations and Articulations

### 2.2 University Policies on Af liations and Articulations

T e university's policies on af liations, agreements of association, and articulations and a current list of such arrangements are on $f$ le in the Of ce of the Provost.

## Job Description

## Position title: Associate Provost

Responsible to: Provost

## General description:

T e associate provost has line responsibility for academic and academic support programs, collaborating with the provost in responsibility for the academic and academic support programs ofthe university.T eassociate provostshares, with the provost, broad responsibility for the university's academic programs and helps ensure the fulf Ilment of the university's academic goals. In the absence of the provost, the associate provost is responsible for the Of ce of the Provost.

## Duties and responsibilities:

A. Shares, with the provost, responsibility for supervising the regular operation of academic programs and overseeing the work of academic committees.
B. Works with the deans and directors of departments and programs on the generation and application of policies and procedures.
C. Works with the directors of departments and programs on the generation and management of annual expense budgets.
D. Works with the directors of departments and programs to develop and administer assessments appropriate to their areas.
E. Approves all personal travel applications and expense reports for those with direct line relationships to the associate provost.
F. Assists the provost in preparing the expense budgets for all areas with line relationship to the Of ce of the Provost.
G. Assists the provost in managing events and activities associated with periodic accreditation reviews.
H. Performs other duties as are appropriate to the Of ce of Associate Provost and as the provost may authorize or request.

## Job Description

Position title: Associate Vice President for Financial Administration
Responsible to: Vice President for Financial Administration

## General description:

T e associate vice president for $f$ nancial administration serves as the budget of cer and assists the vice president for $f$ nancial administration with the management of all departments under $f$ nancial administration with special concentration on computing, business of ce, personnel, student f nancial services, and telecommunications. In the absence of the vice president, the associate is responsible for the Of ce of Financial Administration.

## Duties and responsibilities:

A. Works with the directors on policy and procedures and with their updates.
B. Manages all aspects of the university budget (operating, plant, restricted, and endowments), including distribution of budget worksheets, preparation of draft budget, production of $f$ nal budget, consideration of personnel issues related to the budget, approval of budget adjustments, management of budgetary overruns, preparation of budget reports.
C. Approves all travel applications and expense reports for available budget, as per policy.
D. Manages the generation and dissemination of $f$ nancial information, including the preparation of $f$ nancial statements and related reports, evaluation of $f$ nancial information, distribution of regular accounting records to administrators, and provision of special $f$ nancial information upon request.
E. Coordinates, with the controller, the establishment of new accounts or changes to existing accounts as requested by department directors.
F. Approves access for individuals to various Banner forms, as requested by the appropriate vice president.
G. Assists the vice president for $f$ nancial administration in preparing the capital budget and $f$ nancial information on depreciation and miscellaneous funds.
H. M onitors quarterly all work-in-process accounts.
I. Distributes all equipment request forms and compiles information and approves all equipment purchases based on budget allocations.
J. Verif es and processes at year end all academic equipment carry-over amounts for the provost.
K. Deals with telephone companies as needed regarding contracts and agreements.
L. Serves as the back-up for the telecommunication coordinator for system programming, voice mail, and emergencies as needed.
M. Administers the endowed scholarships by overseeing the application process, determining the amounts available for distribution, managing all aspects of the awards assembly, and making draws as needed from the Loma Linda University Foundation for all scholarships and endowments.
N. Monitors over-time reports and follow up as appropriate.
O. Prepares annual f nancial reports.
P. Works with General Conference Risk Management regarding all university insurance and the university's self-insured medical and worker's compensation plans.
Q. Performs other duties as are appropriate to her or his of ce and as the vice president for $f$ nancial administration may authorize or request.
Z. Encourages faculty members to submit proposalsfor contracts and grantsto government agencies and privatefoundations.

AA. Chairs regularly scheduled department meetings, encourages participation of faculty and/or students in department governance, and keeps records of department actions.
AB. Interprets university policy to the persons employed within the department, enforces university policies, and, when appropriate, reports to the dean infringements of policy.
AC. Prepares the periodic departmental review and such other reports as requested.
AD. Supervises and evaluates teaching assignments, graduate assistants, and the clerical or technical staf in the department.
AE. Represents the department in the dean's administrative committee.
AF. Serves as a liaison with the appropriate accrediting bodies, as requested by the dean.

Position Title:

## Job Description

Position Titte: Director of Institutional Research
Responsible To: Provost

## General Description:

T e director of institutional research is responsible for identifying, collecting, organizing, and publishing data concerning the various operations and characteristics of the university.

## Duties and Responsibilities:

A. Prepares and manages an annual calendar for the collection and publication of the variousdata required for standard reports to university administration, the Board of Trustees, state and federal government agencies, accrediting organizations, denominational entities, and other organizations to which the university has agreed to submit such reports.
B. Provides data and reports as requested by various university entities, such as the Strategic Planning Committee, the Assessment Committee, and the schools.
C. Provides special data support to university entities that periodically prepare materials for initial accreditation visits and subsequent visits for reaccreditation.
D. Develops and maintains a dictionary of the data types and categories used by the university.
E. Provides unsolicited data and interpretative reports related to the university and its various environments to university administrators and committees.
F. Prepares and publishes annually a comprehensive data report of a wide range of university operations and characteristics.
G. Researches and implements best practices in the f eld of institutional research for universities.
H. Performs other duties as are appropriate to her or his of ce and as the provost may authorize or request.

## Job Description

Position Title: Director of the Library
Responsible To: Provost

## General Description:

T e director of the library is responsible for coordinating and administering the development and services of the university library in harmony with accepted professional standards of library practice and the objectives of the university.

## Duties and Responsibilities:

A. Develops library policies in harmony with university policies and standards.
B. Coordinates the development of the library's collections and encourages the utilization of the library's services, including participation in cooperative library networking programs.
C. Prepares and administers the library's budget, securing also adequate $f$ nancial support for new and proposed academic programs.
D. Augments university $f$ nancial support by soliciting grants and gifts in consultation with the Of ce of Advancement.
E. Recruits library faculty in consultation with department chair.
F. Makes recommendations related to the appointment, assignment of rank, promotion, leave of absence, and severance of faculty members, in counsel with the department chairs.
G. States in writing to new faculty appointees the terms of their employment and the amount of compensation and requests their acceptance of such terms.
H. Maintains library faculty records in addition to those maintained by the of ce of human resources.
I. Prepares job descriptions of personnel under her or his jurisdiction.
J. Encourages the professional growth and status of library faculty through participation in local, state, and national library activities and other continuing learning experiences; and by providing opportunities for participation in the academic af airs of the university.
K. Supports and promotes the publications of the library.
L. Cooperates with other entities of the university in university relations and library publicity.
M. Prepares reports as requested by the university administration and by educational and governmental agencies.
$N$. Serves as a consultant to the Friends of the University Library.
O. Performs other duties as are appropriate to her or his of ce and as the provost may authorize or request.

# Job Description 

## Position Title: President

Responsible To: Board of Trustees

## General Description:

As leader and chief administrative of cer of the university, the president insures the academic integrity of the institution, serves as the primary avenue of communication between the university and its trustees, and functions as the university's chief spokesperson to its constituent communities. Under the Board of Trustees, the president has $f$ nal authority with reference to the actions of all university governing bodies and operating committees.

## Duties and Responsibilities:

A. M aintains responsibility for executing the strategic plan in areas assigned to the president.
B. Plans, organizes, directs, represents, and is responsible for the general overall direction of all operating entities and units of the university.
C. Shares responsibility for the def nition and attainment of goals, for administrative action, and for operating the communications system which links the components of the academic community-representing the institution to its many publics.
D. Serves as leader of the university with delegated authority from the Board of Trustees and with the support of the faculty.
E. Represents the university as its of cial spokesperson.
F. Develops long-range programs of the campus in harmony with its traditions and resources.
G. Makes recommendations on general policy af ecting the campus.
H. Directs, in cooperation with the vice president for $f$ nancial administration, in the preparation of the campus operational and improvement budget.
I. Promotes unity of purpose among the faculty and staf , assuring each member of the conf dence of her or his of ceand the right to express frankly his views in the discussion of campus problems.
J. Works through the vice president for student life to enhance the co-curricular environment for students to develop as whole persons and is ultimately responsible, particularly, for the religious life of the campus.
K. Engages, in cooperation with the vice president for advancement, directly in the friend-building and fund-raising ef orts of the university and in university relations programs on behalf of the campus.
L. Consults with the provost and the deans regarding faculty appointment, salary, rank, tenure, promotion, leave of absence, and severance.
M. Collaborates with the provost and the deans in planning in-service training of faculty members.
N. Appoints, in consultation with the provost, committees of the faculty and staf which are not specif cally designated in the university Bulletin.
O. Assigns the duties of the major campus of cers of administration in harmony with job descriptions included in the Faculty Handbook.
P. M aintains responsibility for the preparation of job descriptions of personnel under her or his jurisdiction, unless these are included in one of the policy handbooks of the university.
Q. Assigns non-instructional duties to members of the faculty and staf .
R. Conducts and presides at periodic meetings of the total campus faculties.
S. Serves as an ex of cio member of all university committees.
T. M aintains responsibility, in consultation with vice president for advancement, for all of cial campus publications.
U. M aintains ultimate responsibility, through the vice president for enrollment management, for marketing the university and the recruitment of students.
V. Serves as a trustee of the university and assecretary of theBoard of Trustees and of meetings of the Constituent Membership.
W. Presides at all conferral of degree ceremonies.
X. Performs such other duties as are appropriate to her or his of ce.
O. M aintains responsibility for the preparation of job descriptions of personnel under her or his jurisdiction, unless these are included in one of the policy handbooks of university.
P. Performs other appropriate duties as the president may authorize or request.

## Job Description

Position Title: Vice President for Communication and Integrated Marketing
Responsible to: Provost

## General description:

T e vice president for communication and integrated marketing is responsible for establishing and overseeing a centralized marketing and communication program for the university.

## Duties and responsibilities:

A. Establishes and oversees the running of a centralized Of ce of Communication and Integrated Marketing.
B. Uses an integrated and strategic approach to develop and manage, in collaboration with other senior administrators, the marketing, and communication activities of the university.
C. Directs marketing to support the work of enrollment services, advancement, customer experience management, and student life.
D. Functions as an authorized spokesperson for the university through writing and speaking.
E. Leads in the university's commitment to be understood clearly and embraced by students, parents, and constituents as an increasingly vibrant and strong Seventh-day Adventist university that serves its church and its region with remarkable hopefulness and ability.
F. Guides a creative team in overseeing the work of advertising, market research, and public relations.
G. Guides a creative team in overseeing the development and maintenance of the university website and other new media initiatives. T is includes the chairing or co-chairing of the Web Committee.
H. Guides a creative team in overseeing the development of communication messages, campaigns, promotional materials, and an institutional identity.
I. Serves as a member of various university committees including the University Council, the Strategic Planning Committee, the Budget \& Finance Committee, and the Executive Committee.
J. Performs other duties as are appropriate to her or his of ce and as the president or provost may authorize or request.

## Job Description

Position Title: Vice President for Enrollment Services
ResponsibleTo: Provost

## General Description:

T e vice president for enrollment services is responsible for working closely with the administrative team in implementing the philosophy and objectives of the university with special attention to the recruitment and admission of eligible students, in the context of the mission statement and the goals of the strategic plan.

## Duties and Responsibilities:

A. M aintains responsibility for executing the strategic plan in areas pertaining to enrollment management.
B. Oversees the recruitment program by developing and Tf10 00 1t es oeapc (y for ex)4.1 (e)-3 ruitment pr-3 (c (y(a)7 (t)4

## Job Description

Position Titte: Vice President for Student Life
Responsible To: Provost

## General Description:

T e vice president for student life is responsible for planning, developing, maintaining, and evaluating a comprehensive program to support and enhance the experience of La Sierra University students in order to facilitate and assure their academic success. T e vice president also manages the budgetary and personnel resources for Student Life. Ultimately, the vice president serves as an advocate for students through an understanding of their needs, issues, and environment and by representing these to the president, provost, and other campus administrators.

## Duties and Responsibilities:

## General Responsibilities and Reporting Relationships

A. M aintains responsibility for executing the strategic plan in areas pertaining to student life.
B. Maintains responsibility for fulf Iling the mission of the University and executing the strategic plan in areas pertaining to Student Life.
C. M aintains responsibility for developing and administering assessment plans for Student Life and its various departments and programs with particular reference to establishing and assessing performance objectives and aligning Student Life and its departments with the learning-centered objectives of the university.
D. Supervises the management of the following departments: Athletics, Campus Safety, Career Services, Counseling, First-Year/Second-Year Programs, Health Services, International StudentServices,Judicial Af airs, Of ce oftheDean of Students, Orientation, Placement Services, Residential Life, Retention, Spiritual Life, and Student Leadership and Activities.
E. Processes recommendations pertaining to the employment of persons flling administrative positions in the areas of student life.
F. Approves the flling of all non-administrative positions in student life.
G. M aintains responsibility for the preparation of job descriptions of personnel under her or his jurisdiction, unless these are included in one of the policy handbooks of the university.
H. Develops and maintains descriptions for student life committees not included in the appendix to part I of the $F_{\ldots}$. H
I. Serves as the Primary Designated Signing Of cer for institution and represents the institution to the Department of Homeland Security.
J. Performs other duties as are appropriate to her or his of ce and as the president or provost may authorize or request.

## Student-Centered Duties and Responsibilities

K. Serves as a student advocate and as the liaison between students and faculty, staf , and administration.
L. Interacts with other departments in providing a holistic experience for students.
M. Rurity.

## Department Management Duties and Responsibilities

T. Provides leadership for the Student Lifedivision and makes strategic decisions, based on input gathered from subordinates, students, and superiors.
U. Oversees the training and development of Student Life personnel and conducts job performance evaluations.
V. Fosters good communication and positive relations among Student Life personnel.
W. Chairs the Student Life Committee, directors meetings, and other committees as assigned by Provost or President.
X. Serves as a member of the following committees: University Council, Executive Committee, Religious Life Committee, Retention Committee, Student Life Committee, Safety Committee, and Buildings and Grounds Committee; attends Student Senate and SALSU Executive Committee as an advisor.
Y. Develops and manages the Student Life budget.
Z. M aintains custody of student non-academic $f$ les.

AA. Maintains responsibility for the planning, management, administration, and direction of the athletics program, upholding NCAA regulations and the academic mission of the University.

AB. If female, serves as the Senior Woman Administrator for NCAA Division III regulations.
AC. Plans, develops, and consults with the Athletics Advisory Committee on those specif c policies, procedures, programs, and methods designed to implement the general athletic philosophy and policies of the University to be recommended to the Provost and University Council.
AD. Coordinates with the NCAA Faculty Athletics Representative in representing the University at conference, NCAA, or national meetings.
AE. Oversees the delivery of services to international students, including counseling and orientation for academic, personal, and employment matters.
AF.M aintains responsibility for overall compliance with federal regulations regarding the en rollment of international students.

