

N.B. Please note Appendix 2 “Handbook Revision History” for important information regarding this handbook.

Table of Contents

I.	Introduction / General Information.....	3
II.	Faculty Appointment / Employment.....	5
III.	Responsibilities of Faculty Members.....	8
IV.	Rights and Privileges of Faculty Members.....	12
V.	Compensation / Leave / Benefits.....	14
VI.	Faculty Performance Appraisal.....	17
VII.	Grievances / Corrective Actions / Termination.....	18
VIII.	Continuation of Faculty Employment.....	20
IX.	Faculty Governance.....	22
	Appendix 1 – Faculty Senate Constitution and Bylaws.....	24
	Appendix 2 – Faculty Handbook Revision History.....	28
	Appendix 3 – Graduate Faculty Policies/Procedures.....	30
	Appendix 4 – Adjunct Faculty Policy/Procedures.....	35
	Appendix 5 – Search Committee Policy/Procedures.....	36
	Appendix 7 – Delineation of Roles in Shared Governance.....	46
	Appendix 8 – Curricular/Instructional Policy/Procedures.....	49
	Appendix 9 – Statement on Shared Governance.....	50
	Appendix 10A – Workload Guidelines.....	54
	Appendix 10B – Definitions of Scholarship.....	61
	Appendix 10C – Definitions of Service.....	64
	Appendix 10D – List of Faculty and Clinic Duties.....	66
	Appendix 11 – Initial Faculty Rank.....	71
	Appendix 12 – Promotions.....	73
	Appendix 13 - OSRSA Mission Policies.....	93
	Appendix 14 – Copyright Policy.....	100
	Appendix 15 – Salary Calculation Guidelines.....	101

Appendix 16 – Merit Awards Policy/Procedures	103
Appendix 17 – Scholarship Awards Policy/Procedures	107
Appendix 18 – Faculty Benefits	108
Appendix 19 – Appraisal Policy / Procedures	114
Appendix 20 – Grievance Procedures.....	118
Appendix 21 – Corrective Action Policies and Procedures.....	122
Appendix 22 – University Committees.....	126

I. Introduction / General Information

Our Mission

The mission of Life University is to empower each student with the education, skills and values needed for career success and life fulfillment based on a vitalistic philosophy. The University's Undergraduate, Graduate and Professional programs - each one committed to excellence in teaching, learning, research and the overall student experience - offer a vision and the promise for a meaningful life, the proficiencies necessary to achieve optimum personal performance, and the wisdom to become transformational leaders in an increasingly diverse, global and dynamic world.

Mission Statements of Our Three Colleges

College of Chiropractic

The mission of Life University's College of Chiropractic, centered on the Vertebral Subluxation Complex, is to educate, mentor and graduate skilled and compassionate Doctors of Chiropractic to be primary care clinicians, physicians, teachers and professionals, using the University's Eight Core Life Proficiencies as their foundation.

College of Graduate Studies and Research

The Mission of the Life University College of Graduate Studies and Research is to educate and mentor skilled and knowledgeable graduates in the health sciences who embody the roles of scholars, teachers and professionals, incorporating the Eight Core Proficiencies as their foundation.

College of Undergraduate Studies

The Mission of Life University's College of Undergraduate Studies is to equip students with the necessary knowledge, skills, and abilities to meet employment demands as well as provide a foundation for advanced studies and personal growth. Life University offers a vitalistic philosophy incorporated in the learning process with a focus on transformational leadership, incorporating the Eight Core Proficiencies and preparing students for an ever-changing society.

LIFE's Promise

With its vitalistic vision, clearly defined performance proficiencies and measurable criteria for success, a Life University education will produce leaders who exemplify humanistic values and, in a world where change is constant, provide innovative approaches to direct that change to elevate society and evolve its health care system.

Organizational Chart: click here for [Life University Organizational Chart](#)

Faculty Handbook Purpose.

1. The Faculty Handbook (FHB) is a compilation of information, policies, and procedures that apply specifically to faculty members employed by Life University.
2. It details the responsibilities and terms and conditions of employment for faculty members.
3. It briefly outlines the major avenues of faculty governance.

4. This document, along with others, forms a portion of faculty appointment documents.
5. Faculty members who have questions of interpretation or believe they have detected errors of fact or omission in the FHB should bring these issues to either the chief academic officer, the Faculty Senate, or the Faculty Affairs Committee. The Faculty Affairs Committee, along with the Faculty Senate and chief academic officer will collaborate to resolve any issues.
6. THIS HANDBOOK IS NOT A LEGAL DOCUMENT OR CONTRACT.

Faculty Handbook Amendment Processes

1. The Faculty Affairs Committee of the Faculty Senate receives and reviews suggestions for changes to the FHB and/or its Appendices, following the policies and processes in the **Faculty Senate Constitution and Bylaws** (Appendix 1).
2. When revisions to a section are made, that section will be updated and the change(s) will be recorded and maintained in the **Faculty Handbook Revision History** (Appendix 2).
3. The FHB is reviewed in its entirety every seven years by a committee comprised of administrators and faculty members, convened by the chief academic officer.
4. Life University reserves the right to make changes to the FHB at any time, after consultation with the Faculty Senate.

II. Faculty Appointment / Employment

A. General Definition of the Faculty

The faculty includes individuals responsible for the didactic instruction of students in classrooms, laboratories, seminars, and other settings, as well as individuals responsible for professional practice instruction in clinics and other practice sites. Research and library faculty include those individuals employed in the Office of Sponsored Research and Scholarly Activity and the Library who have faculty appointments and carry academic rank.

B. Categories of faculty members

1. Academic Faculty

The academic faculty consists of those faculty members who have primary responsibility for instruction, and includes didactic, clinical and graduate faculty members. Academic faculty members may be either full time (40 hours contractually) or part time (adjunct).

a. Graduate Faculty

The graduate faculty consists of those faculty members who direct work and research toward graduate degrees. Members of the academic faculty who meet requirements based on training, teaching graduate courses, research, and experience on graduate committees may apply for appointment as members of the graduate faculty. The rules and regulations for graduate faculty are found in **Graduate Faculty Policies/Procedures** (Appendix 3).

b. Adjunct Faculty

An adjunct faculty member is a faculty member whose workload is consistently less than 75% of full time status, and who is appointed and paid on a quarterly per credit hour basis. Adjunct faculty members do not receive rank or other full time faculty benefits and have reduced responsibilities as stated in their job descriptions and appointment letters. The specific conditions of employment as an adjunct faculty member are described in the **Adjunct Faculty Policy/Procedures** (Appendix 4).

2. Library Faculty

The library faculty consists of those individuals employed in the Drs. Sid E. and Nell K. Williams Library (Library) who have faculty appointments and carry academic rank.

3. Office of Sponsored Research and Scholarly Activity (OSRSA) Faculty

The OSRSA faculty (research faculty) consists of those individuals employed in the OSRSA who have faculty appointments and carry academic rank.

4. Visiting Professors/Limited Specialized Expertise Faculty

Specialized categories of faculty members include Visiting Professors and Limited Specialized Expertise faculty members, who are members of Life University faculty during their terms of employment at Life University.

5. Guest Lecturers/Distinguished Lecturers

Guest lecturers and distinguished lecturers are guests of Life University, but not members of its faculty.

6. Administrators with Faculty Rank

Administrators with faculty rank are Life University employees with primarily administrative responsibilities, but who also hold faculty rank. While functioning as administrators they are governed by the Life University Employee Handbook. If/when they revert back to having primarily faculty responsibilities they will be governed by the Life University Faculty Handbook.

C. Initial Appointment/Employment

1. When a vacancy occurs in the faculty ranks, a search committee will be assembled and charged with identifying and recommending the best candidates for the position, following the procedures detailed in the **Search Committee Policy/Procedures** (Appendix 5).
2. Faculty appointments are probationary until the end of the initial appointment or for the first year (12 months), whichever comes first.
3. Any modification of an appointment will be communicated in writing to the faculty member.