## Faculty Senate Committee Description

## Name:

Status:
Membership:
Appointment:
Term:
Chair:
Meetings:

## Minutes:

Input from:
Reports to:

## Responsibilities:

To act: To form short-term Working Groups comprised of at least one committee member and others as determined by the Academic Af airs committee to complete assigned tasks. Working Groups report

## Faculty Senate Committee Description

| Name: | Research and Scholarship |
| :---: | :---: |
| Status: | Permanent |
| Membership: voting) | 7 faculty members; Library Director (ex-of cio, non-voting); Computing Director (ex-of cio, non- |
| Appointment: | 7 faculty members nominated by the Faculty Senate Steering Committee and ratif ed by the Faculty Senate; serve on rotating terms (representing social sciences, natural sciences, humanities, performing arts, and professional schools) |
| Term: | 3 -year |
| Chair: | 2-year term, selected by the Steering Committee |
| Meetings: | At the call of the chair |
| Minutes: | Distributed to members, and to the Faculty Senate Secretary and Chair |
| Input from: | Faculty Senate Steering Committee; Faculty Senate |
| Reports to: | Faculty Senate |
| Functions: |  |
|  | - Facilitate research presentations for Soup and Salad sessions <br> - Facilitate Research Emphasis Week activities <br> - Manage proposals for internally-funded faculty research grants (when funds are available) |
| Responsibilities: |  |
| To act: | To form short-term Working Groups comprised of at least one committee member and others as determined by the Research and Scholarship committee to complete assigned tasks. Working Groups report their f ndings to the Research and Scholarship committee for review and recommendation/ modif cation prior to being sent to the Faculty Senate Steering Committee. |

## To recommend:

- Changes regarding research and scholarship policies to the Faculty Senate Steering Committee.
- Winner of the Distinguished Scholarship Award to the Faculty Senate Steering Committee


## Faculty Senate Committee Description

| Name: | Salary and Benef ts Committee |
| :---: | :---: |
| Status: | Permanent |
| Membership: | 5 voting members/ 1 non-voting secretary: 4 faculty members; Vice-President for Financial Administration (or designee); and Human Resource Director (non-voting committee secretary) |
| Appointment: | 4 faculty members nominated by the Faculty Senate Steering Committee and ratif ed by the Faculty Senate; serve on rotating terms |
| Term: | 4-year |
| Chair: | 2-year term, selected by the Steering Committee |
| Meetings: | At the call of the chair |
| Minutes: | Distributed to members, and to the Faculty Senate Secretary and Chair |
| Input from: | Faculty Senate Steering Committee; Faculty Senate |
| Reports to: | Faculty Senate |
| Functions: |  |

- Review requests for policy changes
- Communicate changes to faculty salary and benef ts package to the faculty within 60 days of the voted change
- Oversee the process of granting individual variances
- Review and report on exceptions to faculty salary and benef ts policies during fall quarter

Responsibilities: Listed in the Faculty Handbook (Part III: Section 5.1c)
To act:
To form short-term Working Groups comprised of at least one committee member and others as determined by the Salary and Benef ts committee to complete assigned tasks. Working Groups report their fndings to the Salary and Benef ts committee for review and recommendation/ modif cation prior to being sent to the Faculty Senate Steering Committee.
To recommend: Changes in faculty salary policies or faculty benef ts to the Faculty Senate Steering Committee

## Faculty Senate Committee Description

| Name: | Steering Committee |
| :--- | :--- |
| Status: | Permanent |
| Membership: | 6 members: Faculty Senate Chair, Faculty Senate Chair-elect (serves as vice-chair of Faculty Senate), <br> Faculty Senate past-Chair, Secretary (2-year term), Member-at-Large (1-year term), and President <br> (non-voting, ex-of cio) |
| Appointment: | Elected by the Faculty Senate by ballot |
| Term: | 1-year terms, except Secretary (2-year term) |
| Chair: | Faculty Senate Chair |
| Meetings: | Monthly, generally one week prior to the Faculty Senate meeting |
| Minutes: | Distributed to members, and to the Faculty Senate |
| Input from: | Faculty, Administration; and at times from Schools or the College of Arts and Sciences |
| Reports to: | Faculty Senate |
| Functions: |  |

- Orient new senators and alternates
- Serve as a nominating committee on behalf of the Faculty Senate
- Give tasks/ charges to Senate Committees
- Supervise Senate expenditures
- Report committee agendas and minutes to the Faculty Senate

Responsibilities: Full details listed in Faculty Handbook (Part III: Appendix B)

## To act:

- On behalf of the Faculty Senate or a Senate committees when extraordinary time constraints do not permit referring items to the full Faculty Senate or standing Senate committee
- Replace members of standing Senate Committees or the committee chair if necessary


## To recommend:

- Members of Faculty Senate committees to the Faculty Senate
- 


## University Committee Description

Name:

## University Committee Description

## Name:

Status:
Membership:
Appointment:
Term:
Chair:
Meetings:

## Minutes:

Input From:
Reports To:

## Responsibilities:

To Act:

Academic Integrity Committee
Permanent
T ree faculty members, four students, one representative from Student Life
Faculty members by the Faculty Senate; students by the provost on recommendation of the Student Senate; representative from Student Life by the vice president for student life
T ree years for faculty and representative from Student Life; one year for students
Appointed by the provost from among the university employees on the committee
At the call of the chair
Distributed to members
Faculty Senate, Student Senate, Undergraduate Academic Council, Graduate Council
Provost; appropriate academic deans and department chairs for individual cases

- To promote academic integrity across the campus
- To receive reports of academic integrity violations for Levels One and Two and act on them when necessary
- To investigate and adjudicate cases of Level One and Two academic integrity violations referred by instructors or students


## University Committee Description

## University Committee Description

| Name: | Assessment Committee |
| :--- | :--- |
| Status: | Permanent |
| Membership: | Six faculty members (director of assessment as chair), assistant to the director of assessment <br> (ex-of cio)), two members of the staf , director of institutional research (ex-of cio). |
| Appointment: | Members appointed by the provost |
| Term: | T ree years plus one additional summer |
| Chair: | Appointed by the provost |
| Meetings: | At the call of the chair |
| Minutes: | Distributed to members |
| Input From: |  |

## University Committee Description

| Name: | Budget and Finance Committee |
| :--- | :--- |
| Status: | Permanent |
| Membership: | Vice president for f nancial administration (chair), associate vice president for f nancial administration <br> (secretary), president, provost, vice presidents, academic deans, associate provost for general studies <br> and academic support, chair of the Faculty Senate, chair-elect of the Faculty Senate, chair of the <br> Strategic Planning Committee, Director of Information Technology |
| Appointment: | Members appointed ex of cio |
| Term: | Continuous for ex of cio; one year for faculty member |
| Chair: | Appointed ex of cio |
| Meetings: | At the call of the chair |
| Minutes: | Distributed to members |
| Input From: | Members |
| Reports To: | University Council |
| Responsibilities: |  |
| To Act: |  |

- Reviews f nancial statements of the university
- Makes adjustments to the annual budget within the approved university bottom line


## University Committee Description

Name:

## University Committee Description

| Name: | Compensation and Exceptions Committee |
| :--- | :--- |
| Status: | Permanent |
| Membership: | Vice president for f nancial administration (chair), director of human resources (secretary), associate <br> vice president for f nancial administration, chair of the Salary and Benef ts Committee of the Faculty <br> Senate, provost, one university employee |
| Appointment: | Members appointed ex of cio; university employees by the provost |
| Term: | Continuous for ex of cio; three years staggered for university employees |
| Chair: | Appointed ex of cio |
| Meetings: | At the call of the chair |
| Minutes: | Distributed to members <br> Input From:$\quad$Individuals and department directors |
| Reports To: | Vice president for f nancial administration |
| Responsibilities: |  |

To Act:

- Reviews and set staf wage scales based on benchmark data
- Determine exempt/non-exempt classif cation based on job descriptions
- Receive petitions for exceptions to employee (faculty and staf) benef ts policy and adjudicate such


## University Committee Description

| Name: | Deans' Committee |
| :--- | :--- |
| Status: | Permanent |
| Membership: | Provost (chair), academic deans, associate provost for general studies and academic support) |
| Appointment: | Members appointed ex of cio |
| Term: | Continuous |
| Chair: | Appointed ex of cio |
| Meetings: | At the call of the chair |
| Minutes: | Distributed to members |
| Input From: | Members |
| Reports To: | Provost |

## Responsibilities:

To Act:

- Establishes procedures to implement provisions of the Faculty Handbook regarding faculty policies
- Coordinates academic of erings among the schools
- Develops procedures for the implementation of academic policies
- Reviews the implementation of academic and faculty policies
- Acts as an advisory body to the provost regarding other academic matters
- Aids the provost in preparing the annual report

To Recommend:

- Academic and faculty policy changes (to Faculty Senate or to school faculties)
- Procedural changes that involve entities of the campus other than the schools (to University Council)


## University Committee Description

| Name: | Executive Committee |
| :--- | :--- |
| Status: | Permanent |
| Membership: | Provost (chair), president, vice presidents, (invitee: associate provost for general studies and academic <br> support) |
| Appointment: | Members appointed ex of cio |
| Term: | Continuous |
| Chair: | Appointed ex of cio |
| Meetings: | At the call of the chair |
| Minutes: | Distributed to members, University Council |
| Input From: | Members |
| Reports To: | Provost |
| Responsibilities: |  |
| To Act: |  |

## University Committee Description

| Name: | Faculty Handbook Committee |
| :--- | :--- |
| Status: | Permanent |
| Membership: | Five faculty members (one as chair), director of human resources |
| Appointment: | Members appointed ex of cio; faculty members other than the chair appointed by the Faculty Senate |
| Term: | Continuous for ex of cio; three years for faculty |
| Chair: | Appointed by the provost |
| Meetings: | At the call of the chair |
| Minutes: | Distributed to members |
| Input From: | Various sources |
| Reports To: |  |

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## Responsibilities:

## To Act:

- Reviews and evaluates existing graduate programs on a regularly scheduled basis and reports to University Council through the Provost
- Establishes academic standards for university graduate education, appropriate admission, residency, and graduation standards
- Reviews and evaluates all proposals for new graduate programs, new concentrations in current programs and certif cate programs, major changes in existing programs, and recommends approvals to University Council through the Provost.
- Reviews recommendations for discontinuance of graduate academic programs, concentrations in current programs and certif cate program and recommends approvals to University Council through the Provost.
- Reviews and approves changes to L 8 ch (a) 7 (t)1 (ny1lfr) 15.1 (od15.1 (od15.1 (od15.1 (o (tr)11 (a)7 (tions ins


## University Committee Description

| Name: | IT Governance \& Strategies Committee |
| :---: | :---: |
| Status: | Permanent |
| Membership: | Director of Information Technology (chair), the chair of the University Strategic Planning Committee (co-chair); one member of the University Strategic Planning Committee, Director of Records, the chair and one member of the Academic Computing Committee, the chair and one member of the AdministrativeComputing Committee, vice president for $f$ nancial administration or designee, provost or designee, Director of Online Learning. |
| Appointment: | M embers appointed ex of cio; committee representatives selected by the various committees. |
| Term: | Continuous for ex of cio; three years for others |
| Chair: | Appointed ex of cio |
| Meetings: | Four times per academic year (at least once each quarter) or more frequently at the call of the chair |
| Minutes: | Distributed to members chair of the University Strategic Planning Committee, chair of the Budget \& FinanceCommittee, thechairs oftheAcademic Computing and AdministrativeComputingCommittees |
| Input From: | Academic Computing Committee, Administrative Computing Committee, Banner Users Committee, and various sources |
| Reports To: | Provost |

## Responsibilities:

To Act:

- Reviews and evaluates the technology needs of the university
- Prioritizes, once a quarter, the input received from committees and communicates how the major IT projects shall be ranked.
- Approves planned IT special projects over \$10,000.

To Recommend:

## University Committee Description

| Name: | Rank and Tenure Committee |
| :--- | :--- |
| Status: | Permanent |
| Membership: | T ree faculty members (one as chair), chairs of the rank and tenure committees of the College of Arts <br> and Sciences, each school, and the library |
| Appointment: | Members appointed ex of cio; faculty members by the provost |
| Term: | Continuous for ex of cio; three years staggered for faculty members |
| Chair: | Appointed by the provost |
| Meetings: | At the call of the chair |
| Minutes: | Distributed to members, provost, president |
| Input From: | Academic Programs and Personnel Committee of the Board of Trustees, provost, academic deans |
| Reports To: | Provost |

## Responsibilities:

To Act:

- Implements the university's rank and tenure policies
- Develops procedures relating to the processing of requests for promotion or tenure
- Reviews university rank and tenure policies

To Recommend:

- Changes in rank and tenure policies of the university (to Faculty Senate)
- Changes in rank and tenure policies of the schools and the Library (to schools or library)


## University Committee Description

| Name: | Residential Life Committee |
| :--- | :--- |
| Status: | Permanent |
| Membership: | Director or residential life (chair), all residential hall deans, (invitee: vice president for student life) |
| Appointment: | Members appointed ex of cio |
| Term: | Continuous |
| Chair: | Appointed by vice president for student life |
| Meetings: | At the call of the chair |
| Minutes: | Distributed to members, vice president for student life |
| Input From: | Members |
| Reports To: | Vice president for student life |
| Responsibilities: |  |
| To Act: |  |

- Reviews policies and procedures concerning residential life
- Approves petitions for of -campus residence

To Recommend: Changes to policies and procedures pertaining to residential life (to Student Life Committee)

## University Committee Description

| Name: | Scholarship Awards Exceptions Committee |
| :--- | :--- |
| Status: | Permanent |
| Membership: | Vice president for enrollment services (chair), director of admissions and records, associate vice <br> president for f nancial administration, director of student $f$ nancial services |
| Appointment: | Members appointed ex of cio |
| Term: | Continuous |
| Chair: | Appointed ex of cio |
| Meetings: | At the call of the chair |
| Minutes: | Distributed to members |
| Input From: | Vice president for enrollment services, director of $f$ nancial aid |
| Reports To: | Vice president for enrollment services |
| Responsibilities: |  |
| To Act: |  |

## University Committee Description

| Name: | Service Learning Council |
| :--- | :--- |
| Status: | Permanent |
| Membership: | Service Learning Director (chair), Service Learning Assistant / Associate Director (secretary), 3 community <br> members, 1 OACS representative, 2 Service Learning faculty, 1 degree analyst, 1 student, I Criminal Justice <br> program representative, Dean of General Education (invitee) |
| Appointment:Community members appointed by Service Learning Director; OACS representative appointed by OACS <br> Director; studentappointed by Of ceof Student Involvement; Faculty appointed by Dean of General Education; <br> degree analyst appointed by Registrar; other Members appointed ex of cio |  |
| Term: | Continuous for ex of cio; Four or T of cio |

## University Committee Description

| Name: | Strategic Planning Committee |
| :--- | :--- |
| Status: | Permanent |
| Membership: | President (chair), vice president for communication and integrated marketing, at least eight faculty <br> members and/or staf |
| Appointment: | Members appointed by the president |
| Term: | Continuous |
| Chair: | Appointed ex of cio |
| Meetings: | Monthly or at the call of the chair |
| Minutes: | Distributed to members, invitees, Faculty Senate Steering Committee |
| Input From: | All campus entities |
| Reports To: | University Council |
| Responsibilities: |  |
| To Act: | Oversees and assesses implementation of strategic goals |
| To Recommend: |  |
|  | - Regular updates to the university's strategic plan (to University Council) |
|  | - Priorities for strategic goals (to University Council) |