D. Presidential Appointments

1. Faculty Members

The President, at the request of the chief academic officer or a dean, may authorize the hiring of individuals with exceptional records in scholarship or professional service, as faculty members, under a special “presidential appointment.” The President may award salaries for these individuals based on their value to the institution outside of the approved guidelines for faculty salary calculations

2. Professor Emeritus: This rank may be assigned to Associate Professors or Professors who, after ten (10) or more years of continuous distinguished service, and for valid reasons (e.g., retirement, illness), have limited or terminated their responsibilities as a ranked Faculty Member directly preceding retirement. A Faculty Member must be nominated for the rank of Professor Emeritus, and the nomination submitted to the Faculty Senate, who will review and make recommendations to the President for consideration. The President and/or Board of Trustees may appoint an individual, who meets the criteria for eligibility, directly to the rank of Professor Emeritus.

No compensation accrues by virtue of this rank unless by mutual agreement between the President and the individual, who is offered an opportunity to teach or fulfill other duties. If the Professor Emeritus is offered a teaching position for compensation, the individual will be a member of the faculty, and have the same benefits provided to an adjunct faculty member.

Professor Emeritus shall have the following privileges:

- a. Attendance at Faculty Senate meetings, without vote
- b. Use, without cost, of the University Library
- c. Use of office space as available and assigned by the Provost
- d. Use of laboratories as available and assigned by the Deans

- e. Right to attend university convocations and commencements and participate in processions

3. Distinguished Professor (Honorary)

The President, at his/her own discretion, may award the honorary title of “Distinguished Professor of.....” to individuals who advance the mission of Life University in significant and meaningful ways through education, research and service.

Eligibility:

- A recipient cannot be employed by Life University or otherwise eligible for professor emeritus status as per the Faculty Handbook.
- A recipient must be of solid moral character and good legal and professional standing.
- An individual must possess a demonstrable record of significant contribution and sustained scholarship in an area of instruction directly associated with Life University’s academic programs and supportive of Life and its mission.

Use of the title:

- Is in name only.
- Holds no faculty rank and does not create eligibility for benefits associated with faculty rank or employment at Life University.
- Must always be associated with the specific language assigned to the title, i.e. Distinguished Professor of Clinical Physiology.
- May not be used alone as in “Distinguished Professor”, or simply “Professor” in a manner that implies rank or employment at Life University.
- Is revocable at the discretion of the president and/or Board of Trustees for any reason that is deemed in violation of eligibility requirements.

E. Outside Employment

1. Faculty members are encouraged to participate in outside activities, such as Clinical practice/consultations, professional consulting, research, expert testimony, and seminars/presentations; however faculty members should consult with their supervisor before undertaking additional employment.
2. Faculty members should evaluate the amount and character of the work they do outside Life University with due regard for their paramount responsibilities to Life University.
3. Faculty members who participate in outside activities are expected to act with good faith and loyalty toward Life University. Such activities must not unduly interfere with the faculty member’s duties and responsibilities, or in any way constitute an ethical or legal conflict of interest.
4. Faculty members may not compete with Life University, or convert any Life University-related business opportunities, confidential information or trade secrets to their own personal gain or advantage, or the personal gain or advantage of others.

III. Responsibilities of Faculty Members

A. Shared Faculty/Administration Responsibilities

1. As a whole, the faculty shares responsibilities with the administration in the areas of teaching, advising and mentoring, research and scholarship, service, faculty professional development, enrollment, and planning.
2. These shared responsibilities are enumerated, and the distribution and prioritization of these shared responsibilities are found, in Life University's **Delineation of Roles in Shared Governance** (Appendix 7).

B. Individual Faculty Members' Responsibilities

The responsibilities enumerated below are based on the balance between the obligations faculty members have to the Life University community as a whole and to the college faculty of which he/she is a member, and the individual faculty member's academic and personal freedom.

1. Individual Faculty Members' Responsibilities to Scholarship

- a. Faculty members recognize their primary responsibility to seek and state the truth in relationship to their assigned subjects.
 - i. They embrace their responsibility to be knowledgeable and current in their subject matter.
 - ii. To this end, they devote their energies to developing and improving scholarly competence in their subject matter.
- b. Faculty members accept the obligation to exercise critical self-discipline and judgment in using, extending and transmitting knowledge.
- c. Faculty members practice intellectual honesty.

2. Individual Faculty Members' Responsibilities to Their Students

- a. Faculty members encourage the free pursuit of learning in their students.
 - i. They model the best scholarly standards of their discipline for their students and are committed to their roles as intellectual guides and counselors.
 - ii. They respect the dignity of students, individually and collectively.
 - iii. They develop and encourage an atmosphere of openness in the classroom. At the same time, they set appropriate bounds on the use of classroom time.
 - iv. They make every reasonable effort to foster students' honest academic conduct and to assure that any evaluations of their students reflect the students' true merits.
 - v. They respect and protect the confidentiality of the faculty/student relationship at all times.
 - vi. They avoid any exploitation of students for personal academic or financial advantage, and acknowledge any significant academic assistance from students.
- b. Faculty members discharge their pedagogical responsibilities to students to the highest possible standards.
 - i. They understand, apply fairly and dispassionately and, when

- justified, make appropriate exceptions to Life University's academic policies, as delineated in the [Life University Catalogue](#).
- ii. They prepare/update course syllabi according to Life University's **Curricular/Instructional Policy/Procedures** (Appendix 8).
 - iii. They adhere to the syllabus provided to the students for each course they teach.
 - iv. They meet classes as scheduled, and are thoroughly prepared for each class.
 - v. They create and provide students with well-planned learning opportunities and fair evaluations based on the learning objectives in the course syllabus.
 - vi. They continually strive to implement teaching strategies and learning opportunities that meet the needs of all students.
- c. Faculty members evaluate students' performance fairly and dispassionately, based on their own good faith and professional judgment, and in accordance with all applicable University standards.
 - i. They provide evaluations that are appropriate, equitable, valid and professional, and that provide constructive feedback to the student.
 - ii. They avoid using factors such as race, color, religion, gender, disability, age, national origin, political affiliations and/or unrelated activities outside the classroom in evaluating students.
 - iii. They calculate, post and submit grades promptly and accurately in accordance with Life University procedure.
 - d. Faculty members maintain complete, accurate academic records
 - i. They take measures to assure that students' academic records contain only information reasonably related to education purposes.
 - ii. They consider all such records strictly confidential, not to be released except with the written consent of the student whose records they are, or as required by law.
 - iii. They keep accurate attendance records as required.
 - e. Faculty members develop and maintain appropriately professional, ethical and helpful relationships with their students at all times.
 - i. They exhibit objectivity in all dealings with students and in all aspects of the learning process.
 - ii. They maintain posted office hours and are available to meet with students during those assigned times for the specific purpose of advising students in their academic endeavors.
 - iii. They are familiar with the services provided by the [Office of Student Services](#), including Student Advocacy and Student Life, so as to be able to assist and direct students when necessary.
 - iv. They support and participate in student activities and are involved with students on a meaningful, professional level.
3. Individual Faculty Members' Responsibilities to Their Colleagues
 - a. Faculty members strive to be objective at all times in their professional judgments of other colleagues.
 - b. Faculty members, in the exchange of ideas and scholarly criticism,

show due respect for the opinions of their colleagues, and avoid personal or *ad hominem* attacks.

- c. Faculty members accept their proper share of faculty responsibilities for the governance of Life University.
 - d. Faculty members make appropriate preparations for the committee, college and Life University meetings in which they participate.
 - e. Faculty members actively pursue opportunities, and make themselves available, for collaboration with colleagues.
4. Individual Faculty Members' Responsibilities to the Life University Community
- a. Faculty members follow the principles of Life University's **Statement on Shared Governance** (Appendix 9) in their interactions with the administration and Life University's Board of Trustees.
 - b. Faculty members recognize, understand and follow University's policies, procedures, rules and regulations, while retaining the right to criticize and seek revisions to them.
 - c. Faculty members subscribe to and follow the Life University Honor Code, which is located on the university's [Student Page](#) under Policies and Administration, as well as all other University-accepted standards of interpersonal and community behavior.
 - d. Faculty members demonstrate an understanding of the value of the 'whole person' by striving to maintain healthy family and community relationships, and to create a balanced distribution of time and energy among their collegiate, non-collegiate, professional and personal activities.
5. Individual Faculty Members' Responsibilities to the Community at Large
- a. Faculty members have the rights and obligations of any citizen. However, faculty members take care to weigh the demands of these obligations against their responsibilities to their assigned subject, their students, their profession and Life University.
 - b. When speaking/acting as private individuals, faculty members strive to be clear that they represent themselves alone, and not Life University.
 - c. Faculty members, as private citizens, are free to engage in political activities outside of normal working hours.
 - i. As in all non-University situations, faculty members engaging in political discourse or activity take care to make it clear that they are not representatives of, nor speaking for, Life University.
 - ii. Conversely, Life University takes care to assure that faculty members' political choices and activities will not adversely affect their position with Life University; nor will they be a factor for consideration in faculty members' evaluations, promotions or compensation.