## University Committee Description

| Name: | Student Awards and Scholarships Committee |
| :---: | :---: |
| Status: | Permanent |
| Membership: | Vice president for advancement (chair), vice president for enrollment services, associate vice president for $f$ nancial administration, director of alumni relations, one staf member from enrollment services, one faculty representative from each school and the Honors Program (invitees: director of student f nancial services, director of student accounts) |
| Appointment: | Members appointed ex of cio; staf member by the vice president for enrollment services; faculty representatives by the academic deans; Honors Program representative by the H onors director |
| Term: | Continuous for ex of cio; until replaced for staf and school representatives |
| Chair: | Appointed ex of cio |
| Meetings: | At the call of the chair |
| Minutes: | Distributed to members |
| Input From: | M embers |
| Reports To: | Vice president for advancement |
| Responsibilities: |  |
| To Act: |  |
|  | - Disburses endowed scholarships to students according to donor stipulations <br> - Coordinates the awards assembly and donor luncheon |
| To Recommend: | (T is committee has no recommendation responsibilities.) |

## University Committee Description

| Name: | Undergraduate Academic Council |
| :--- | :--- |
| Status: | Permanent |
| Membership: | Associate Provost (chair), academic deans, chair of the Undergraduate Academic Council for the <br>  |
|  | Faculty Senate, director of library, director of Records, director of Center of Academic Success, faculty cademic |

## University Committee Description

| Name: | Undergraduate Admissions Committee <br> Status: |
| :--- | :--- |
| Membership: | Permanent <br> Director of Admissions and Records (secretary), one faculty representative from the College of Arts <br> and Sciences and each school, one representative of Enrollment Services, one additional faculty <br> member, one representative of Academic Admministration, one representative of Student Life, (invitee: <br> director of the Division of Continuing Studies) |
| Appointment: | Appointed ex of cio; faculty by the deans and the Faculty Senate; others by the provost and vice <br> presidents |
| Term: | Continuous |
| Chair: | Appointed by the provost |
| Meetings: | At the call of the chair <br> Distributed to members, director of advisement and orientation, registrar, deans, provost, and vice <br> minutes: |
| Input From: | Members |
| Reports To: | Provost |
| Responsibilities: |  |

To Act:

- Rules on appeals from applicants who have been denied admission by the Of ce of Admissions or from a member of the faculty or staf


## University Committee Description

| Name: | University Council |
| :--- | :--- |
| Status: | Permanent |
| Membership: | President (chair), provost, vice presidents, academic deans, associate provost for general studies and |

## University Committee Description

\(\left.$$
\begin{array}{ll}\text { Name: } & \text { Web Committee } \\
\text { Status: } & \text { Permanent } \\
\text { Membership: } & \begin{array}{l}\text { Vice president for communication and integrated marketing (chair), director of internet technology } \\
\text { (vice chair), webmaster (secretary), associate vice president for f nancial administration, executive } \\
\text { director of university relations, director of marketing, director of institutional research, director of } \\
\text { information technology, portal services manager, one representative each from advancement and } \\
\text { enrollment services and student life, director of the division of continuing studies, one representative } \\
\text { from each of the four schools, one faculty member }\end{array} \\
\text { Appointment: } & \begin{array}{l}\text { Members appointed ex of cio; university department representatives appointed by their respective } \\
\text { vice presidents; school representatives appointed by their respective deans; faculty member appointed } \\
\text { by faculty senate }\end{array} \\
\text { Term: } & \begin{array}{l}\text { Continuous for ex of cio; three-year terms for all others }\end{array}
$$ <br>

Chair: \& Vice president, communication and integrated marketing\end{array}\right\}\)| Meetings: | At least once per quarter |
| :--- | :--- |
| Minutes: | Distributed to members, provost |
| Input From: | Various sources |
| Reports To: | Provost |
| Responsibilities: | Web policies for the university |
| To Act: | Aspects of web design and navigation |

## 41 <br> Academic Practices and Procedures

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7.1

University Academic Policies

Levels of Decision Hierarchy and Information Flow

|  |  |  |  |
| :--- | :--- | :--- | :---: |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

5. If the Undergraduate Academic Council or the Graduate Council or both, as appropriate, recommends approval a determination shall be made whether the proposed of -campus program needs WASC approval. If the proposed program needs WASC approval, consultation is initiated with WASC of cials to facilitate the fulf IIment of any WASC requirements.
6. T e University Council shall review thef nal proposal as arecommendation from the provost. Approval shall permit the implementation of the proposal. Denial shall specify the reason and indicate if resubmission is possible after recommended changes.

### 1.7 Unauthorized Recording and Posting

T e university encourages freedom of discussion and open exploration of ideas and concepts in classroom activities, campus meetings or related forums. $T$ is policy addresses the rights and responsibilities of individuals within the University community in regard to recording, dissemination, and posting of classroom and non-classroom materials.
A.

## 44, - 2 <br> Degrees and Certif cates

### 2.1 Degrees Conferred

T e following degrees are conferred by the university:
B.A. Bachelor of Arts
B.F.A. Bachelor of Fine Arts
B.Mus. Bachelor of Music
B.S. Bachelor of Science
B.S.W. Bachelor of Social Work
M.A. Master of Arts
M.A.T Master of Arts in Teaching
M.B.A. Master of Business Administration
M.Div. Master of Divinity
M.Ed. Master of Education
M.S. Master of Science
M.T.S. Master ofT eological Studies

Ed.S. Specialist in Education

Ed.D. Doctor of Education

### 2.2 Certif cate Programs

A. Certif cate: a document of completion of a non degree educational experience.
2. Certif cate of attendance with academic credit:
$T$ e student is registered through the Of ce of $(t) c e$ of $(t) c e$ of $(t) c e ~ 0$ :

## $1,44_{1} \ldots 3$ Admission and Registration Procedures

### 3.1 Application and Admission

A. T e procedures for application and the specif c requirements for admission to the schools of the university are outlined in the university Bulletin. Acceptance of an applicant is contingent upon the satisfaction of these requirements.
B. An applicant may apply, at the same degree level, to more than one school of the university, or te same de8aohi0 (el,cn o-2 (ol o-DC 214 BDC 17.1 (t(s) 1 am w k $k$ ithTma BT0Tw 03 Tw
C. Non-United States credentials will be evaluated in harmony with the most recent available information from the American Association of Collegiate Registrars and Admission Of cers, the National Association of Foreign Student Advisors, the Department of Education of the General Conference of Seventh-day Adventists, previous in-house evaluations, the current practices of other Seventh-day Adventist and/or local and national accredited institutionsofhigher learning. Equivalencies, course-by-course, will be assigned where necessary, taking into consideration the student's projected plan of study.

### 3.3 Admission Requirements

La Sierra University reserves the right to admit only those students whom the university determines are likely to benef $t$ from an extensive educational experience on a Christian campus.

## A. Undergraduate Programs

For specif c details, see the Undergraduate Bulletin.

1. First-time freshmen
i. Admission by Eligibility Index
a. T e regular admission of $\mathrm{f} r \mathrm{st}$-time freshmen is based on an Eligibility Index (EI) that is calculated using two data points:
01.T e high school Grade Point Average (GPA) in selected courses known as the "subject requirements, as used by the California State University and the University of California systems. (Applicants from Seventh-day Adventist high schools may include required religion courses as an" subject requirement.)
02.T e scores on the SAT I or ACT tests.
b.T e El is calculated by
2. Multiplying the GPA by 800 and adding the total scores on the SAT I or
3. Multiplying the GPA by 200 and adding ten times the composite score from the ACT.
c. To be eligible for an El calculation an applicant must
4. Submit scores on the SAT I or ACT tests,
5. Have no "a-g" subject requirements missing, and
6. Have a GPA of at least 2.00.
d. T e university requires a minimum EI of 3000 using the SAT 1 or 714 using the ACT for regular admission status.
7. Applicants with an El of 3300 and above will be considered to be academically fully qualif ed for admission.
02.Applicants with an El of 3000 to 3299 may be required to submit additional supporting materials, including personal letters of recommendation from guidance counselors and teachers.
8. Notwithstanding their having an EI of 3000 or higher, applicants with an SAT I combined score below 800 (or an ACT score below 17) or a GPA below 2.75 on "a-g" and "h" courses must submit personal letters of recommendation from guidance counselors and teachers.
04.T e university reserves the right to accept or deny applicants regardless of their El.
ii. Admission by exception
a. Applicants who have an El below 3000 (714 with ACT) or who are not eligible to have an EI calculated may be considered for admission by exception.
b.T ese applicants must submit additional supporting materials such as letters of recommendation from teachers and/or guidance counselors, a personal statement describing achievements and academic goals, etc. A personal or telephone interview may be required.
c. T e university reserves the right to accept or deny applicants regardless of their EI or lack thereof.
9. Transfer students
i. In addition to following all regular requirements for consideration for admission, an applicant for undergraduate admission by transfer from another college or university must $f$ le complete of cial transcripts of all studies taken at both secondary and postsecondary levels with the Of ce of Admissions. However, an applicant who has been awarded an Associate of Arts degree or an Associate of Science degree by a regionally accredited college or university or who has completed at least 88 quarter units or equivalent of transferable college-level coursework from a regionally accredited college or university will not be required to submit secondary level (high school) transcripts.

Admission and Registration Procedures
ii.
02.completing a recognized professional certif cation or appropriate academic qualif cation deemed acceptable by the relevant program. An appropriate academic qualif cation may be an academic or professional master's degree, an EdS, a terminal professional degree, or a doctorate awarded by a regionally accredited college or university in the United States or its equivalent.
iii. Regular admission to a professional master's degree program. A student who is of ered regular admission to a professional master's degree program should be a competitive applicant for admission to the program.
a. At minimum, the candidate should have given evidence of the capacityt mi (nit 2d h68.72 $\operatorname{Tm[(admis(pr)15~(o)-1~(gr)11~(am~sho)4.1~(uld~b/P~(e)~(t)1~(e~shoi~}$

Admission and Registration Procedures
f. satisfactory performance on a supervised writing exercise.

## Academic Status

### 4.1 Academic Status

A. Regular Status: a student who has met all entrance requirements as listed in the university Bulletin and registers for a standard course of study leading toward a degree or certif cate in one of the schools of the university.
B. Provisional Status: a student who has been accepted for admission but has not yet received regular status, either because of qualitative or quantitative def ciencies in academic record.
C. "ESL": a student who lacks documentation for English
coBDC (glish )JTJEpahas (e)-3 (e)-2 (g)3 (ul)13-3 (d )0.5 (re univ)s (t wb)3 (us)(d c.co)4 (ur)1 ()2 (e)-3 JETEMTE/P K_ang
to 2.00 or above, and completing any remedial requirements in English and/or mathematics.

A student who has fulf lled the expectations above may apply for readmission through the Of ce of Admissions. Non-degree status at La Sierra University is not available during this time of disqualif cation. A student who is Academically Disqualif ed for a second time will not be readmitted to the university.
2. A graduate student failing to make acceptable academic progress is subject to restrictions (as
following classif cations are used as rules of practice for faculty, administration, staf, and the AIC in balancing these goals. T e general descriptions of the levels apply to violations of academic integrity for students. Consequences for violations of academic integrity will be proportionate to the level of violation, with Level Four violations generally resulting in dismissal.

## 1. Level One

Level One violations involve a small fraction of the total course work, are not extensive, and/or occur on a minor assignment. Cases involving Level One are primarily viewed as teaching opportunities and are therefore to be handled by the instructor or staf member in consultation with the instructor's Department Chair or, where appropriate, Program Director and the student and subsequently reported to the AIC chair. In cases where no resolution is reached, the instructor or student may refer the case to the AIC. Students may appeal the decision of the AIC to the Discipline Committee to the Judicial Committee.
2. Level Two

Level Two violationsarecharacterized bydishonesty of moreserious nature or by dishonestythat af ects a more signif cant aspect or portion of the course work. Cases involving Level Two are still primarily viewed as teaching opportunities and are therefore to be handled by the instructor or staf member in consultation with the instructor's Department Chair or, where appropriate, Program Director and the student and subsequently reported to the AIC chair. In cases where no resolution is reached, the instructor or student may refer the case to the AIC. Students may appeal the decision of the AIC to the Judicial Committee."

## 3. Level T ree

Level T ree violations include dishonesty that af ects a major or essential portion of work done to meet course requirements, or involves premeditation. All cases involving Level T ree violations should be discussed with the instructor's Department Chair or, where appropriate, Program Director and reported to the AIC, which will hold a hearing. Students may appeal the decision of the AIC to the Judicial Committee.
4. Level Four

Level Four violations represent the most serious breaches of intellectual honesty. All such cases should be discussed with the instructor's Department Chair or, where appropriate, Program Director and reported to the AIC, which will hold a hearing. Students may appeal the decision of the AIC to the Judicial Committee.

### 4.8 Student Academic Appeals

A student who believes that he or she has been academically unfairly treated or disciplined may enter into an academic appeal process as set forth below.
A. General Considerations

1. An academic decision is one regarding such things as a grade on an assignment or in a course; academic standing; or eligibility to participate in an academic program or to receive an academic honor, certif cate, or degree.
2. An academic decision may be posted in several ways, e.g., the return of a graded assignment or exam, the response to a request for variance, the posting of course grades on the university website, or the delivery of a certif ed letter.
3.T e appeal of an academic decision must claim one or more of the following or similar reasons for the alteration of an academic decision:
i. T edecision rests on an inaccurate factual claim.
ii. T e decision rests on a misinterpretation of a university policy.
iii. T e decision rests on an inconsistent application of a university policy.
iv. T e decision fows appropriately from a general university policy, but there is good reason in the particular case in question to grant an exception to this policy.
3. 

## H, - 5 Academic Credit

### 5.1 Unit of Credit

A. Credit is granted in terms of the quarter unit, which

Academic Credit

### 5.11 Credit for Prior Experiential Learning

T e following policies govern the awarding of credit for prior experiential learning.
A. A maximum of 45 quarter units may be earned through prior experiential learning.
B. Course credit may be granted for learning which meets the criteria for granting university credit for prior experiential learning established by the Council of Adult and Experiential Learning.
C. Course credit may begranted only for prior experiential learning equivalent to courses at the university.
D. Course credit granted for prior experiential learning will be recorded by department, course number, course title, and an S grade.
E. Coursecredits requested mustnotoverlap with recorded credits earned at other post-secondary institutions.
F. Course credits requested must be applicable toward a degree.
G. Learning must be described and documented in a formal written portfolio.
H. T e Portfolio Assessment Committee is responsible for reviewing the completed portfolio, making the $f$ nal decision to grant or deny credit and with approval of the appropriate academic departments, designating the correct department, course number, course title and number of units.T e members of the Portfolio Assessment Committee are nominated by the associate director of the evening adult degree program and approved by the Undergraduate Academic Council.

### 5.12 Advanced Standing for Undergraduate Seniors

A senior in an undergraduate curriculum who otherwise meets all requirements for graduate standing may be allowed to take graduate courses for graduate credit simultaneously with courses that complete bachelor's degree requirements if so registering does not constitute a load in excess of 18.5 units (see II:5.2). T e total number of graduate units the student can take before being admitted to graduate study is not to exceed 8 units. T e student must obtain approval of the course instructor, the dean of the school of ering the course and the dean of the student's school of residence. T e student then notif es the Of ce of the Registrar to reserve the units for graduate credit.

### 6.1 Grades and Grade Points

T e following grades and grade points are used at La Sierra University:

### 7.1 Professional and Honor Societies

A. Approval of the provost must be obtained prior to organization of local chapters of professional or scientif c honor societies or of clubs by faculty members or student groups. A request for authorization must be supported by a statement of objectives, a proposed constitution and bylaws, and a list of proposed charter members and sponsors of the organization.
B. T edeans of theschools in which such chapters or clubs are authorized are responsible for their establishment and operation according to school and university policies.

### 7.2 Study Tours

A. To bear the name or endorsement of the university a tour will conform to the following guidelines:

1. Tours should be organized and conducted in such a way as to clearly demonstrate that they are an extension of the educational purposes of the university, and consistent with university goals and philosophy.
2. Tour planning should incorporate safeguards to the legal and $f$ nancial position of the university, by carrying adequate liability coverage, by incorporating appropriate contractual agreements with agents and suppliers, and by using fscal planning and procedures that cover and account for all expenses and contingencies.
3. Toursshall haveauniversitydesignated representative in attendance to ensure that the university's interests are safeguarded at all times.
B. Tours of ered by the university may generally be identif ed as one of the three types.
4. Tours to an on site education/ $f$ eldwork location that is an extension of classroom instruction. Participants in such tours would generally be enrolled students involved in formal study and working toward the completion of course requirements which take them beyond the conf nes of the classroom.
5. Educational value-added tours which draw on the expertise of university personnel or approved others to enhance the educational experience of participants beyond that of the travel experience itself. Academic credit may be of ered to participants who desire it and who complete a prescribed group of supplemental activities in conjunction with participation in the tour.
6. Educational/recreational tours that promote both educational and recreational objectives. T e purpose of these may be to reach out to various university constituencies for the purpose of developing contacts with alumni and friends of the university and to develop a broader sense of community among these groups. Academic credit would not be formally
C. Candidates for degrees are expected to participate in the Commencement event unless they complete
G. HonorsProgram: astudentwho satisfactorily completes the Honors Program of general studies, the honors scholarship project, and who has a cumulative GPA of 3.50 or higher will have the designation "University Honors Program" added to the diploma.

### 9.5 Graduation Class Designation

A graduate is considered a member of the class of the calendar year in which the diploma is dated.

### 9.6 New or Duplicate Diplomas

Only one original diploma is issued to a graduate at university expense.
A. If the university has made an error on the issued diploma, the original diploma must be returned to the university with an explanation of the error. A corrected diploma will then be issued at no expense to the graduate.
B. A duplicate diploma is issued at the graduate's expense if the original diploma or any recognizable part of it is returned. If the diploma has been completely destroyed or lost, a duplicate diploma is issued at the graduate's expense upon the receipt of a bona fde request and notarized signature. In this case, the duplicate diploma will also include on its face side the following information: "Duplicate diploma issued on [date]."

### 9.7 Graduation Roster and Special Recognition for Student Achievement

T e university will prepare an of cial graduation roster. T is graduation roster will be used for the graduation events including the Commencement program and may include recognition of awards for excellence of achievement in scholarship and leadership.
A. Eligibility for inclusion on graduation roster

1. Conditions for undergraduate students are the same as the conditions (see II:9.3B.1) for the eligibility for undergraduates for participation in graduation events.
2. Conditions for graduate students are the same as the conditions (see II:9.3B.2) for the eligibility for graduate students for participation in graduation events.
B. T e name of the candidate on the graduation roster is the Student Record Name (see II:3.6).

## C. Graduation with Distinction.

1. La Sierra University recognizes superior academic achievement by awarding bachelor's degrees with three levels of distinction as listed below. Graduation with distinction is based on both the La Sierra University grade point average and the cumulative grade point average for all college work. T e lower of these two marks determines the level of distinction, as follows:

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### 1.1 General Faculty Classif cation

Faculty membership involves a classif cation by three dif erent dimensions as follows:
A. Academic Track and Rank (see III:1.2)
B. Tenure Status (see III:1.3)
C. Full-time or Part-time Status (see III:1.4)

### 1.2 Academic Track and Rank

T ere are three academic tracks of Professor, Lecturer and Librarian. Each track is subdivided into academic ranks. Academic track and rank is determined according to the following minimum guidelines, although individual schools or the library may be more rigorous in their own requirements:

## A. Professor Track

T e professor track is the traditional academic track. T e majority of the faculty will be on this track and will provide
B. Tenure track: Includes only full-time faculty in probationary status on the professor track. T e number of years in this classif cation shall not exceed eight without a negotiated extension of the probationary period. [See III.3.4C, 5G and H]. Probationary faculty are eligible for employment contracts according to set guidelines. (See III:3.1D.1).
C. Tenured: Includes full-time faculty who have been granted tenure status and part-time faculty who previously achieved tenure at La Sierra University.

### 1.4 Faculty Status

A. Full-time status: Refers to salaried faculty employed full time.
B. Part-time status: Includes salaried faculty who are employed less than full time.
C. Adjunct status: Designates a person who teaches at least one course a year on a contract basis.

### 1.5 Academic Title

T e academic title of one who holds faculty rank normally
B.

## Functions and Responsibilities

### 2.1 General Description

A. Faculty members shall strive for the highest standards of excellence in their disciplines, maintaining the most up-to-date knowledge, skills, and attitudes necessary for ef ective teaching. T ey should participate actively in their f elds by keeping up with scholarly literature, by attending professional and scholarly meetings, and by actively serving in professional organizations. T ey should support their colleagues, particularly junior members of the faculty, with encouragement, assistance, and cooperation.
B. Faculty on the professor or librarian tracks should engage in and publish research that enriches their own academic disciplines and thus contributes to the fulf Ilment of the university's mission of enlarging human understanding.
C. Faculty members should strive to inspire their students and colleagues by displaying a love of learning, a hunger for knowledge, an excitement for teaching, and a spirit of service. By their example, they should encourage students to realize that up-to-date knowledge is essential and research is complementary to good teaching. $T$ ey should contribute to an atmosphere of intellectual challenge through the sharing of progress reports or results of research with their colleagues and students. T e involvement of students in faculty research projects provides them with exposure to new, creative ideas and to opportunities for training in methods of investigation.
D. Faculty members should contribute to the governance of the university through participation in the Faculty Senate and the university committee structure. T ey should actively serve the university's communities through voluntary activity or elected of ce.
E. Finally, faculty members are expected to demonstrate a willingness to cooperate with the faith and lifestyle expectations of this Seventh-day Adventist university as set forth by the Board of Trustees as delineated in the mission statement (see I.A:1), and should cooperate with the objectives of their school, program, and department and work within their policies, standards, and regulations.

### 2.2 Faculty Load

A. In consultation with his/her dean and/or department
chair, each faculty member shall create an "Annual
A. In consultation with his/her dean and/or department
chair, each faculty member shall create an "Annual Individualized Faculty Plan" that detailshis/ her specif c
i. In undergraduate lecture courses a 12 quarter unit teaching load is normal for faculty on the professor track. For faculty on the lecturer track a 16 quarter unit teaching load is normal.
ii. Adjustments may be made in the teaching load when the type or level of instruction makes such a change appropriate.
4. Teaching includes the following examples of types of activities:
i. reworking course content so that it ref ects the most up-to-date knowledge.
ii. encouraging students to become active problem solvers who can identify what information is needed, locate that information, evaluate it, synthesize it, and apply it.
iii. See III:2.3.
D. For faculty on the professor or librarian tracks the research component of a load is inf uenced by the following considerations:

1. Research should generally not exceed one-fourth time of an individualized faculty plan. ${ }^{1}$
2. Research includes the following examples of types of activities:
i. research, preparation, presentation, and publication of academic articles, books, or artistic productions in one's discipline.
ii. research, preparation, presentation, and publication of academic articles, books, or artistic productions regarding teaching methods, curricular matters, or issues of concern to higher education.
iii. See III:2.4.
E. T e service component of a load is inf uenced by the following considerations:
3. Since teaching and discipline-based research are priorities of this university, service should generally not exceed one-fourth time of an individualized faculty plan.
4. Service includes the following examples of types of activities:
i. active involvement in university governance, including Faculty Senate and university committees; responsibility for university, school, department, or program professional accreditation.
ii. recruiting students, contributing to the university's sense of scholarly community (coordinating visiting lecturers, discussion
$1 \quad \mathrm{~T}$ is version of Section III, 2.2D.1 represents the sole Senate Board-approved wording for the clause. T e wording incorporated into the Handbook in 2004 and present thereafter to 2013 was never formally approved.
groups, etc.), conducting continuing education workshops, directing an institute or foundation, supervising student organizations.
iii. lay presentations to, publications for, or active leadership in community, church, or government organizations.
iv. serving as chair or director of an academic unit.
v. See III:2.6,7.
5. A faculty member may serve in another school when, during the development of the annual individualized faculty plan, such service is negotiated between the chair, dean, or program director requesting the services, the faculty member's chair, dean, or program director and the faculty member. Such arrangements will constitute part of the faculty load, unless all parties concur that the services will not impair the faculty member's successful completion of his/her annual individualized faculty plan. Classes taught for University Studies or the Honors Program shall be considered part of the faculty loads.

### 2.3 Teaching Responsibilities

A. To value freedom of expression, allow open discussion

## D. Advisement.

1. To have regular of cehours for academic advisement and counseling posted and approved by the departmental chair.
2. To refer students as necessary to appropriate oncampus and of -campus resources.

### 2.4 Research Responsibilities

T e following applies primarily to faculty on the professor or librarian tracks; however, it applies to all faculty when they are engaged in research.
A. To engage in scholarly research activities that contribute to the growth of human knowledge.
B. When possible, to couple research activities with the university's mission and objectives.
C. To communicate to students and colleagues the excitement of creative activity and new ideas by sharing the progress and results of research, to encourage students to participate in research projects, and to develop the discipline required for scholarly work.
D. To communicate the results of one's research to the scholarly or professional communities through participation in professional meetings and/or publication in scholarly journals.
E. Research involving human subjects conducted by faculty, staf, or students on its prc.1n in professional meetings and/or
3. A principal investigator who transfers to another department or school shall, together with the
v. T e university does not disclaim its ownership interest in books, articles, manuals and other writings by university personnel created during the course of their employment in the following categories:
a. T e university shall own the copyright to works created by staf or fellows during the course of their employment in response to university initiated or directed projects. T e university shall also assert ownership rights in works created by student employees in the course of their employment, such as in teaching or research assistant positions. Finally, the university shall assert an ownership interest in works by faculty members as part of an assigned task by the university, where such assignment states in direct and explicit terms that the university shall own the work.
b. Duplicated, available on the web or printed notes, or syllabi produced by university personnel primarily for the use of students of the university, are considered to be the property of the university.

1. Revenue from the publication and sale of such notes or books accrues to the

Absent restrictions arising from overriding obligations of the university pursuant to gifts, grants, contracts, or other agreements with outside organizations, all derived income from intellectual property, held by the university, shall be distributed in the following manner:
i. All received royalties and license fees will be directly applied as (e)-3 (c.dm5 (gb4 (ur)1 (s)3M CID / La /06ns ) (ctl)1 (y a)4I d75BDC1.s1ualTextKEFF0009:BDC ( )TjEN
be patentable, as well as any design, improvement, development, formula, software program, process, technique, trade secret, invention, discovery and any other form of information that derives independent economic value from not being generally known to the public or to other persons who can obtain economic value from its disclosure.

1. University Rights:
i. All intellectual properties made by an Inventor, solely or jointly with others, that are made with the university's equipment, supplies, facilities, or trade secrets; or that relate, at the time of conception or development to the business of the university or the university's actual or demonstrably anticipated research
iii. T e inventor also agrees to cooperate and assist the university in securing patents thereon and execute all related documents.
iv. T e inventor agrees to keep all intellectual property matters conf dential and not disclose information without written permission from university administration.
v. An intellectual property is deemed to have been made during the period of the inventor's employment, en rollment or af liation with the university if the intellectual property was developed or reduced to practice during that period. In addition, any patent application f led within six months after termination of employment, enrollment, or af liation with the university shall be presumed to relate to an intellectual property made during the term of the inventor's employment, en rollment, or af liation with the university unless the inventor can provide evidence to the contrary.
vi. Inventor must assign to the university all rights in any other intellectual properties if the university is required to grant those rights to the United States Government or any agency thereof.
2. Licenses

T euniversityretainstheexclusiverighttodetermine whether, when, how, and to whom licenses of intellectual properties, held by the university, shall
iii. Variances from this distribution may be negotiated on a case by case basis with the provost and approved by the University Council.
iv. T e university shall, in its sole discretion, be responsible for dividing the income and royalties received by the university equitably among joint contributors where the intellectual property was conceived by more than one inventor. T is will be done by the university in a manner that acknowledges the relative contribution of each inventor.
5. An inventions and patents committee, chaired by the assistant vice president for research and consisting of seven members including the provost, the vice president forf nancial administration, the dean of the school in which the research is done, the director of the Of ce of Sponsored Research, and two members appointed bythe Faculty Senate ExecutiveCommittee will be appointed for each case. T e committee shall represent the university in the implementation of the following policies, including but not limited to the following:
i. To evaluate intellectual properties disclosed by inventors and make decisions regarding them in consultation with experts.
ii. To serve as liaison with patent attorneys, patent development organizations, specialists, or consultants within or without the university, and others whose services are reasonably necessary to develop and utilize the intellectual properties disclosed by inventors.
iii. To recommend to the University Council licensing agreements or other arrangements to permit the use by others of patents obtained or held by the university.

### 2.6 Service Responsibilities: University

Faculty members should contribute to the governance of the university in the following ways:
A. belong to or be represented on the Faculty Senate with all related privileges and responsibilities.
B. attend school faculty meetings and departmental meetings when they are called.
C. attend meetings of the University faculty when they are called by the Faculty Senate or by the president for purposes of information, communication, discussion, or recommendation.
D. serve on department, school, and/or university committees.
E. sponsor student groups.
F. complete the Annual Faculty Report (and other reports when requested by the dean or provost) and turn them in to the appropriate administrative of cer on time.
G. give input into the budget priorities of the department and make requests after receiving adequate budget information.
H. through the chair and in cooperation with other department faculty, participate in requesting space, equipment, and library acquisitions.

### 2.7 Service Responsibilities: Community

4. the activity undertaken will not detract from the university's reputation or from the professional standing of the faculty member.
5. the external activity will not involve the faculty member for more than the equivalent of one day per calendar working week. (T e allowed time is not cumulative.)
D. Application is made on the appropriate form to the departmental chair, whose recommendation is forwarded to the dean. A separate application is required for each extramural activity proposed.
6. Flagrant and overt disharmony with or subversion of the philosophy, objectives, and lifestyle of this Seventh-day Adventist university as determined by the Board of Trustees and delineated in its mission statement. (See I.A:1).
F. T e university community has a responsibility to deal justly, kindly and carefully when confronted with instances of apparent academic irresponsibility, but also has an obligation to intervene quickly when academic freedom appears to have been misused.