C. Faculty Schedules/Temporal Responsibilities

In the discharge of the various responsibilities enumerated above, faculty members are expected to adhere to the following Life University definitions and standards.

1. Work Year
 - a. The academic calendar is determined by the administration in order to meet the various academic programs' requirements. The Life University Academic Calendar is located on the university's [Faculty and Staff Page](#) under Quick Links.
 - c. Life University defines its "academic year" as October 1 through June 30 for the Colleges of Undergraduate and Graduate Studies; and October 1 through September 30 for the College of Chiropractic. The fiscal year for the entire university is July 1 through June 30 of each year.
 - d. Classroom teaching faculty must be present from the start of classes through their final exam each quarter, unless they have prior arrangements approved by their supervisor.
2. Faculty Workloads
 - a. Faculty members are required to spend time on campus each work week for a variety of activities such as class, clinic, academic support responsibilities, scholarship or service activities, as well as for conducting institutional business and meetings with campus constituents (students, other faculty, and/or members of the administration).
 - b. Workload Calculations
 - i. Models or formulas for calculating workloads are developed by the chief academic officer in consultation with the Executive Committee of Faculty Senate, and approved by the President.
 - ii. Current faculty workloads are described in **Workload Guidelines** (Appendix 10A).
3. Attendance at Meetings, Programs and Events
 - a. Faculty members are expected to attend and actively participate in department/division/clinic meetings, and meetings of committees of which they are appointed members.
 - b. Faculty members are required to attend Commencement, faculty development programs, and special University meetings.
 - c. Faculty members are expected to be available for meetings, events, and in times of emergency, when requested.
4. Notice of Interruption of Teaching Service
 - a. When considering any interruption of teaching service, faculty members recognize the potential effects such decisions may have upon their students, colleagues, programs and Life University as a whole.
 - b. They give specific notice of any intention to depart within an appropriate timeframe (at least one quarter of notice) and with the approval of Life University.

IV. Rights and Privileges of Faculty Members

A. Academic Freedom

1. Faculty members are entitled to academic freedom, defined in the American Association of University Professors'/Association of American Colleges and Universities' [1940 Statement of Principles on Academic Freedom and Tenure](#), as follows:
 - a. Teachers are entitled to full freedom in research and in the publication of the results, subject to the adequate performance of their other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.
 - b. Teachers are entitled to freedom in the classroom in discussing their subject, but they should be careful not to introduce into their teaching controversial matter which has no relation to their subject. Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of the appointment.
 - c. College and university teachers are citizens, members of a learned profession, and officers of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As scholars and educational officers, they should remember that the public may judge their profession and their institution by their utterances. Hence they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not speaking for the institution.
2. Faculty members are entitled to assume the support and protection of LIFE University in matters of academic freedom.
3. Faculty members are entitled to address any violations of their academic freedom through the Faculty Grievance Procedure (see Section VII. below).

B. Academic Rank

1. Faculty members are entitled to receive academic rank proportionate to their accomplishments and experience, and to be compensated proportionately to their rank.
2. Faculty ranks include Instructor, Assistant Professor, Associate Professor, Professor and Professor Emeritus.
3. Minimum qualifications for each rank, along with the terms and conditions of faculty ranking, are found in the [Initial Faculty Rank](#) (Appendix 11), with specific ranking expectations for each program contained in the appropriate college documents.

C. Opportunity for Promotion in Academic Rank

1. Faculty members are entitled to advance in their academic ranking in proportion to their academic contributions and accomplishments, ongoing service to Life University, increasing pedagogical skills and professional development over time.

2. In pursuing the possibility of promotion in academic rank, faculty members are entitled to have, and assist in the development of:
 - a. A clear and relevant set of promotion criteria.
 - b. A fair, transparent, merit-based and peer-driven promotion process.
 - c. The guidelines for an appropriate increase in both responsibilities and rewards consequent to earning promotion in academic rank.
 3. Criteria for promotion include, but are not limited to, the following:
 - a. Excellence in teaching/pedagogy.
 - b. Productive scholarship and creative activities (research, authorship, publication).
 - c. Exemplary service to the Life University community and/or the faculty member's profession, including:
 - i. Active participation in faculty/Life University governance, committee work and other activities
 - ii. Guidance and leadership in student activities
 - iii. Active participation in professional societies
 - d. Possession of advanced degrees
 4. The promotion process is detailed in **Promotions** (Appendix 12).
- D. Support for the Discharge of Professional Duties
Faculty members are entitled to have Life University provide reasonable support, in the form of time, facilities, and equipment necessary to be able to discharge their assigned duties, including the development and continual improvement of assigned courses, and to pursue the ongoing acquisition of knowledge through research, seminars, and publications pertinent to their areas of expertise.
- E. Support for Faculty Research and Scholarly Activities
Faculty members are entitled to have Life University provide adequate support facilities and services for their scholarship, research and creative activities. To this end, Life University maintains the Office of Sponsored Research and Scholarly Activity (OSRSA). For complete information, see **OSRSA Mission Policies** (Appendix 13).
- F. Ownership of Intellectual Property
Faculty members are entitled to unencumbered ownership of their own intellectual work in accordance with Life University's **Copyright Policy** (Appendix 14).
- G. Opportunities for Professional Development
1. Faculty members are entitled to have Life University provide adequate support for the development and advancement of their pedagogical and professional expertise, reputation, and accomplishments.
 2. To promote ongoing faculty development, Life University maintains professional development planning and support mechanisms, through both the Faculty Development Committee of the Faculty Senate, and Life University's Faculty/Staff Development Committee.

V. Compensation / Leave / Benefits

A Faculty Compensation

1. Salary Calculations

- a. The Board of Trustees approves an annual “basis” for faculty salaries. Individual faculty salaries are calculated by multiplying the specific faculty basis times any applicable adjustments, according to the **Salary Calculation Guidelines** (Appendix 15).
- b. Compensation for all teaching/clinical overloads are calculated and paid according to the **Salary Calculation Guidelines** (Appendix 15).

3. Merit Awards

Depending on availability of funds, individual faculty members may receive a one-time award for achievements in research or scholarship. See **Merit Awards Policy/Procedures** (Appendix 16) for details.

4. Scholarship Awards

Depending on availability of funds, cash awards for achievements in research or scholarly activity may be awarded on an individual basis. See **Scholarship Awards Policy/Procedures** (Appendix 17) for details.

B. Faculty Leaves and Release Time

Faculty members are entitled to apply for leaves and/or release time to meet the needs of their professional and personal lives, including:

1. General Leave of Absence (without compensation)

A faculty member may apply for a general leave of absence (without compensation) if exceptional circumstances arise and if such a leave will not be detrimental to the interests of Life University. The process of applying for a General Leave of Absence (without compensation) is detailed in **Faculty Benefits** (Appendix 18).

2. General Leave of Absence (with compensation)

a. Half Quarter Leave of Absence (with compensation)

Full time faculty members may apply for a half-quarter leave of absence with pay if this leave will not be detrimental to the interests of Life University. This applies to faculty members teaching accelerated courses only.

b. One Quarter Leave of Absence (with compensation)

Full time faculty members may apply for a full-quarter leave of absence with pay if this leave will not be detrimental to the interests of Life University.

c. The process of applying for a General Leave of Absence (with compensation) is detailed in **Faculty Benefits** (Appendix 18).

3. Sabbatical Leave

a. Sabbatical leave is a program whereby eligible faculty may apply for an enrichment leave from Life University for undertaking research, writing, study, advanced degree work, or other creative endeavors, which would not be possible during the course of his or her full-time University responsibilities.

- b. A faculty member on sabbatical leave shall be considered on active duty and retain all benefits.
 - c. The process of applying for sabbatical leave is detailed in **Faculty Benefits** (Appendix 18).
 - 4. Bereavement Leave

In the event of death in the immediate family (wife, husband, children, mother, father, brother or sister, grandmother or grandfather of either faculty member or spouse), a faculty member may be granted a leave of absence with pay for a reasonable time, but not to exceed five (5) days.
 - 5. Seminar/Conference Leave

In the interest of professional development, Life University encourages faculty members to be active participants in the scientific bodies and other organizations within their disciplines.

 - a. Life University will consider reasonable leave time for attendance at conventions, seminars, training, and workshops, provided it does not unduly interfere with the faculty member's duties and assignments.
Nota bene: Faculty members are expected to bear the cost of their own individual professional and/or association memberships.
 - b. Supervisor approved attendance at a seminar, conference, or program will not be counted against a faculty member's necessary days or vacation leave.
 - c. The process of applying for seminar/conference leave is detailed in **Faculty Benefits** (Appendix 18).
 - 6. Release Time
 - a. Under certain circumstances, Life University may agree to a temporary reduction in a faculty member's teaching load to allow the faculty member to undertake significant non-teaching responsibilities, including research, major course revision, curricular revision, new course development, administrative duties, and chairing certain committees or institutional self-studies.
 - b. In the case of course revisions, it is assumed that all faculty members recognize their responsibility to constantly update their instructional materials without requiring release time to do so. However, in some cases, the nature or extent of restructuring may be such that release time is warranted.
 - c. The process of applying for release time is detailed in **Faculty Benefits** (Appendix 18).
- C. Faculty Benefits

Faculty members are entitled to certain benefits specific to their positions, including:

 - 1. Vacation/Time Off
 - a. Clinic and library faculty members accrue 56 hours of paid vacation each quarter, to be taken during the regular break periods between Spring/Summer Quarters (June/July break) and Fall/Winter Quarters (December/January break), as scheduled by their supervisor.
 - b. Classroom faculty members do not have scheduled duties from the end

of graduation each quarter until the start of the Faculty Staff Development Program during Week 0 of the next quarter.

c. Vacation time is detailed in **Faculty Benefits** (Appendix 18).

2. Office Space

Life University provides teaching faculty with office space. Office facilities will be allocated through the department head, division chair, or the dean of the College.

3. Tuition Waivers

Individuals employed as full-time faculty have tuition benefits afforded to them and their dependents. The process of applying for a tuition waiver is detailed in **Faculty Benefits** (Appendix 18).

D. Employee Benefits

1. For details on all employee benefits, see the Employee Handbook on the [Faculty and Staff Page](#) under Human Resources.

VI. Faculty Performance Appraisal

- A. The purpose of the performance appraisal process is the fair, equitable and professional appraisal of the level of a faculty member's performance against an established set of service-based standards.
- B. The goals are to:
 - 1. Identify those mutually agreed commitments and responsibilities as outlined in the FHB, the faculty member's appointment documents and his/her Job Description.
 - 2. Identify service-based standards of performance for those commitments and responsibilities.
 - 3. Specify appropriate measurement tools to assess the degree of achievement of a faculty member's commitments and responsibilities.
 - 4. Objectively rate the level of performance against these standards on a Behaviorally Anchored Rating Scale (BARS) as a 1 (Destructive), 2 (Complacent), 3 (Responsive) or 4 (Anticipatory).
 - 5. Provide faculty members with opportunities to be recognized for exemplary work, recognition which contributes to the foundation for promotional opportunities or merit pay.
 - 6. Provide a process for faculty members, in concert with their supervisor, to identify areas for professional growth and development.
 - 7. For behaviors appraised as 1 (Destructive) or 2 (Complacent), identify and agree upon a fair and equitable plan of action and a reasonable timetable in which faculty members can correct and re-evaluate the substandard performance.
 - 8. Provide a fair process of Corrective Action for cases in which faculty members fail to adequately address areas needing improvement.
- C. The faculty performance appraisal process includes:
 - 1. Self- and supervisor assessment of the faculty member's basic job performance using Life University's employee-Performance Appraisal (e-PA) instrument, and other measurement tools.
 - 2. The creation of a Faculty Annual Review (FAR), which outlines and documents the faculty member's achievements during the previous year, and contributes to the evaluation of applications for promotion in rank, and the determination of possible Merit Awards.
 - 3. The submission of a Professional Development Plan (PDP) that clearly lists the faculty member's intended activities in pedagogy, research and/or patient care, service, scholarship, etc. for the next year.
 - 4. Ongoing formative, and at least one summative meeting annually between each faculty member and his/her supervisor.
- D. The faculty appraisal process is detailed in **Appraisal Policy/ Procedures** (Appendix 19).

VII. Grievances / Corrective Actions / Termination

A. Grievances

Faculty members are entitled to have access to a clear, fair, orderly and confidential grievance resolution process

1. A grievance is an allegation of a violation, misinterpretation, or misapplication of any provision of a faculty member's appointment letter, the Faculty Handbook or published Life University, college, division or department policies (hereinafter referred to as "appointment documents")
2. Life University's grievance and hearing procedures provide for an orderly resolution of such a grievance or dispute
3. The grievance process is detailed in **Grievance Procedures** (Appendix 20).

B. Corrective Action

1. The purpose of corrective action is to address performance or behaviors in faculty members who fail to carry out their responsibilities as detailed in the FHB, their appointment documents, and/or job description.
2. There are two types of corrective action – progressive corrective action and immediate corrective action
 - a. Progressive Corrective Action
The purpose of progressive corrective action is to provide a progressively administered sequence of remedial measures, where appropriate, to improve professional conduct and, if necessary, to provide a procedure for discipline or discharge.
 - b. Immediate Corrective Action
Immediate corrective action provides a mechanism to bypass the timeframe of progressive corrective action, when needed
3. Corrective Action Process
 - a. In all corrective actions, respect for process will be a guiding principle and the normal **Grievance Procedures** (Appendix 20) will be available to the faculty member.
 - b. In cases where corrective action results in unpaid suspension or termination, the faculty member may appeal immediately to the chief academic officer.
4. Suspension with Pay
 - a. In extraordinary circumstances, Life University may determine that it would be in the best interest of Life University and/or the faculty member for the faculty member to leave campus until a decision can be made whether progressive corrective action or immediate corrective action is appropriate.
 - b. Under these circumstances, Life University has the right to bypass any corrective action and suspend the faculty member, with pay, while an investigation takes place.
5. During a faculty member's first 90 days of employment, Life University is not required to take any corrective action prior to dismissal for cause, or other sanction.

6. Academic Freedom in Corrective Actions
Corrective action will not be used to restrain faculty members in the exercise of their academic freedom.
7. The process for establishing a corrective action is detailed in **Corrective Action Policy/Procedures** (Appendix 21).