### 2.10 Academic and Professional Honesty

A. Faculty members play an important role in ensuring academic honesty at La Sierra University. T ey must f rst serve as models of academic integrity in their use of university resources, in their handling of their courses, in their research activities both in relation to the project itself and the rights of the university, and in their relationships with their students. T ey are responsible for setting clear academic standards for their classes, for informing the students about the parameters for meeting those standards, and for confronting viol ators.
B. T e university's computer systems contain academic and research data which are sensitive and conf dential. Access to the systems is limited solely to university faculty, staf , contract personnel, and students whose jobs require them to record, review, or retrieve these data, or who are involved with system development, operation, or research, and who receive prior clearance from the director of computing information services. T is access is a privilege based on trust. Misuse of the privilege of access or unauthorized access to the systems will not be tolerated.

1. Any university employee or student who intentionally accesses or causes to be accessed the systems to devise or execute any scheme to falsely alter, add, delete, damage or destroy data contained therein and belonging to others may be subject to immediate termination from university employment and/or enrollment, and to criminal prosecution.
2. Any employee or student with knowledge of a violation of this policy shall immediately report the violation to the director of computing information services. Failure to report such knowledge is a violation of this policy.
3.T is policy shall be enforced by a committee chaired by the provost and consisting of the provost, the vice president for $f$ nancial administration, and the chair of the Computer Coordinating Committee.
i. In cases involving a student, the dean and the vice president for student life shall be requested by the provost to join the committee.
ii. In cases involving a faculty member, the dean shall be requested to join the committee.
iii. In cases involving a staf person, the director of personnel shall be requested to join the committee.
3. For purposes of this policy, "access" meansto instruct, program, communicate with, store data in, or retrieve data from the computer system or operate the system.
C. Of-air recording of commercial and non-commercial television broadcasts is strictly controlled by law. T e university has adopted guidelines in compliance with the doctrine of fair use. A full statement of these guidelines may be obtained from the Of ce of the Provost. A statement of guidelines for photocopying copyrighted materials for classroom and research use may be obtained from the Of ce of the Provost.
D. When committees properly establish rules of conf dentiality for their discussions, members of the committees shall not break them, and shall leave the release of information regarding the actions and discussions of the committee to the member(s) of the committee so designated.
E. All university property under one's care shall be used properly and protected. Damage, loss, or need for repair shall be reported to the proper authority.

### 2.11 Misconduct in Research and Scholarship

T e essence of all research and scholarship is the pursuit of truth. Actions that undermine the integrity of scholarly activity may limpede the adva0 1 Tf0.104 Tw 10 @l Ole

## E. Formal Investigation

1.T e administrative of cer will initiate a formal investigation by notifying the individual suspected of misconduct, his or her immediate supervisor, the appropriate chair and dean, and the provost.
2. T e provost will appoint a special committee to conductaformal investigation.T especial committee will include $f$ ve employees of the university who will proceed according to the guidelines in this policy and those elsewhere in the Faculty H andbook.
3. T e investigation normally will include examination of all documentation, including but not necessarily limited to relevant research data, proposals, publications, correspondence, and memoranda of telephone calls. T e committee conducting the investigation will make every ef ort to interview all individuals who have made the allegation, been the subject of the allegation, or possess information regarding important aspects of it. Complete summaries of these interviews should be prepared, given to the interviewed party for comment or revision, and included as part of the investigatory fle. T e committee will secure whatever expertise is necessary and appropriate to carry out a thorough and authoritative evaluation of the relevant evidence.
4. In the course of its work, the investigating committee may discover additional information that justif es

Part III, Section 2

# 1, $44 \psi_{\%}=3$ <br> Appointment, Evaluation, Promotion, and Tenure 

### 3.1 Appointment

T e appointment of faculty, either by initial appointment or reappointment, is of critical importance in determining how the university fulf lls its spiritual and academic mission. Candidates for appointment should be carefully reviewed

colleges and universities, and advertisements should be submitted to appropriate professional and denominational publications according to the policy of the Of ce of Human Resources and Payroll.
3. Credentials of all candidates for a position shall be evaluated by the appropriate department chair and dean. T e dean (hereafter any references to the "dean" shall include the director of the Library), in consultation with the provost's of ce and following the provost's notif cation to the Board of Trustees, will invite desirable candidates visit the campus at the provost'sexpense. Candidatevisitswill becoordinated by the department chairperson and the chairperson will serve as the host and assume responsibility for determining the schedule of activities.
4. T e campus visit will include interviews between the candidate and the dean, provost, and department faculty. Whenever possible the candidate will also give a talk or lecture that is open to the campus and will meet with the president, the Dean of General Education, and with students.
5. A recommendation for appointment is made by the chair of the department in writing to the dean of the school, who then consults with the provost concerning the recommended appointment.
6. Appropriate track, rank, and step will be recommended by the department chair, dean, and provost according to the criteria established in III:3.3.
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Appointment, Evaluation, Promotion, and Tenure
according to the following list of procedures:
1.T e chair of the department shall develop a set of
and/ or leadership in at least one area.
iv. Continued personal and public commitment to the stated mission, objectives, and goals of the department and university.
5. Lecturer
i. Demonstrated ef ectiveness in teaching.
ii. Earned master's degree in the area of responsibility.
6. Lecturer II
i. Minimum of nine years of outstanding teaching at the lecturer level (not including the year of application), or relevant professional experience and a minimum of four years (not including the year of application) of outstanding teaching as a lecturer.
ii. Earned master's degree in the area of responsibility.
iii. Demonstrated growth in response to academic responsibilities within the department and university.
iv. Demonstrated professional service to the university, church, community, and/ or alumni.
v. Demonstrated commitment to the stated mission, objectives, and goals of the department and university.
7. Senior Lecturer
i. Academic training, experience, and professional activity as required for the rank of lecturer II.
ii. A minimum of four years of excellent teaching at the lecturer II level (not including the year of application, plus a minimum of ten additional years of outstanding teaching or relevant professional experience.
iii. Continued growth in teaching and service beyond that expected for the rank of lecturer II, with signif cant achievement and/ or leadership in at least one area.
iv. Continued personal and public commitment to the stated mission, objectives, and goals of the department and university.

## 8. Emeritus

i. Professor, librarian, senior lecturer, associate professor, associate librarian, or lecturer II II
ii. Exceptionally meritorious contribution to teaching, scholarship, or service to the university and its communities for a minimum of 15 years, with good standing in the other category(ies) as appropriate to the academic track. Exceptionally meritorious contributions shall be seen as those which illustrate that the individual, having demonstrated accomplishments warranting her/ his prior rank, continued to grow, engage,
and contribute beyond what was required for that rank.
T ecriteria and proceduresfor promotion to emeritus status are the same as for a regular promotion [see III:3.3A,C] except the dean chooses someone other than the candidate to submit the following: the material the candidate would normally prepare; a document that establishes the import and scope of the candidate's contributions to the university; letters of recommendation from colleagues and/or former colleagues and former students. Emeritus dossiers should normally be submitted within $f$ ve years of a candidate's of cial retirement from the university, as f nalized by University Council. .

## C. Procedures for Promotion

1. Promotion to a higher academic rank is ordinarily initiated by the faculty member, but may also be initiated by the department chair or by the dean after consultation with members of the department. Given
provost no later than the end of the winter quarter.
a. If the university committee recommends promotion and the provost concurs, this recommendation, together with the reasons supporting it, shall be added to the application fle . Notice of this action shall be promptly communicated in writing to the faculty member by the provost, with copies to the dean and department chair.
b. If the university Rank and Tenure Committee or provost decides not to recommend promotion, notice of this decision with its accompanying reasons for denial shall be promptly communicated in writing by the provost to the faculty member, with copies to the dean and department chair.
v. T e provost shall forward the following items to the president: 1. the University Rank and Tenure Committee's recommendation for promotion, 2. the dossiers, and 3. the provost's recommendation.
vi. T e president shall forward his or her recommendation along with the above recommendations to the University Council for consideration.
vii. After the application for promotion has been voted on by the University Council, the president shall promptly provide written notif cation of the outcome to the faculty member, the department chair, the dean, and the provost.
viii. Promotions ordinarily become ef ective July 1, and except in unusual circumstances are not retroactive.
2. In the case of an applicant with no department chair, the dean shall choose a faculty member (ideally a tenured senior member of the department) to prepare and submit the materials normally submitted by the department chair.
3. In the case of a department chair seeking promotion:
i. T e position of "departmental chair" is an administrative post, and is not central to the criteria for promotion. Performance and qualif cation as a faculty member are the primary factors to be considered. However, performance as a chair does inf uence a candidate's public image and service to the university. Since university service is one of the criteria upon which the candidate is examined, a chair's administrative ability will f gure in the
overall evaluation.
ii. T e procedure is as follows:
a. T e chair prepares the same dossier material as does any other candidate.
b.T e dean chooses a faculty member (ideally a tenured senior member of the department) to prepare and submit the materials normally submitted by the department chair.

### 3.4 Tenure

Tenure is an expression of mutual conf dence between the university and a faculty member and an expectation that continuing service of the faculty is appropriate and desirable, from the standpoint of both the faculty member and the institution, and that this service is expected to continue unless adequate cause to warrant termination would subsequently arise [see III:6]. It is an expression of conf dence that a faculty member will continue to be a valued colleague, a good teacher, and an activescholar, artistor leader in one'sprofession. Tenure is granted by the Board of Trustees to a faculty member who has completed a probationary period within the university and has received positive recommendations through the prescribed faculty and administrative review processes. To the faculty member, tenure provides a reasonable assurance of continuing faculty service, continuing exercise of the opportunity and responsibility of academic freedom and an accompanying degree of $f$ nancial stability. To the institution, tenure provides a reasonable assurance of responsibility, mature leadership and continuity in the faculty. Tenure is an af rmation that the faculty member has shown evidence of personal and professional development during the pre-tenure probationary period, aspires to continue this development, accepts and embraces the mission and standards of La Sierra University, and accepts the responsibility to work in spirit and in deed for the support of its mission.
A. Criteria for Tenure

1. Tenure for initial appointees will be subject to the
2. T e candidate must have an appropriate terminal degree or its equivalent.
5.T e candidate must be judged to have expertise which the university deems will be pertinent to the advancement of its educational goals.
3. T e candidate must show promise of remaining a productive member of the academic community and of the university.
7.T e candidate must demonstrate the highest standards of personal and professional integrity and command the professional respect of her/his colleagues.
4. T e candidate must demonstrate commitment to the mission and standards of La Sierra University.
B. Date of Tenure

Beginning with a full-time, tenure track appointment at the rank of instructor or a higher rank, the probationary period shall normally not exceed eight years of fulltime continuous service, considering within this period

Appointment, Evaluation, Promotion, and Tenure
f.
the denial and recommend tenure, the faculty member will be notif ed in writing by the dean. If the school rank and tenure committee elects to adhere to the denial, that decision shall be f nal and shall be conf rmed in writing by the dean to the faculty member with a copy to the department chair.
v. If the dean does not agree with a recommendation for tenure from the school rank and tenure committee, the dean will meet with the committee to present and discuss the rationale for denial of tenure. If after meeting with the committee the dean still does not agree with the committee's recommendation to grant tenure, tenure will be denied and this decision shall bef nal. T e decision, together with the reasons for it, shall be communicated by the dean in writing to the candidate, the department chair and the school rank and tenure committee within ten academic days after the meeting of the dean with the school rank and tenure committee.
6. University Procedures
i. T e provost shall review the tenure application f le for basic eligibility and forward the f le to the university Rank and Tenure Committee no later than the beginning of the fourth week of the winter quarter. T e provost shall also provide input to the committee, evaluating the candidate to ensure that the academic and administrative needs of the university's strategic plan have been adequately addressed in the decision; and to provide the perspective of the university's chief academic of cer on the faculty member's contributions to the university's mission and objectives.
ii. T e university Rank and Tenure Committee is primarily responsible for ensuring that the recommendations of the school and dean coincide with the standards of teaching, research, and service set by the university through its faculty. T e university Rank and Tenure Committee shall complete its work and report its recommendation to the provost no later than the end of the winter quarter. T e recommendation of the university Rank and Tenure Committee, a statement of reasons for its recommendation, and the recommendations and evaluation of the provost shall be included in the application fl e, and copies sent by the provost to the candidate, department chair and the school dean and school committee. T e candidate shall be notif ed in writing by the provost if new material should, in the opinion of the university, be added to the dossier. (I .

Appointment, Evaluation, Promotion, and Tenure

Rank and Tenure Committee.
vii.
per III:3.4B.3.
However, certain circumstances not germane to the tenure decision may impede a faculty member's progress toward achieving tenure. For example, the responsibilities with respect to childbirth or adoption, signif cant responsibilities with respect to elder or dependent careobligations, disability or chronic illness, or similar consuming circumstances may occur, which are beyond the control of the faculty member. Under such circumstances the faculty member may request an extension of her or his Tenure Probationary Period.
T e total extension of a faculty member's tenure probationary period may not exceed two years, for a total probationary period of up to ten years, with the mandatory review in the ninth or tenth year. Extensions are awarded in whole year increments as described in (1) below. Written requests for extensions should be made in a timely manner, proximate to the events or circumstances which occasion the request, and should include appropriate documentation.

1. Conditions that may extend the Tenure Probationary

Absence may be considered a basis for a request to extend the probationary period. Because a personal leave brings no salary or benef ts to the employee, the Director of Human Resources should be consulted regarding the consequences of utilizing this type of leave.
iv. Extension of the tenure probationary period when the faculty member chooses a reduced appointment. (See Salaried Employee Handbook, p. 1, "Employee Status") (One-year extension)
Forf nancial, medical, orpersonal reasons, faculty
communicated by the provost to the dean and department chair, where appropriate, as being medically related, without particulars of the case being revealed. All documentation will be conf dentially f led and maintained within the Human Resources Of ce.
v. When the extension would put the tenure probationary period beyond the end of the contract period, the university will extend the contractual period for a minimum of the approved probationary period extension.
3. Leaves of one quarter or more in length extend the probationary period by one year, as tenure reviews commence only during the fall quarter of each year. Appropriate leaves may be applied during a calendar quarter when the faculty member could primarily be engaged in scholarship (often the summer term), without prejudicing the request for a tenure probationary period extension.
4. If a probationary period extension is approved, a reduction in scholarly productivity during the period
categories:

1. Registration and other essential fees: actual costs.
2.Travel

### 4.7 Leaves of Absence

T e university grants three kinds of leaves of absence: study, service, and personal. In every case the faculty applicant submits a Leave Application Form, accompanied by an explanation of the rationale for the request, through the departmentchair to the dean and provostfor recommendation to the University Council.
A. Study Leave: a study leave may be granted to enable a faculty member to pursue an advanced degree or postdoctoral education. A study leave requires a formal written agreement specifying all relevant conditions (see also III:4.8).