VIII. Continuation of Faculty Employment

- A. Reappointment
Faculty members are reappointed to their faculty positions on an annual basis, with a new Letter of Appointment signed prior to the beginning of each Fall quarter.
- B. Reassignment
It is the right of the President, after conference with the appropriate dean, division chairs and the chief academic officer, to assign any faculty member to any appropriate position.
- C. Retirement or Resignation
 1. A faculty member who plans to retire or resign will notify, in writing, his or her immediate supervisor as soon as possible. See the Employee Handbook for further actions that will be necessary.
 2. Faculty members will give notice a minimum of 90 days (longer if possible) prior to the effective day of his or her resignation or retirement.
- D. Non-renewal
 1. Non-renewal during the probationary period
 - a. During the initial probationary period (usually 12 months) of their appointment, a faculty member's performance will be reviewed by their immediate supervisor on a quarterly basis.
 - b. Any deficiencies in performance may result in a corrective action plan (see Section VII.B. above).
 - c. If a faculty member's probationary appointment is not renewed, notice of the non-renewal will be communicated in writing to the faculty member by the chief academic officer a minimum of 30 days prior to the end of his/her current appointment.
 - d. Non-renewal of a faculty appointment during the initial probationary period may not be appealed.
 2. Non-renewal after the initial probationary period
 - a. Non-renewal of a faculty member's appointment will be considered a termination (see Section VIII.E. below).
 - b. If a faculty member's appointment is not renewed, notice of the non-renewal will be communicated in writing to the faculty member by the chief academic officer a minimum of 30 days prior to the end of his or her current appointment, and preferably by January of the year of his/her non-renewal.
 - c. Non-renewal of a faculty appointment after the initial probationary period may be appealed.
- E. Termination
 1. After the initial probationary period faculty appointments may be terminated for cause at any time.
 2. "Cause" may include, but is not limited to, financial exigency, discontinuation of an academic program or department, health reasons or disciplinary action.
 - a. Termination for Financial Exigency

- i.* It is the right of the Board of Trustees, under extraordinary circumstances, to discontinue any of Life University's academic programs.
 - ii.* It is also the right of the Board of Trustees to terminate faculty members or reduce faculty salaries as financial exigencies may demand.
 - iii.* Before termination of a faculty member's appointment because of financial exigency, Life University will make every effort to reassign the faculty member to another suitable position within Life University.
 - iv.* In all cases of termination of a faculty member's appointment because of financial exigency, the faculty member concerned will be given notice and be considered for severance pay.
 - b. Termination for Discontinuation of Program or Department**
A faculty member's appointment may be terminated as a result of the formal discontinuation of a program or department.
 - c. Termination for Health Reasons**
 - i.* In accordance with the Americans with Disabilities Act and the Family and Medical Leave Act, respectively, Life University makes every attempt to continue the employment of a faculty member with a disability and/or a serious medical condition.
 - ii.* In the event that a faculty member cannot perform the essential functions of his/her employment, even with reasonable accommodation, or a faculty member with a serious health condition cannot return to employment after leave under the Family and Medical Leave Act is exhausted, he/she may be terminated.
 - d. Termination for Disciplinary Action**
A faculty member's appointment may be terminated as a consequence of a Corrective Action.
- 3. Any termination for cause may be appealed.**

IX. Faculty Governance

A. Purpose

1. The principle of shared governance is an honored tradition and an expectation of accreditation in higher education, wherein governance of an institution results from collaboration and interdependence between and among the Board of Trustees, President, administration, faculty and, as appropriate, other interested constituencies.
2. Shared governance is an effective way to coalesce the community around the common goal of fulfilling the mission of the institution.
3. It acknowledges competence in discipline and draws on the expertise of all.
4. It is in the best interest of Life University for the Board of Trustees, President, administration and faculty to work collegially and to speak with a unified voice to agencies and publics whenever possible.
5. Consequently, Life University, its Board of Trustees, President, administration and faculty all embrace the principle of shared governance through Life University's **Statement on Shared Governance** (Appendix 9)

B. Structures

1. Faculty Senate: The Faculty Senate is the primary mechanism through which the faculty, individually and collectively, contribute to shared governance at Life University. The **Faculty Senate Constitution and Bylaws** (Appendix 1) details the structure and functions of the Faculty Senate.
2. Faculty Senate Committees
 - a. Faculty Senate committees are organized to facilitate the work of the University. These committees represent the faculty and advise the administration with respect to the development and implementation of academic and administrative policies and procedures, as well as provide formal communication between the various constituencies of Life University. Any faculty member may make recommendations, volunteer for committee appointments or nominate themselves or others for elected committee positions.
 - b. The committees are recommending bodies and report to various administrative offices or other committees as detailed below in the committee descriptions.
 - c. All committees shall conduct business in conformity with the procedures stipulated in the most current edition of Robert's Rules of Order.
 - d. Each committee chair is responsible for preparing an agenda for each meeting, appointing a vice chair as needed, assigning specific duties to each member as required to achieve the goals and objectives of the committee, and ensuring that a record of committee proceedings in the form of official minutes are kept. The minutes should include a record of which members were present and absent. Complete, official minutes of each committee are to be kept and archived by the chair of the

committee with a copy sent to the individual(s) to which the committee reports.

3. Faculty Senate Committees include:
 - a. Academic Standards and Student Affairs
 - b. Admissions Committees of the Colleges
 - c. Curriculum Committees of the Colleges
 - d. Faculty Affairs
 - e. Faculty Development
 - f. Human Resources and Benefits
 - g. Rank and Promotion
- C. Faculty participation on University and Administrative Standing Committees
 1. Life University depends on faculty participation on standing committees that focus on University-wide concerns.
 2. University and Administrative Standing Committees include:
 - a. President's Council/Cabinet
 - b. President's Executive Leadership Forum
 - c. Strategic Planning Council (SPC)
 - d. Chief Academic Officer's Council
 - e. Academic Council
 - f. Space Allocation and Facilities Committee (SAFC)
 - g. College of Chiropractic Assessment Council
 - h. College of Undergraduate Studies Assessment Council
 - i. College of Graduate Studies Assessment Council
 - j. Academic Review Committee
 - k. Graduate Faculty Committee
 - l. Academic Technology Committee
 - m. Scholarship Committee
 - n. Institutional Review Board
 3. Details of all University and Administrative Standing Committees with faculty participation may be found in **University Committees** (Appendix 23).
 4. Ad hoc committees and task forces
Ad hoc committees and task forces that include faculty members may be formed from time to time to address specific issues. Conveners of such committees and/or task forces will communicate their purpose and accomplishments to the community as a whole.

Appendix 1 – Faculty Senate Constitution and Bylaws

PREAMBLE

In order to provide a forum through which the faculty of Life University may engage in the constructive exchange of ideas regarding academic policies and other matters of professional concern in support of the achievement of the University's Mission, we the members of the Life University faculty adopt this constitution.

Article 1 NAME

The name of this organization is **Life University Faculty Senate** (FS, Senate or Faculty Senate)

Article 2 PURPOSE AND AUTHORITY

The purpose of the Life University Faculty Senate is to provide a formal, collaborative organization to advance the education of Life's students into transformational leaders in an increasingly diverse, global and dynamic world. The Faculty Senate strives to foster and encourage effective communication among faculty and between faculty and administration; to promote unity and coherence among faculty; to provide a forum for raising, discussing, and promoting resolution of faculty issues; to foster and encourage a learning environment based on the University's values of vitalism, lasting purpose and the core proficiencies; and to promote instructional and service excellence and success in the classroom, University, and community.

The Faculty Senate derives its authority from this constitution, endorsed and approved by the faculty as a whole, the President of the University, and the Board of Trustees. It is authorized to speak for the faculty as a whole concerning matters on which it has deliberated and made recommendations. It recognizes its role as advisory to the President and the Board of Trustees, understanding that the final authority and responsibility for the University rests with the Board of Trustees, and the President as directed by the Board of Trustees. We establish this Faculty Senate Constitution according to the provisions and the spirit of the Statement on Shared Governance, approved by the Board of Trustees on January 23, 2009, and signed into effect in April, 2009, and the Delineation of Roles in the Shared Governance document.

Article 3 MEMBERSHIP

Voting members of the Faculty Senate include the President, Vice President, and Secretary/Treasurer and ten additional senators. The ten additional senators will be elected by and represent the following groups of faculty members:

- Three representing the College of Chiropractic faculty, including:
 - One elected by and representing the Division of Basic Sciences faculty
 - One elected by and representing the Division of Chiropractic Sciences faculty
 - One elected by and representing the Division of Clinical Sciences faculty
- Three representing the Clinics faculty, including:

- One elected by and representing the Center for Health and Optimum Performance (C-HOP) faculty
- One elected by and representing the Campus Center for Health and Optimum Performance (CC-HOP) faculty
- One at large, elected by the combined Clinics faculty
- Three representing the faculty of the College of Undergraduate Studies (CUS)/College of Graduate Studies (CGS), to be elected by the combined faculty of both
- One representing the faculty of the Office of Sponsored Research and Scholarly Activity (OSRSA) and the Library, to be elected by the combined faculty of both

All officers and senators must be voting faculty members. Voting faculty members are:

- Full time members of the faculty including:
 - classroom and clinic teaching faculty
 - library faculty
 - research faculty
- Faculty members who are directors of academic units, division chairs or equivalents, such as CUS department heads, are eligible to vote and serve on committees, but may not serve on the Faculty Senate.

The Senate is elected at the beginning of the Fall Term. Elected terms begin with the Fall Term.

- Officers are elected by a majority of the full faculty.
- Each officer is elected for a term of two years.
- Officers are eligible for one additional two year term.
- The ten additional Senators are elected by a majority of those faculty members they represent.
- Each Senator is elected for a term of two years, with half the terms staggered from the other half.

Non-voting members with voice but no vote in the Senate include:

- The president of the University or his/her representative
- The chief academic officer of the University or his/her representative
- A student selected by the Student Council or its equivalent

Article 4 OFFICERS

The officers of the Faculty Senate are the president, vice president, and secretary/treasurer, elected as in Article 3.

- The President is the presiding officer of the Faculty Senate. He/she is the primary spokesperson for the Faculty Senate to the President of the University and Board of Trustees and also responsible for conveying information and recommendations from the President and Board of Trustees to the faculty. After completing the term of office, the President will serve for one year as an ex-officio member of the Faculty Senate.
- The Vice President assists the President in his/her administrative functions and, when necessary, acts as President of the Faculty Senate.

- The Secretary/Treasurer maintains minutes of all meetings of the Faculty Senate, informs faculty members of dates, times and general content of upcoming Faculty Senate and Faculty meetings, and maintains all financial records.

If there is a vacancy in the position of President, the Vice-President will assume the position. If the Vice President chooses not to fill the vacancy, elections will be held at the next quarterly meeting for a President to serve the remainder of the term. Vacancies in the Vice-President or Secretary/Treasurer office will be filled by elections at the next quarterly meeting to serve the remainder of the term.

If vacancy occurs with 50% or less of the term remaining, the officer assuming the vacant position is eligible for two more terms.

Removal of Officers A petition submitted to the Faculty Senate by two-thirds of the voting faculty members will be necessary and sufficient to remove any duly elected officer or senator. Removal is effective immediately upon receipt of the petition.

Article 5. RESPONSIBILITIES

The Faculty Senate is responsible for leading the faculty of Life University in fulfilling the purpose set forth above.

- The Senate collaboratively sets the Faculty Senate agenda at the beginning of the fall term for the academic year and modifies that agenda as required throughout the year.
- The Senate also consults with its standing committees as they set their agendas for the year.
- Committee chairs are required to submit a written report to the Senate at least once each term. The report will include progress to date on the proposed agenda, remaining items to address, and changes to the agenda. The secretary/treasurer will make the reports available to the full faculty.

Article 6 MEETINGS

The Faculty Senate meets as needed at least monthly on a regular schedule established by the President in consultation with other Senate members. The Senate President may call a special meeting. Upon petition of forty percent of the voting faculty, he/she will call a special meeting.

The President convenes a meeting of the full faculty at least once in each academic term. The Secretary/Treasurer will announce the meeting time, which will regularly be during Week 12.

Article 7 COMMITTEES

Standing committees of the Faculty Senate include:

- Academic Standards and Student Affairs
- Admissions Committees of the colleges
- Curriculum Committees of the colleges

- Faculty Affairs
- Faculty Development
- Human Resources and Benefits
- Rank and Promotion

The purpose, composition, reporting structure and detailed procedures for all committees are in the Faculty Senate Bylaws.

Membership is governed by the following:

- All members of standing committees must be voting members of the faculty (see Article 3).
- Selection of committee members is governed by the Bylaws.
- Standing committee chairs are elected by committee members and approved by the Senate.
- Committee chairs are elected for a three year term and are limited to no more than two consecutive terms.
- No faculty member may serve on more than two standing committees without approval of his/her division chair or department head and dean. Under no conditions will a faculty member serve on more than three standing committees at a time.

Article 8 AMENDMENTS AND MAJOR CHANGES

Amendments to this constitution may be proposed by a member of the faculty, the Faculty Senate or a Faculty Senate committee.

- The proposed amendment must then be reviewed by the Faculty Affairs Committee, which may recommend accepting, rejecting, or modifying it.
- The Faculty Affairs Committee will then send the amendment, along with the Faculty Affairs Committee's recommendation, to the Faculty Senate for approval, amendment/revision or rejection.
- If approved, the Faculty Senate will place the amendment on the agenda for the next general meeting of the full faculty. The entire text of the amendment in its final form must be distributed to the full faculty for review at least two weeks prior to that meeting.
- A **two-thirds** vote of those attending that meeting will be required for acceptance of the amendment.
- Upon ratification, the proposed amendment will be submitted to the University President for approval.
- If approved, the amendment will become effective immediately.

When the Constitution is reviewed for major changes from time to time, these major changes will follow the process above, beginning with submission to the Senate.

Appendix 2 – Faculty Handbook Revision History

April 2012 (published to Life web site as May 2012) – the handbook was completely reformatted; the fundamental policies and processes that were not likely to change were included in the body of the handbook under newly organized sections.

Corrections were made to obvious errors, e.g., “College of Arts and Sciences” was changed to “College of Undergraduate Studies” and “College of Graduate Studies”, and policy/process was revised to conform to current practice.

Appendices were set up for those areas that were more likely to change over time; these were mostly process issues. Many of the appendices are incomplete or needing revision. Those appendices are marked “this section to be reviewed / updated”.

The Faculty Affairs Committee of the Faculty Senate receives and reviews suggestions for changes to the FHB and/or its Appendices, following the policies and processes in the Faculty Senate Constitution and Bylaws (Appendix 1).

July 2012 (published to Life web site as July 2012)

The handbook navigation was reformatted; references to Appendix 22 were revised in Section VIII; “under construction” note added to Appendix 22.

August 2012 (published to Life web site as August 2012)

Appendix 12 was updated to reflect the current policies and procedures for promotion.

“Faculty” was removed from all Appendix titles when it appeared to be redundant

September 2012 (published to Life web site as September 2012)

Appendix 15 was revised to include the complete introduction (authority of BOT, President, etc.) to salary adjustments that was left out when the major reformat was done in April 2012.

November 2012 (published as November 2012)

Appendix 15 – salary adjustments were reformatted from percentages to factors (no changes in values)

Appendix 23 – updated campus committees (mostly Faculty Senate committees)

March 2013 (published as March 2013)

All appendices needing revision removed from handbook with note that they were being revised.

May 2013 (published as May 2013)

Appendix 4 was reinserted with minor formatting revisions

Appendix 10C was reinserted with credit for service levels

Appendix 18 was reinserted with reference to new “Employee Handbook”

June 2013 (published as June 2013)

Appendix 11 removed the notes about the pre-hiring HR process used for developing salary ranges

Appendix 12 was reinserted with explicit criteria of 3 years as lead instructor added to documents checklist; Authorship Form added for research evidence; Library Rubric and Evidence sheets were added

December 2013 (published as December 2013)

Numerous links and grammar changes

Some benefits referred to the Employee Handbook where appropriate

February 2014

Appendix 3 was reinserted without changes pending revision

Previous definition of Professor Emeritus was inserted as Section II.D.2

Definition of Distinguished Professor (formerly II.D.2) was combined with Appendix 6 and renamed to II.D.3; Appendix 6 was removed

Corrected references to the Grievance Procedure, which is now Appendix 20, in the Corrective Action Procedures

The placeholder for Appendix 22 was removed; that appendix will not be created and is covered in Section VIII

April 7, 2014

Updated LIFE mission and vision statement in Section I

Appendix 10A was reinserted without change pending revision

Appendix 19 was reinserted with changes to reflect the introduction of the Performance Appraisal document and process to replace the KPO document and process.