1. A faculty member working toward an advanced degree may or may notbe continued on full salary and benef ts and reimbursed for educational expenses as agreed upon at the time of the request (see also III:4.8).
2. A faculty member engaged in postgraduate study may be reimbursed for travel to the of -campus location and return, and for housing, books and miscellaneous fees (see also III:4.8).
3. Retirement service credit continues during the period of the study leave.
4. A report on the study leave is made to the dean annually or at the end of the leave, whichever comes frst. A Graduate or Postgraduate Study Report Form is used for this purpose.
B. Service Leave: a service leave may be granted a faculty member to pursue professional employment elsewhere for purposes of academic growth and/or training. Continuation of salary and benef ts is negotiable.
C. Personal Leave: a personal leave may be granted to enable a faculty member to engage in independent activities without salary or other $f$ nancial support from the university. At the time the leave is granted, any obligation on the part of the faculty member and the university concerning future employment or 10001063 311.80cr
F. Financial Assistance for Study at a Nearby Institution.
5. A faculty or staf member who has been authorized to pursue advanced study at a nearby institution may be reimbursed for mileage to and from the college or university at a reduced rate or a portion of the expenses for a second domicile ( 70 percent of mileage).
6. All study leave expenses covered by policy are reported on the regular expense reportform, recorded as part of the advanced education reimbursement agreement.
7. Intramural education, if allowed under exceptional circumstances, is undertaken on the same basis as extramural education, including the negotiation of a written agreement.
G. A written contract is made with the university by means oftheAdvanced Education Reimbursement Agreement, in which the faculty member agrees to serve the university subsequently for $f$ ve months for each month of study leave up to a maximum of $f$ ve years of service. Should another institution employ the faculty member prior to the complete amortization of this amount, either the faculty member or that institution is required

Faculty Salary and Benef ts

### 5.2 Vacation

A. Full-time faculty members whose Annual Individualized Faculty Plans cover nine months of work are not eligible for annual paid vacation time.
B. Full-time faculty members whose Annual Individualized Faculty Plans cover twelve months of work duties which extend over a twelve-month period

Faculty Salary and Benef ts
unpaid; however, is some cases the leave may be partially paid. T is policy addresses FMLA leave for eligible faculty for the following reasons:
i.
2. Paid Family Leave is funded by payroll deduction and provides up to 6 weeks of benef ts in a 12-month period when a faculty stops working or reduces their work hours in order to care for a seriously ill family member or to bond with a new child, as def ned by the California Unemployment Insurance Code. T e PFL beneft may be supplemented with sick leave and regular salary up to the amount of the faculty's average net pay.
3. Contributions to Paid Family Leave benef ts provided under this plan are determined by the California Employment Development Department (State Rate). Please refer to the La Sierra University Voluntary Disability and Paid Family Leave Beneft Plan document for the specif c plan details on the amount and duration of Paid Family Leave. PFL benef ts are taxable under federal law and are subject to tax withholding for Federal taxes.
4. Paid Family Leave provides 6 weeks of job protection or return rights. Your job may also be protected if your leavequalif esyou for the federal Family Medical Leave Act and the California Family Rights Act. You must notify La Sierra University of your reason for taking leave in a manner consistent with La Sierra University's FLMA leave policy.
5. Faculty who have opted out of the La Sierra Voluntary Plan must $f$ le for this benef $t$ through the State of California, Employment Development Department.

### 5.6 Death and Bereavement Leave

A. Death: Regular full-time faculty members who lose a member of the family in death may be granted a leave with pay up to three days according to distances and circumstances. Up to $f$ ve days will be allowed when travel to the funeral requires more than one day's travel. Family members include husband, wife, child, father, mother, brother, sister, father-in-law, mother-in-law, brother-in-law, sister-in-law, daughter-in-law, son-inlaw, grand-parents, and grandchildren.
B. Bereavement: A request for bereavement leave is made through the department chair who will notify the dean immediately.

### 5.7 Jury Duty

La Sierra University recognizes the responsibility of its faculty to fulf Il their civic obligation to perform jury duty. T e university will do what is necessary to facilitate the fulf Ilment of that obligation. However, extended jury duty by faculty members can be very detrimental to the teaching program in institutions of higher education where substitute professors are not readily available. Faculty are to notify the commissioners of this potential problem when called upon to serve as jury members and are to request a time for jury duty when they are not obliged to teach classes. T e maximum
allowance of jury duty is ten days per calendar year.

### 5.8 Health Plan

La Sierra University of ers a comprehensive health care plan. Nationally the philosophy of the funding of health care is in fux partially due to changes in federal and state laws (e.g., T ePatient Protection and Af ordable CareAct). T us, only an outline of the plan is given here.

## A. Eligibility

1. A full-time faculty member may
i. enroll in the La Sierra University Health Plan at no cost.
ii. enroll their spouse in the La Sierra University Health Plan if the spouse does not have health care coverage available through their own employer.
iii. enroll their children in the La Sierra University Health Plan until they reach the age of 19.
iv. enroll their adult children in the La Sierra University Health Plan subject to the current provisions of the plan.
2. Part-time faculty members are not eligible for coverage under this plan.
B. Enrollment

It is the responsibility of the faculty member to $f$ le the appropriate enrollment forms with the Department of Human Resources.

### 5.10 Flexible Spending

A tax-favorable plan whereby faculty members can pay for eligible expenses through payroll deduction with dollars that are not subject to federal, state and social security (FICA) taxes. Contact the Payroll Department to open an account for the following eligible expenses:
A. Dependent Care
B. Health Care

### 5.11 Adoption Allowance

A full-timefacultymember may begranted assistance of $75 \%$ of themedical and legal expense incurred in the legal adoption of a child if the adoption is completed. T e maximum assistance to begranted shall not exceed the equival ent of up to two times an assistant professor's monthly salary (step 5 PhD Assistant Professor) at the time the adoption is completed and is limited to one allowance per child.

Faculty Salary and Benef ts

### 5.12 Academic Attire

T e university assists in providing faculty members academic attire (cap, gown, and hood) for use at convocations, commencement and similar events as follows:
A.
C. Calculation and Payment
1.T e amount of assistance may be af ected by state and federal tuition-assistance awards. Detailed information is available from the Student Financial Services Of ce.
2. For academy, college, and university students assistance is calculated on the gross charges for tuition and the fees required of all students, which is before family and other discounts, excluding a Seventh-day Adventist discount.
3. Payment is made directly to the institution involved once each quarter, semester, or summer term approximately half way through the term.
4. When the spouse of a faculty member is employed by another Seventh-day Adventist organization which also provides tuition assistance, the university and the other organization are each responsible for one-half of the assistance if the rate of assistance is the same at both organizations. When the rate of assistance is dif erent the method of paying the assistance and dividing the cost is negotiated by the two organizations.
5. A portion of this benef t may be taxable and payroll taxes may be withheld. Detailed information is available from the Of ce of Human Resources.
6.

Faculty Salary and Benef ts

### 5.17 Housing Assistance

A full-time faculty member, under the following specif cations,
4. Incoming faculty members who are moving from another state and who are required to pay duplicate excise tax/sales tax will receive expense on two cars
5. For information regarding current employer contribution rates and matching limits and for a list of available funds contact the Payroll Department.
B. Def ned Benef ts Plan (frozen on December 31, 1999)

T e denominational retirement plan has gone through many modif cations since its inception in 1911. As of December 31, 1999, the Def ned Benef ts Plan was frozen. T is means that, as of that date, no employee of a United States Seventh-day Adventist institution will be earning service credit towards this plan. However, a faculty member may qualify for benef ts under this plan. For more information or counseling concerning this plan contact the Department of Human Resources.

### 5.21 Medicare

Faculty members, even though they are not yet planning to retire, should apply for Medicare three months before the faculty member or spouse reaches the full retirement age as def ned by the Social Security Administration in order to protect their future medical benef ts. Additional information is available at the Social Security of ce.

### 5.22 Worker's Compensation

A faculty member is covered by worker's compensation insurance for work-related injuries or illnesses.
A. Coverage includes medical care, temporary disability benef tsup to a specif ed amount per week, and benef ts for permanent disabilities.
B. In the event of any work-related illness or injury, a faculty member should report the situation promptly to the dean and the Of ce of Human Resources. An Injury and IIIness Incident Report must be fled with the the Of ce of Human Resources. . Human Resources will arrange for medical treatment at the appropriate facility. Worker's compensation statutes will govern all additional medical care.
C. For non-work-related illness or injury refer to the Disability Insurance policy (III:5.23).
D. In theevent of awork related life-threateningemergency please call 911 immediately for the faculty member to be taken by ambulance to the nearest emergency facility, and then notify Human Resources within 8 hours.
E.
B. In the event that a faculty member is disabled and unable to continue work, this policy is designed to maintain a faculty member's income at two-thirds of the pre-disability income level until normal retirement age as def ned in the Long Term Disability Schedule of Benef ts. However, this insurance will also be coordinated with o7 (dule le)-1 (v)3 (elTw 100 dEGIMCIDaT (g T)77 (T0.251 Tw S4S)-6 (T0.2514 (2onOL /P KLan

Faculty Salary and Benef ts
i. T e percentage is $40 \%$ for an up-front, one-time payment.
ii. It is $50 \%$ if the award is paid in equal amounts over the time of the amortization period.
2.

### 6.1 Academic Freedom Protection

Neither termination nor discipline will be used to restrain faculty members in the exercise of academic freedom as def ned in III.2.9, or to punish them for that exercise.

### 6.2 Termination of Appointment by Faculty Members

Faculty members may terminate their appointments ef ective at the end of an academic year, provided that they give notice in writing to their departmental chair and dean at the earliest possible opportunity but not later than March 1, or thirty days after receiving notif cations of the terms of appointment for the coming year, whichever date occurs later. Faculty members may properly request a waiver of this requirement of notice in case of hardship or in a situation where they would otherwise be denied substantial professional advancement or other opportunity.

### 6.3 Non-renewal of Appointment

A. Upon recommendation of the department chair, a faculty member's appointment for a specif ed term may not be renewed. Notif cation of non-renewal is made in writing by the dean or director.
B. Notif cation of non-renewal of a faculty appointment is to occur according to the following schedule.

1. If the initial appointment is for one year as stated in the president's letter of appointment, a faculty member receives from the dean, three months before the end of the current appointment, a notice of nonrenewal.
2. After an initial one-year appointment, or if the initial appointment is for more than one year, a faculty member receives from the dean, six months before the end of the current appointment, a notice of nonrenewal.
3. Ifthecurrent appointment from the presidentomitted a termination date, a faculty member receives from
the dean, six months before the end of the current appointment, a notice of non-renewal.
C. T e non-renewal of appointment becomes $f$ nal upon receipt of notif cation.
D. A faculty member who receives notice of non-renewal of appointment is obliged to fulf II the terms of the existing appointment.

### 6.4 Termination of Appointment by the University

A. Termination of a tenured appointment or an appointment before the end of its specif ed term is ef ected only under the terms specif ed below.

## B. Termination for Cause

1.Adequate cause for termination will be related, directly and substantially, to the $f$ tness of faculty members as teachers or researchers at La Sierra University. A faculty member may beterminated only for conduct that violates university policies as set forth in this handbook and signif cantly impairs the University's ability to function.

## 2. Grounds for

i. Refusal or neglect of responsibility, or obvious incompetence.
ii. Serious personal or professional misconduct such as dishonesty or sexual misconduct.
iii. Deliberate and serious violation of the rights and freedoms of other faculty members, administrators, or st69 330.9 (yie17 (, or s)2 (t69 330.9 (en
circumstances because of a demonstrably bona $f$ de f nancial exigency, i.e., an imminent f nancial crisis which threatens the survival of the institution as a whole and which cannot be alleviated by less drastic means. Only the Board of Trustees can of cially declare that $f$ nancial exigency exists.
2. Procedures for termination due to $f$ nancial exigency.
i. T e Faculty Senate shall participate in making sure that all feasible alternatives to termination of appointments have been pursued.
ii. T e Faculty Senate has primary responsibility in determining the criteria for identifying those whose appointments are to be terminated.
iii. It is the appropriate dean's responsibility to identify and notify those whose appointments are to be terminated.
iv. If the dean issues notice to a particular faculty member of an intention to terminate the appointment beco te shall ideeshyafolloible awesble a7 $(\mathrm{t}) 1(\mathrm{e})-3(\mathrm{~d})$.$] TJETEMC / P K_ang 10heble of an (s[(idBDC5er etfranop$
be observed. $T$ e issues in such a hearing may include the institution's failure to satisfy any of the conditions specif ed in III.6.4D. In such a hearing a faculty determination that a program or department is to be discontinued will be considered presumptively valid, but the burden of proof on other issues will rest on the administration.
iv. In all cases of termination of appointment because of discontinuance of program or department or substantial reduction in of erings not mandated by $f$ nancial exigency, the place of the faculty member concerned will not be flled by a replacement within a period of three years unless the released faculty member has been of ered reinstatement and a reasonable time in which to accept or decline it.

## E. Termination for Medical Reasons.

1. Grounds for termination due to medical reasons. Termination of an appointment before the end of its specif ed term, for medical reasons, will be based upon clear and convincing medical evidence that the faculty member cannot continue to fulf II essential functions of the job, after attempts have been made to reasonably accommodate, and that the interactive process has been followed as required, and in compliance with all federal and state law.
2. Procedure for termination due to medical reasons.
i. T e decision to terminate will be reached only after there has been appropriate consultation and after the faculty member concerned, or someone representing the faculty member, has been informed of the basis of the proposed action and has been af orded an opportunity to present the faculty member's position and to respond to the evidence.
ii. If the faculty member so requests, the evidence will be reviewed by the Faculty Af airs Committee of the Faculty Senate before a f nal decision is made by the trustees on the recommendation of the administration.
iii. T e faculty member will be given termination salary not less than as prescribed in III.6.7.

### 6.5 Procedures for Imposition of Sanctions

 Other T an TerminationA. If the administration believes that the conduct of a faculty member, although not constituting adequate cause for termination, is suf ciently grave to justify imposition of a severe sanction, such as suspension
and notif cation of his or her right to be formally heard by the Grievance Committee (see Section 7.3: Grievance).
3. At the time the faculty member receives formal reasons for termination, the Provost will notify the Chair of the Grievance Committee that a statement of reasons for termination has been presented and that this is a grievable case.
4. T e faculty member has 14 days in which to fle a grievance with the Provost. If the faculty member does not respond to the Provost or declines a hearing, the hearing process stops and termination proceeds.
5. Between 14 and 21 days after initial notif cation of reasons for termination, should the faculty member decide to pursue a grievance, the Chair of the Grievance Committee will contact the faculty member to obtain their input refacultber ring proces009pout BDC Ber

## Grievance

### 7.1 Faculty Grievance Policy

T e university is committed to providing a fair, safe, and productive work environment where grievances are addressed with sensitivity and expeditiously. T e objective of the grievance procedure is to resolve any serious dispute occasioned by a faculty member's belief that action taken by the university has adversely af ected her or his rights. T is process may also provide the parties the opportunity to determine when and how their dispute may be resolved, and an opportunity for dialogue and understanding. Ef orts should be made to resolve the dispute informally through use of administrative options and a M ediator before beginning the formal grievance process.