The reference to Appendix 22 in Section VIII was removed; that appendix will not be created

Appendix 23, "Committees", was renamed Appendix 22

Appendix 3 – Graduate Faculty Policies/Procedures

F. Graduate Faculty

Rules and Regulations

The Graduate Faculty direct work and research toward graduate degrees. Membership demonstrates high attainment and professional standing. The Graduate Faculty is composed of those members of the general faculty who meet requirements based on training, experience on graduate committees, teaching of graduate courses, and research attested by scholarly publication or other proof of creativity, professional excellence, activity, and dedication.

1. Levels of Appointment

Full Graduate Faculty

Associate Graduate Faculty

Teaching Graduate Faculty

Other: Ex-officio Graduate Faculty, Adjunct Graduate Faculty, Emeriti Graduate Faculty

2. Qualifications/Criteria

A) Full Graduate Faculty:

Degree: Hold the Ph.D. or other earned terminal academic degree (highest degree awarded in the discipline) in or related to the faculty member's area of assigned graduate responsibility.*

*Subject to special considerations, an individual who has not earned the highest degree awarded in the discipline, but has demonstrated exceptional competence in one's field of specialization (i.e., has attained high professional status as recognized by one's professional peers) may be appointed to the Graduate Faculty.

Position: Hold appointment as a regular tenure-track position with the academic rank of Assistant Professor or higher.

Scholarship: Be actively engaged in scholarly or creative activities. Conduct research and scholarly activity leading to refereed or other professional competitive publications or to comparable artistic, clinical, literary, or technical achievements appropriate to particular fields.

Evidence of recent active and productive scholarship includes:

Scholarly books, refereed articles in scholarly journals, chapters in scholarly books, abstracts in scholarly conference proceedings, successful external research grant

applications, juried shows, editorships, or the equivalent as determined by the individual academic unit.

Teaching: Be qualified to teach graduate courses.

Evidence of graduate teaching effectiveness includes:

Teaching awards, successful instructional innovation grants, student evaluations, student accomplishments, guidance of graduate students' research projects, peer reviews, innovations in course design or delivery, publications in area of pedagogy, or other quantitative and qualitative evidence as determined by the individual academic unit.

Advising: Have experience with graduate student advising including:

1) Demonstrated potential to direct master's candidates successfully.

Planning and directing of programs of graduate students and the direction of theses.

Other: Meet other qualifications, as determined by the academic unit. The department and/or the college/school may establish qualifications which exceed the minimum qualifications established by the Graduate Program, e.g., a department and/or college may choose to review the quality of theses/dissertations directed by the faculty member.

B) Associate Graduate Faculty:

This status is primarily for those new faculty recently awarded their terminal degrees.

Degree: (see Full Graduate Faculty)

Position:(see Full Graduate Faculty)

Scholarship: Associate Graduate Faculty status requires the applicant to have made a sound beginning in independent research or creative activity. See "Full Graduate Faculty" for further information.

Teaching: Be qualified to teach graduate courses. Associate Graduate Faculty status requires the applicant to have the necessary background to begin teaching graduate courses. See "Full Graduate Faculty" for further information.

Advising: While new faculty are unlikely to have experience with graduate student advising, they should have demonstrated the potential to assist in directing master's and/or doctoral candidates successfully.

Other: (see Full Graduate Faculty)

C) Teaching Graduate Faculty:

This status is primarily for those faculty qualified to teach graduate level courses, but may not be able to fulfill all of the scholarly requirements stated above. A minimum of a master's degree is required in the academic discipline.

D) Other:

(1) Ex-officio Graduate Faculty

The President, Provost, Deans of the Colleges, the Director of the Learning Resource Center, Division Chairs and Department Heads, and comparable academic officers may be ex-officio members of the Graduate Faculty.

The category of ex-officio graduate faculty members is for the purposes of:

- (A) Enabling the academic administrators, who are actively involved in academic research, and the Director of the Learning Resource Center to participate in making policies and decisions that influence graduate education and research.
- (B) Enabling them to monitor the quality of graduate education and research in their respective unit/department/division.

(2) Adjunct Graduate Faculty

The general criteria for membership on the Adjunct Graduate Faculty are the same as for regular Graduate Faculty with the exception that the candidates hold either part-time or non-regular faculty appointments. Other eligibility criteria may be determined by the academic unit that nominates the candidate.

(3) Emeriti Graduate Faculty

To be granted Emeriti Graduate Faculty status, the emeritus professor must have held active graduate faculty status at the time of retirement. At the time of approval to this category, the graduate faculty review "clock" will be reset. If Emeriti Graduate Faculty members wish to be reviewed for reappointment at the end of the first seven-year period following retirement they should meet the standard criteria for reappointment.

3. Duties, Responsibilities, Privileges

A) Full Graduate Faculty

Teaching: Teach graduate-level courses in each field of specialization for which they have formal advanced study or demonstrated competence through independent scholarly activity. Develop graduate level courses and curricula

Advisement: Advise and direct non-thesis student programs (major professor). Advise and direct thesis student programs (major professor)

Research: Direct and chair master's thesis committees. Serve as member of master's thesis committees. Serve as reader of master's thesis committees. Serve as a representative on master's thesis oral examinations

Other Service to Graduate Program: Participate in the governance of graduate education at all levels within the university. Vote on matters submitted to the graduate faculty for vote. Eligibility to elect representation to graduate committees. Participating in the formulation of graduate curricula and policy.

B) Associate Graduate Faculty

Teaching: Teach graduate-level courses in each field of specialization for which they have formal advanced study or demonstrated competence through independent scholarly activity. Assist in developing graduate level courses and curricula.

Advisement: (see Full Graduate Faculty)

Research: Direct and co-chair master's thesis committees. Serve as member of master's thesis committees. Serve as reader of master's thesis committees. Serve as a representative on master's thesis oral examinations.

Other Service to Graduate Program: (see Full Graduate Faculty)

C) Teaching Graduate Faculty

Teaching: (see Associate Graduate Faculty)

Advisement: Advise and direct non-thesis student programs (major professor).

Research: Serve as member or reader of master's thesis or doctoral dissertation committees with approval of the Department Head.

Other Service to Graduate Program: Participate in the governance of graduate education at all levels within the university at the request of the Department Head.

D) Other

(1) Ex-officio Graduate Faculty: Serving as non-voting members of supervisory and examining committees for graduate - level work.

(2) Adjunct Graduate Faculty: Serve on supervisory and examining committees for graduate students.

(3) Emeriti Graduate Faculty: Co-chair a graduate student's committee. Emeriti Graduate Faculty may serve as members of graduate students' supervisory committees.

4. Length of Term

- A) Full Graduate Faculty: 7 years, renewable
- B) Associate Graduate Faculty: 3 years, non-renewable
- C) Teaching Graduate Faculty: 7 years, renewable

5. Application Procedure

A) Chain of Command

Faculty member → Department Head / Division Chair → Graduate Faculty Committee
→ Dean of College → Provost → President

B) Department

Each department with graduate programs will determine the procedures for handling recommendations concerning Graduate Faculty membership at the departmental level (with the approval of the Dean of the College).

C) College

Each college will determine the procedures for handling recommendations concerning Graduate Faculty membership at the college level.

D) Materials to be submitted

Application letter. Including a narrative covering philosophy, goals, accomplishments in a) graduate teaching, supervision and mentoring, b) scholarship and c) service (not to exceed three pages).

(2) Annual Reviews

(3) Curriculum Vita: Including a listing of theses, Special Problems, and Readings; professional development activities; list of publications, presentations, and/or other scholarly activities.

(4) Additional supporting materials such as publications, presentations, and other creative works (not to exceed ten pages).

(5) Appeals of faculty regarding Graduate Faculty status recommendations shall be made to the Provost. Guidelines for the appeals process will be developed by the administration.

Appendix 4 – Adjunct Faculty Policy/Procedures

An adjunct faculty member is a faculty member whose workload is consistently less than 75% of full time status, and who is appointed and paid on a quarterly per credit hour basis. Adjunct faculty members do not receive rank or other full time faculty benefits and have reduced responsibilities as stated in their job descriptions and appointment letters.

Selection of adjunct faculty members must be consistent with the academic standards of Life University. Adjunct faculty members are recommended by the Department Head or Division Chair and approved for hire by the dean of the appropriate college.