### 7.2 Mediation and Informal Process

A. Informal Procedures

1. T e parties may voluntarily choose to mediate the dispute at anytime during the process. All discussions taking place during the mediation shall remain conf dential. Due to the inherent conf ict of interest, it

### 7.4 Grievance Committee and Hearing Panel Composition and Functions

A. After notif cation by the president, if applicable (subject to def nitions currently being developed), the Grievance Committee will convene to determine whether the complaint is grievable. If the complaint is found to be grievable, the Grievance committee determines that a hearing panel should be formed (pursuant to 7.4.D and $E$ ) and sets a time and place for the panel hearing to convene that is not less than ten days and not more than thirty days from the date of notif cation by the president, unless good cause is shown for delay (see 7.5.D).
B. T e Grievance Committee consists of nine full-time faculty members. Each school of the university will be represented by at least one member.
1.T e members are nominated by the president and the chair of the Faculty Senate and conf rmed by the Faculty Senate for two-year terms. Four new members are conf rmed in the spring of one year, and $f$ ve new members are conf rmed in the spring of the succeeding year.
2. T e chair is elected by committee vote at the f rst meeting of the committee each academic year.
3. If a committee member resigns, a replacement is nominated by the president and the chair of the Faculty Senate and conf rmed by the Faculty Senate to serve out the remainder of the term.
4. On the completion of each grievance process, the chair of the Grievance Committee will report to the chair of the Faculty Af airs Committee: a) the fact that there was a grievance, b) if the grievance was resolved informally, and c) if a formal grievance panel was convened, what the $f$ nal outcome was. $T$ is provides the basis for the reporting requirement in 7.3.C.
C. T e functions and responsibilities of the Grievance committee shall not involve investigation, but rather evaluation of university decisions. T e responsibilities are:

1. To review and evaluate university policies and procedures relating to formal grievances of members of the faculty, and to recommend revisions to the Faculty Af airs Committee of the Faculty Senate.
2. To evaluate whether a grievance has suf cient merit to be examined further and if so to form a hearing panel.
D. A hearing panel consists of $f$ ve members chosen from theGrievancecommittee: two bythegrievant, two bythe administration, and one by the Faculty Senate Steering Committee. T e panel elects one of its members to chair the hearing. T e hearing panel shall advise the Grievance Committee and the President of its decision.
3. parties shall provide a list of witnesses to the Grievance Committee with a short description of the witnesses' anticipated statement;
4. parties shall be regularly informed of the process;
5. parties have the right to submit documentation to support their claim;
6. a verbatim record of the hearing or hearings will be taken, and a copy will be maintained in the Provost's Of ce and be made available to the faculty member without cost, at the faculty member's request.
7. T e burden of proof that adequate cause exists rests with the University and will be satisf ed only by preponderance of the evidence in the record considered as a whole.
9.T e hearing committee will grant adjournments to enable either party to investigate evidence as to which a valid claim of surprise is made.
8. T e faculty member will be af orded an opportunity to obtain necessary witnesses and documentary or other evidence. T e administration will cooperate with the hearing committee in securing witnesses
J. Delivery of Decision and Recording.

Te hearing panel transmits its fndings and recommendations and a transcription of the hearing to the president of the university. A copy of the f ndings and recommendations is also delivered by the hearing

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## Aims of the University

[On June 24, 1991, the Board of Trustees adopted a mission statement for the university upon the recommendation of the University Planning Council. T e following statement constitutes the majority of that document.]


T e University educates its students through a broad of ering of studies in the liberal arts and sciences and in selected professional areas. It promotes research through encouraging and facilitating original investigation, critical ref ection, and scholarly publication. It serves its various communities through adult education, resource centers, cultural events, nontechnical publications, and professional consultation. Among these varied activities, the University maintains as a vital concern the education of its undergraduate students.
T us this University does the things most other universities do. But it does these things as the fruition of its Adventist heritage and commitment, even as it welcomes students from all religious and cultural backgrounds. T e University's religious orientation provides a perspective for its educational programs and projects, a motivation for its intellectual vitality and rigor, a framework for its moral values and lifestyle,

Aims ofthe University
student enrollment and educational programs, the University intends to maintain among its students, faculty, and staf a quality of personal relationship that energizes and enriches all of its activities of teaching, research, and service.

## Constitution and Bylaws

of the Faculty Senate for three additional years from the appropriate school. He or she shall thus serve as chair-elect for one year, as chair for the second year, and as immediate past-chair the third year. Normally, membership in the Faculty Senate shall conclude at the end of a six year period, which includes both the three years of additional service accompanying the position of chair-elect as well as the original three year appointment to the Faculty Senate, the balance of which may occur after rotating out of the position of past-chair.
C. T e chair shall be granted a minimum of one-third reassignment from regular faculty load during his or her tenure in of ce. T e chair-elect shall be granted a minimum of one course reassignment for one quarter, pending funding.

Section 2: Steering CommitteeTm[(S)-7 (e)-10 (ction 2:)]TJETEMC /P6 (r)15 (e)-2 iETEMC U/P6 (r)1dbe granted a
as members on standing or ad hoc committees. At a committee's discretion, the committee may enlist non-voting members from outside the Faculty Senate membership.
E. Termination of Committee MembershipTermination of committee membership occurs upon completion of the assigned tasks in the case of ad hoc committees, resignation by notifying the committee chair in writing, terminating employment with the University, or absence from two successive committee meetings without prior notif cation to the committee chair.
F. Committee Reports-Standing committees shall report regularly to the Faculty Senate. Special reports of standing committees shall also be made to the Faculty Senate at the request of the Steering Committee or the body of the Faculty Senate. Ad hoc committees shall report to their parent entity (standing committee--E,II

## ARTICLE IX: FACULTY SENATE BYLAWS

T eFacultySenateshall adoptbylaws as necessary.T ebylaws may be adopted or amended by a majority vote at any regular Faculty Senate meeting, provided that the proposed bylaws or amendments have been submitted in writing to the Faculty

## BYLAWS OF THE FACULTY SENATE

## LA SIERRA UNIVERSITY

Rule 1 Parliamentary Procedure: T e Faculty Senate shall be governed by the latest edition of Robert's Rules of Order, Revised in all cases in which they are applicable and in which they are not inconsistent with the Constitution and Bylaws of the Faculty Senate. T e Steering Committee of the Faculty Senate shall appoint a Parliamentarian, who shall be ratif ed by the Faculty Senate, to safeguard this provision.

Rule 2 Quorum: Except as otherwise provided in the Constitution, a minimum of one-half of the currently elected voting members of the Faculty Senate, or their Alternates, shall constitute a quorum. Only Representatives present are eligible to vote in any Faculty Senate meeting. In the absence of a quorum, no f nal action, except adjournment, shall be taken without f nal ratif cation at the next Faculty Senate meeting at which a quorum is present.
Rule 3 M otions from the Floor: Motions from the f oor, other than routine motions such as approval, disapproval, reference to pending matters, or adjournment, shall be submitted in writing to the secretary at or before the time they are orally proposed to the Faculty Senate.

Rule 4 Executive Sessions: An executive session of the Faculty Senate, consisting only of Senators, Alternates, Appointees, and Ex of cio members may be called by the chair at the discretion of the Steering Committee. Any action taken in executive session shall be made a part of the regular Faculty Senate minutes.

Rule 5 Power of Referral: T e Faculty Senate or the Steering Committee may refer any matter to a committee of the Faculty Senate or to a Standing Administrative Committee of the University, through the appropriate administrator, and request a report thereon.

Rule 6 Agenda: T e agenda for each Faculty Senate meeting shall be prepared by the Steering Committee and circulated in advance by the Secretary of the Faculty Senate. Agenda items
10.Administering the Senate budget and monitoring the budget carryover for the Distinguished Faculty Award.
11. Facilitate choice of the Distinguished Faculty Award recipients.
12. Serving as a member of the University Council.
13. Serving as a member of the Budget and Finance Committee.
14. Serving as a member of the Buildings \& Grounds Committee.
15. Publishing and maintaining regular of ce hours in the Faculty Senate Of ce.
B. Chair-elect-T e chair-elect shall serve as vice-chair for one year and then become chair. T eduties of the chairelect include:

1. Serving as chair in the absence of the chair.
2. Serving as a member of the Steering Committee.
3. Serving as a member of the Faculty Af airs Committee of the Senate.
4. Serving as a member of the University Council.
5. Serving as a member of the Budget and Finance Committee.
6. Attending meetings of the Board of Trustees.
7. Attending meetings of the Buildings \& Grounds Committee.
C. Secretary - T e secretary of the Faculty Senate shall

## I. POLICY OF NONDISCRIMINATION

T efree exercise of religion guaranteed by the Constitution of the United States includes the right to establish and maintain religious educational institutions. La Sierra University is incorporated as a California religious non-prof t corporation, owned and operated by the Seventh-day Adventist Church as an integral part of the Church's teaching ministry. Federal and state guidelines clearly recognize the right to give preference in employment of faculty and staf and admission of students to members of the church which sponsors the institution.
T e University reserves constitutional and statutory rights as a religious institution and employer to give preference to Seventh-day Adventist in admissions and employment. T e University expects its employees and students to follow the religious teachings and practices of the Seventh-day Adventist Church and to uphold Biblical principles of morality, deportment and dress as interpreted by the Church. T e University claims the exemptions for religious employers and educational institutions in 42 USC Section 2000e-2; Section 6-1.5 of Federal Executive Order 11246; 41 CFR Sections 601.5(5); 34 CFR Sections 86.21, 86.31, 86.40, and 86.57(b); California Government Code Sections 12926(c); and Title II, Division 3, Part 2.8 of the California Administrative Code.

Except for these special concerns, it is the established policy of La Sierra University positions without regard to race, color, national origin, ancestry, physical handicap, age, sex, or prior military service. (Hereinafter, persons so discriminated against are referred to as "women, minorities, and disabled").

La Sierra University is also committed to the same policy on nondiscrimination in education research, community service ef orts, purchasing, contracting, subcontracting, and all aspects of faculty, staf, student, and alumni relations. All personnel policies, including all matters af ecting compensation, benef ts, promotions, and employeediscipline are administered without regard to race, color, national origin, ancestry, physical handicap, age, or sex. T efollowing program of af rmative action should be read with an awareness that the above religious reservations are controlling.

## II. PROGRAM OF AFFIRMATIVE ACTION: GENERAL GOAL

T e general goal of the University's program of af rmative action, and the specif c practices and procedures which compose it, are to recruit and hire more women, minorities, and disabled. T e practices and procedures outlined below are designed to assist the University in attaining these goals.

## III. SPECIFIC UNIVERSITY PRACTICES AND PROCEDURE

## A. Management and Supervisory Development

T e University will continue to help managers and supervisors at all levels to become more knowledgeable about the special problems which may be experience by female, minority and disabled faculty members, employees and students. T e University will provide in-house programs for administrators, deans, directors, managers, and supervisors who devote attention to issues af ecting women, minorities, and disabled. T is program will include discussions led by key administrators, guest lecturers, and group discussions.
B. Dissemination of Policy

A statement af rming La Sierra University's commitment to equal opportunity employment practices shall appear on all employee information bulletins in such a position as to receive attention. T e University Personnel Of ce and the University Af rmative Action Advisory Committee shall review the policy statement periodically to insure relevance and continued compliance with applicable laws.

T e University Personnel Of ce, with assistance from other appropriate personnel, will seek to publish af rmative action material in appropriate media. T e objective of this activity is to inform all employees, applicantsfor employment, and the general community of the University's publications, bulletins, and bulletin boards will be used as instruments of this policy. A special ef ort will be made to inform all prospective employees of equal employment opportunity policies during the initial selection process.
It will be the responsibility of the Personnel Of ce, with the support of the administration, to conduct such workshops or information programs as will provide all personnel of the University with a basic understanding of the laws and their implications and to increase their awareness of their rights and opportunities. Equal employment opportunity policy statements are to be included in orientation packets given to new personnel, in personnel manuals, and in faculty and employee handbooks.

All regular recruiting sources including department chairpersons and department heads, shall be informed in writing of the University's program of af rmative action and shall be directed to actively recruit qualif ed women, minorities, and disabled persons for all positions. T e University Personnel Of ce shall assist in the implementation and use of recruiting resources which have promise of recruiting women, minorities, and disabled persons. T e success of such sources in furthering the goals of the University's program of af rmative action shall be reviewed annually by the University solicits applicants on a nondiscriminatory basis. Appropriate announcements to this ef ect will be given to church minority groups, female groups and/or organizations, schools, colleges, suppliers and community leaders. All faculty and staf recruiting publications (including employment advertising) 9 (e)dD 14136 甲. 4 p9 (e)dD 14136 甲 4 (en-US)/ M CID 14141 28DC BT0impleallp
9.T e University will seek to identify and eliminate practicesthatresultin sexandminoritydiscrimination and also discrimination against disabled persons.
10.T eUniversity Personnel Director will inform herself/ himself of employment practices in every part of the University and will report in writing to the President all failures to comply with the af rmative action policies and procedures.
D. Promotion, Training, and Retention of Personnel

La Sierra University will provide fair promotional

Af rmative Action Statement
G. Programs for Under trained New Personnel

T eUniversityshallexplorethefeasibilityofundertaking new programs that ef ciently and economically meet

## V. MONITORING AND REPORTING

A. Annually a time selected by the President and the University Personnel Director with the assistance and cooperation of the University Af rmative Action Advisory Committee, and the Vice President for Academic Administration and the Personnel Director will evaluate the University's progress in its af rmative action program and report his $f$ ndings in writing to the chief administrative of cer, who will forward the report to the President of the University, who will make it available to the Board of Trustees. To the extent information and statistics are available, this report shall include:

1. A demographic analysis of the work population of the University.
2. An assessment of the University's compliance with legal requirements in the area of af rmative action.
3. An assessment of the results of recruitment programs.
4.An analysis of employment and rejection of applicants by race ethnic group, age, sex, and other classif cations required by governmental authorities.
B. T e academic deans or department heads will be responsible for their operating units and af rmative action program and procedures. $T$ ese include:
1.Monitoring new appointments, promotions, transfers, terminations, and reviewing any signif cant trends with respect to minorities, women and disabled persons.
4. Reviewing employee evaluation procedures.
5. Compiling a brief report on the number of discrimination complaints received in each department and their $f$ nal dispositions. Such reports shall be f led annually with the Equal Opportunity Of cer after consultation with the reporting parties.
6. Providing all necessary information and assistance to the University Personnel Of ce and the personnel director with respect to these monitoring activities.

## VI. ACCOUNTABILITY

Appropriate disciplinary action will be exercised in the case of administrators, department heads, and all other supervisory personnel who willfully fail or refuse to cooperate with the University af rmative action program.

## VII. AFFIRMATIVE ACTION ADVISORY COMMITTEES

Appropriate committees will be chosen to represent various segments of the faculty and staf in oiETEMC
vi. Displaying posters, calendars, graf ti, symbols, or other visual objects or images of a sexually

# Drug Free Worksite <br> Policy 

[ $T$ is statement is copied from Appendix A of the January 1993 . ., . . $E$, . . H , . and is included here for informational purposes.]

## LA SIERRA UNIVERSITY DRUG FREE WORKSITE POLICY AND PROCEDURES

## Drug-Free Workplace

La Sierra University is committed to providing a learning environment conducive to the fullest possible human development. To achieve this goal, the University holds that a drug, alcohol and tobacco-free lifestyle is essential and thus maintains policies that seek a campus environment that is free of these substances.

La Sierra University purposes to maintain a drug-free workplace in harmony with the laws of the land. T e unlawful use, possession, distribution, dispensing or manufacture of controlled substances by its employees, whether faculty, staf or students, is prohibited. Further, the University expects any person employed by the University who receives federal or state funding as an individual to certify that he or she will not engage in the unlawful use or manufacture of a controlled substance while associated with the University.

In addition to the requirements of the law, La Sierra University adopts the temperance practices and health principles espoused by the Seventh-day Adventist Church. T is means that all faculty, employees and students are expected to refrain from the use of alcohol, drugs or tobacco while enrolled or employed at the University.

Drug Free WorksitePolicy

AIDS Education and Prevention Policy

## White Paper on the <br> Advancement of Teaching

## Introduction, History, Philosophy

T eAmerican collegeand universitytodayisan outgrowth of an evolutionary process spanning two centuries of development. Established in the teaching tradition of the English college, the American college gained practical relevance and a service mission from the land grant movement. It matured as an institution and derived its commitment to the generation of new knowledge from the model of the nineteenth century German university with its devotion to research. While American higher education continues to demonstrate broad diversity in organization and emphasis, teaching, service and research constitute the synergistic elements that support its foundation. T ese elements have emerged into the normative institutional model emulated in institutions of higher education here and abroad and in those which aspire to the status of university.
T is evolutionary growth and diversity of mission has been and is the source of institutional vigor and organizational conf ict. In recent years, teaching, as a primary component of
of the College of Arts and Sciences.
G : : To provide an arena for scholarly advancement for the purpose of supporting and enhancing the expertise of individuals holding faculty positions at La Sierra University.
. . . :
1.
e. If the request concerns a cognate requirement involving a course of ered by a department or program other than the one responsible for the student's major or minor, the department or program responsible for the student's major or minor must inform this departmentor program of the student's request and solicit its opinion before formulating its recommendation.
f. T e af ected department or program forwards the student's request, its recommendation regarding the university's response to the request, and all relevant supporting materials to the dean of the school with which it is af liated.
g. If the dean concludes the request should be granted, or that the university should of er an alternate substantive accommodation, she or he forwards the student's request, her or his recommendation regarding the university's response to the request, and all relevant supporting materials, to an ad hoc committee comprising the Provost, the dean, and the members of the University Studies Policy Committee. T is committee will review the request in consultation with the Learning Support and Testing Center.
h.T e ad hoc committee determines the university's response to the student's request by majority vote.
3.T e university ordinarily responds to a request for a substantive accommodation within thirty days of receiving it.
4.T e Assistant Vice President for Academic Administration and Support will formally notify the student requesting a substantive accommodation


Research and Scholarship at La Sierra University: Def nition and M anifestations Particular to the Disciplines*

- Awards, honors, fellowships, grants, exhibition prizes, and purchaseawardsthatare peer-reviewed and include many layers in the selection process. Examples include: Fulbrights, Guggenheims, National Endowment for the
- Presentations at seminars for professional librarians.
- Preparation of signif cant research-based educational exhibits with documentation of critical expert review or other evidence of quality

Unacceptable examples generally include:

- Displaysserving primarily decorative or public relations purposes
- "Letters to the editor" or other unsolicited statements of published opinion, including postings to internet listservs or newsgroups.
- Brief descriptive reviews of books or other library materials
- Committee reports
- Book talks to student or other lay audiences
- Blogs
- E-list manager
- In-housedocumentation such as handbooks, procedure manuals, policy statements
- Contributions prepared as part of regular duties such as instructional handouts and library web page maintenance


## Music Performance

T e Department of Music af rms its commitment to excellence in faculty scholarship and/or creative contributions. Furthermore, the department holds superior student achievement as its ultimate and views faculty scholarship as a vital and ef ective means to that end. Excellence in scholarly and creative activity is signif cant intellectual work, validated by peers and publicly communicated.
It is the responsibility of faculty members to provide evidence of appropriate and substantial research and scholarly/creative work as demonstrated by performances, publications, or presentations. In most cases this will require external review of a performance portfolio from respected scholar-performers in similar institutions. T e faculty member's representation of materials will demonstrate their continuous involvement in research and scholarly/creative endeavors as evaluated by awards, review, individual and public response, and peer acknowledgement from within the division, the department/college, and colleagues of the same discipline in other institutions.
T e following examples are activities acceptable as scholarship when they meet the above criteria as well as the general def nition of scholarship found at the top of page 2:

- Pr• 1 (ar) w-te their
def nition of scholarship found at the top of page 2 :
- Disseminating information associated with competitive external funding awards;
- Invited presentation at a professional meeting on one's own empirical research;
- Publication of a trade book or other academic book that synthesizes important elements of scientif c knowledge within $f$ eld or discipline;
- Written report of results from professional consultation if the report is available to appropriate experts in the $f$ eld or discipline and has been peer reviewed;
- Program reviews whose results are disseminated, the procedure is replicable and follows accepted methodology;
- Authoring a published test whose psychometric properties are well established.

T e following examples would generally not meet the criteria for scholarship:

- Oral presentation to community groups, church groups, student groups, or other lay audiences;
- Written presentation to community groups, church groups, or other lay audiences (except for signif cant works such as trade books that focus on synthesis of scientif c $f$ ndings within the discipline);
- Non-invited, non-peer reviewed presentation at professional meetings;
- Teaching a seminar or leading a learning group, even if some of one's own empirical work is included;
- Written report of results from professional consultation if the report is not available to appropriate experts in the feld or discipline and/or has not been peerreviewed;
- Reports of formal psychological evaluations on individuals and/ or case notes
- Being a test standardization examiner;
- Obtaining professional credentials.


## School Psychology and Counseling

T e discipline of School Psychology and Counseling recognizes the def nition of scholarship to include the following: discovery, teaching and learning, integration and synthesis, and application. Scholarship in the areas of journal publications and presentations should continue to be strongly valued in the pursuit of rank and tenure at La Sierra University.Additionally, theSchool Psychologyand Counseling faculty will engage in the scholarship of practice in working directly with the community and contributing services rendered that can only be done by holding qualif ed licenses and or certif cations. T e scholarship of application is
supported when it:

- Addsto or amplif esin ways, the professional knowledge base within the discipline.
- Integrates, synthesizes, and appropriately applies techniques, interventions, and modalities appropriate to school settings or other client "target" populations.
- Can be subjected to appropriate peer review.
- Has visible importance within the discipline's $f$ eld.
- Can demonstrate reliable and valid methodology as well as its replicability.
- Is disseminated with professional or scholarly peers.

Te following examples are activities acceptable as scholarship when they meet the above criteria as well as the general def nition of scholarship found at the top of page 2 :

- T e publication of academic/professional journal articles, papers, books or products, and/ or presenting them in scholarly conferences, which highlight theories and clinical practices with appropriate applications (e.g., professional standards, assessment procedures, and therapeutic modalities).
- Professional consultation, assessment, and/or intervention services in school or other relevant clinical settings; services which can withstand appropriate peer review standards.
- Needs assessments, program development, and/ or program evaluation reviews in school or other relevant clinical settings as a result of having produced measures to evaluate the above-mentioned items.
- Creating a new assessment or diagnostic instrument that clearly demonstrates appropriate statistical properties.
- Disseminatinginformation resultingfrom thesuccessful writing, submission and ultimately, the funding of competitive grants and other external awards relevant to the disciplines' f eld within the scope of psychology.
T e following examples would generally not meet the criteria for scholarship:
- Giving a presentation or professional talk to student, community, or lay audiences.
- Giving a non-peer reviewed presentation to a professional audience.
- Leading a seminar or in-service on a relevant topic to a professional audience.
- Serving as an editor for a professional journal.
- Serving on a professional organization board, committee, or panel.


## Social Work

In addition to the scholarship of discovery, integration and application shared with other disciplines, social work faculty move the profession forward by engaging in the scholarship of practice in the community. Like other forms of scholarship, practice is scholarship when it:

- Is conducted by a licensed social worker or other professionally qualif ed researcher;
- Adheres to practice methods that are appropriate, ef ective, and applicable to similar practice populations;
- Adds to existing professional knowledge;
- Has demonstrable scope, importance and impact;
- Includes an evaluation component;
- Is disseminated to professional or scholarly peers;
- Can be replicated or elaborated;
- Its process and product is documented.

T efollowingexamplesareactivities acceptableasscholarship when they meet the above criteria as well as the general def nition of scholarship found at the top of page 2 :
Presentation given and written documentation provided to substance abuse professionals on the ef ectiveness of specif c treatment modalities with a particular subgroup of clients;

- Written reports to appropriate agencies and available to the public compiling and analyzing client outcomes, i.e. an analysis of the variables that af ect the success of foster placement and distribution of those results throughout the foster care system;
- Written report to the agency sponsoring the program and the funding source on the results of a study analyzing the ef ectiveness of an after-school program whose goal is to reduce criminal behavior in teens;
- Written report to appropriate agencies outlining the results of a program analysis that addresses the relationship between length of time on the waiting list and client outcomes.

Unacceptable examples generally include:

- Presentations on a professional topic to the general public or the social work community that ref ects library research rather than based on the results of original research;
- Presentations to professionals about a new clinical technique that is not based on personal research;
- Professional practice that is not designed as a research study of a particular problem issue or client population;
- Providing continuing education training or in-service training on a particular topic;
- Consultation to an agency when the written report is so specif $c$ that it cannot be generalized to the profession.


# Implementing Protocols for Def ning Faculty Positions as Professional or Lecturer Track 

## I. Determiningthetrack of a given faculty position

A. Principles

T e intention of the Lecturer track is to provide for particular needs in the delivery of def ned categories of courses. Certain introductory courses, or those with a narrowly technical content, or certain of erings in the University Studies curriculum, may appropriately be taught by faculty whose focus is on the mastery and highly-skilled presentation of specif c subject-areas or skills such courses entail. T is may also apply to the directing of such learning experiences as feldwork, internships and similar practical training.

As one approach to meeting such needs, a department may elect to staf its delivery of a clearly-def ned set of courses with certain full-time regular faculty members who are permanently assigned to teaching within these conf nes. Such "Lecturer" faculty are expected to meet the University's high standards of teaching and service and will hold, at minimum, an appropriate master's degree. As non-tenure-track faculty, they are employed under renewable contract as stipulated in the Faculty Handbook III:1.2B.

It is understood that any faculty positions in the Lecturer track shall be:

1. def ned as positions, not merely as appointments. A Lecturer-track position is not an ad hoc way of dealing with a situation arising in the course of a search for professor-track candidates. Rather, the position is stipulated from the outset as a Lecturertrack position, and any search for an appointee is
strategic plans and projections.
Helpful data in this review could include a listing of courses of ered, typically over a standard two- or three-year cycle, in accord with the department's planned directions, including sabbatical needs and release time. Analysis could proceed from a tally of the number of each course's of erings over the cycle, noting how many of erings of each course were taught by professor faculty and how many of erings of each course were taught by adjunct or other contingent faculty. Further considerations could include each course's requisite area and/or level of expertise, the role of each course in the department's major and minor programs, in the University Studies curriculum, and/or in major programs of related departments.

Such a review will yield a prof le of the contribution of each faculty member's areas of expertise in relation to instructional duties, and the best prospects for fully engaging their research. T is prof le can help inform the department of any opportunities for adding oneor more Lecturer positions to the existing complement of Professor positions, and/or for converting one or more existing faculty positions to the Lecturer track.

## II. Adding Lecturer position(s)

A. Proposal

If a department/division elects to request the addition of a Lecturer position, the chair/director should submit a feasibility assessment and proposal to the dean. T e rationale should show how the departmental and institutional missions and strategic plans can be better addressed through this step, and should document the course and program needs that favor it. Analysis should identify specif c courses and/ or other responsibilities to be assigned to a Lecturer, and should yield a f nancialimpact statement based on a multi-year projection in accord with the department's current strategic plan. An implementation timetable should be proposed. If a change of more than one position is being proposed at one time, a separate feasibility assessment and proposal is recommended for each, while taking account of the combined ef ects.
B. Potential actions

T e dean may elect

1. to endorse the proposal, forwarding it to the provost;
2. to request modif cation on such matters as the ef ective date for implementation; or
3. to deny it with explanation.

Approval for opening a search process follows the procedures for all faculty openings (Faculty Handbook III:3.1).

## III. Changing the track of an existing faculty position

A. Re-classifying a position from Professor to Lecturer track

## 1.Timing

An initial transition period is proposed for the inauguration of the Lecturer faculty plan campus wide, for the purpose of establishing the long-range, overall faculty contours in each School/College. T is process is expected to involve two phases:
a. T e completion of departmental reviews, to be carried out by the end of the 2011-12 academic year, and
b.the drafting of proposals for re-classifying existing Professor positions to Lecturer, which may be submitted to the dean through November 30 of 2012. Such proposals should be formulated along the lines stated in II.A above.

## 2. Potential actions.

T e dean's response (per the options stated in II.B above) should follow within a month of receiving a proposal, providing for completed University processing of all re-classif cation proposals by the end of the 2012-13 academic year.

## 3. Occupied positions

## a. Tenured faculty

When a proposal for re-classif cation is approved for a position that is currently occupied by a tenured faculty member, the position is designated for deferred re-classif cation as a Lecturer position, to be implemented when it next comes open.

## b. Tenure-track or non-tenure track faculty

When a proposal for re-classif cation is approved for a position that is currently occupied by a nontenured (tenure-track or non-tenure track) faculty member, the faculty member is to be given three options:
i. continuing in the tenure track as originally appointed, with the position designated for re-classif cation to Lecturer after it again comes open in the future, or
ii. agreeing to the position's re-classif cation at the end of his/her current contract, with the understanding that (s)he is welcome to remain in the position with the contract renewed under Lecturer terms, or
iii. agreeing to a negotiated early termination of the current contract, to facilitate a quicker transition, with the understanding that (s) he is welcome to remain in the position with the contract renewed under Lecturer terms.
a. Rank and step for faculty transitioning into Lecturer track.

Existing University faculty who choose to remain in a position that is re-classif ed to the Lecturer track shai0 0 6cur5 th, to far(I)1(ans)t(ion)7.1 (d t)1 (oion tno the L)bshd1 (y t/P K_ang (en-US)/MCID 16699 BDC B7

# Guidelines for Developing Criteria for: A Non-Doctoral Terminal Degree in lieu of a Doctoral Degree in Hiring, Promotion, Tenure and Salary Decisions 

Following are the steps that must be followed in developing a case for using
in hiring, promotion, tenuré and "salary decisions.
A. T e department shall create a formal document that outlines a clear rationale forusing a non-doctoral terminal degree in hiring, promotion, tenure and salary decisions in the sub-discipline under consideration. (If a school is not organized into "departments" then the document is to be generated by the pertinent "local