Department Heads or Division Chairs are responsible for the appropriate orientation, supervision and evaluation of adjunct faculty members, for making sure that adjunct faculty members provide reasonable student office hours (based on the courses and credit hours that the adjunct faculty member is contracted for each quarter), and for designating those meetings, workshops or trainings essential to their job functions, which adjunct faculty members must attend.

Adjunct faculty members are evaluated annually in accordance with procedures outlined in the Faculty Handbook.

Appendix 5 – Search Committee Policy/Procedures

Roles of the Search Committee

Search committees perform many critical roles. These typically include:

1. collaborative input on preparing a job posting
2. identifying the criteria by which candidates will be evaluated
3. identifying finalists and, from among those, the individuals who will be invited to campus for interviews
4. structuring and arranging on campus interviews
5. providing recommendations on filling the open position
6. initialing confirming the qualifications for the candidates via the Faculty Qualifications Form

In all these responsibilities, the search committee is acting in an advisory capacity to the person who appointed the committee, which for consistency's sake will be called the hiring manager.

Forming the Search Committee

The Search Committee is appointed by, and reports to, the hiring manager. For faculty positions, that would be Department Heads, Division Chairs or Deans.

Various general considerations will apply to forming a search committee.

- The composition and size of the committee should be commensurate with the type of search being conducted. A search for a temporary position will, typically, involve a smaller committee than will a search for a permanent position. A search for a position that cuts across several responsibilities, e.g., an interdisciplinary teaching position, may require a larger than usual committee. Search committees for faculty positions should be composed of three to five members.
- The committee should contain a majority of full-time faculty members, including the committee chair, but probably not much more than a simple majority, from the program or unit in which the position resides.
- Other members of the committee should be selected from "outside" units that work closely with the unit in which the vacant position resides.
- Diversity should be sought in gender and, to the extent possible, in ethnicity and race.
- Where the position involves support of both residential and extended education components, i.e. satellite, online or international campuses, there should be at least one committee member representative of each area, if possible.
- The selection process should avoid conflicts of interest whenever possible. Excluding members that have written recommendation letters for any of the applicants might be one way to do this.

Charging the Search Committee

The hiring manager should meet with the search committee at its first meeting to answer questions and to explain the responsibilities of the committee. In particular, this individual should explain to the search committee:

- expectations regarding the content of the position description
- the critical importance of the University's affirmative action goals and the affirmative action procedures of the University
- the absolute confidentiality of all comments made during committee discussions, for all time. This requires particular emphasis where applications from internal candidates are anticipated. Search Committee chairs may request signed confidentiality statements from the committee members.
- the identity of the person who will be providing staff support for the search committee and the extent of the support that will be provided (correspondence with candidates, maintaining files, keeping data base records, arranging phone interviews)
- strategies for attaining a strong pool of candidates
- the role of the committee in reaching a final decision

The last point is critical. Approaches differ and the hiring manager must be very clear about how the committee will be involved in the final decision. There are at least two important questions to consider:

What will be the role of the committee in obtaining campus feedback? Some hiring managers encourage feedback directly to them when campus interviews are conducted; others want all feedback to go through (and be weighed by) the search committee. There is no "right way." But, there should be an explicit statement on this role as part of the charge of the search committee.

What will the role of the committee be in the final decision? Universities, as a principle for maintaining high academic quality, depend almost entirely upon the judgment of colleagues in the same field as the candidates being evaluated. The responsible hiring manager likely would request that only a limited number of "acceptable" finalists are presented with their strengths and weaknesses.

Candidates submitted to the hiring manager are not ranked except in unusual circumstances. In some cases, all of the applicants may be put forward as either "acceptable" or "not acceptable." In either scenario, it would be highly unusual for an appointment to be other than those recommended as acceptable by the search committee.

Evaluative Criteria

Evaluative criteria are the considerations the search committee will use to evaluate candidates. They need to be carefully thought out at the beginning for they guide much that follows.

Keeping complete records is absolutely essential both for the smooth functioning of the committee and, should questions arise later, for the protection of the University. The Search Committee chair should, from the start, determine who is responsible for keeping the various records and discuss recording keeping procedures with them. The Faculty Affairs' Office is available to discuss record keeping strategies.

Records will, at a minimum, consist of:

A file for the search, containing

- Position description
- Evaluative criteria
- Advertisements and dates, locations of all advertisements (including postings to the web and to list servers.)
- Communications of committee with Life officials (e.g., Dean, Faculty Affairs, VPAA) on search

Files for each candidate, containing:

- Materials submitted by the candidate
- All correspondence (letters, e-mails) with and from the candidate
- Notes of any conversations with the candidate
- Evaluations of candidate by search committee members

At the conclusion of the search, complete files are delivered to the Faculty Affairs Office, which is responsible to maintaining the files.

Confidentiality

The Search Committee has the very important responsibility of maintaining the confidentiality of its deliberations and the confidentiality of the applicants. A confidentiality form that can be used for that purpose is attached to this document.

The key goal in a search isn't communicating the reasons why someone was selected but the hiring of the most qualified applicant available. That means that the university wants a department's members talking freely among themselves. Further, the American Association of University Professors' ethics statement about faculty searches states that "institutions should respect the confidentiality of candidates for faculty positions."

All discussions of candidates within the Search Committee should be treated by every committee member as strictly confidential. This is particularly important where internal candidates are involved. This confidentiality extends for all time; that is, continuing after completion of the search.

During initial phases of the search, the identities of applicants must be strictly protected. Later in the search, identities of finalists will become known. For those not identified as finalists, though, the identities of those willing to let us consider their candidacy must be treated as confidential even after the search concludes.

There comes a time when the confidentiality of the names of some candidates will be removed. This can occur in two ways. First, in reference checking, the committee wishes to move beyond designated references to check with others who may have knowledge of the candidate. This will usually be a subset of the committee's current "top" prospects.

Every candidate should be contacted by the Chair to explain the committee's intentions to move to this next step in the search. Remembering that every contact is also part of a recruitment process, the Chair should explain that the candidate is among a small number of top ranked candidates (it's OK to name the number) and now wishes to contact those not listed as references, but who have worked with the candidate. If the candidate does not wish to take this step, Chair should explain that is fine but the committee will have to proceed with somewhat more limited information than is available for other candidates.

Second, in inviting finalists, the administrator issuing the invitation will make clear that, should the invitation be accepted, the person's candidacy for the position will become public knowledge.

Internal Candidates

Searches under special circumstances may be limited to internal candidates. Once approved, internal searches are conducted just as all other searches including formation of a search committee.

Internal candidates may also be anticipated in searches that are not limited to an internal search. Here, special sensitivities are necessary. The basic rule is that one's status as an internal candidate should not inappropriately advantage or disadvantage the candidate.

Please note that there is a special consideration afforded whenever the internal candidate is a former faculty member returning to teaching from an administrative role. These candidates are not automatically guaranteed a faculty position but they are guaranteed that their application will be reviewed by the hiring manager if they have the basic qualifications for the position. If these candidates meet the basic qualifications of the position they should always be recommended for consideration to the hiring manager along with any other "acceptable" qualified candidates.

This does not mean that the search committee must pretend that it knows nothing about the internal candidate. Generally, we know more about internal candidates, and that is information that can be considered. It may work to the advantage of the candidate (if the information is favorable) or to the disadvantage of the candidate (if the information is not positive). It is fair to consider such information.

Determine the appropriate evaluative criteria; these must be explicitly stated and then relevant attributes of internal and external candidates can be appropriately evaluated. It is NOT correct, after the evaluative criteria have been agreed to, to decide to give extra weight to "knows LUC" or "brings fresh perspectives."

The search committee chair should discuss the above matters whenever internal candidates are anticipated. Additionally, the Chair should consider and bring to the committee's attention:

- Confidentiality deserves extra emphasis when internal candidates are anticipated.
- Internal candidates should be treated as rigorously as all other candidates in the search process, including phone interviews, reference checks, and such to establish their basic qualifications.
- In determining finalists to recommend to the hiring manager, include the strongest candidates regardless of whether they are internal or external.
- Recognize that one of the surest ways for an institution to fail to achieve its affirmative action commitments is, in national search after national search, to find that the very best person for the job anywhere in the country happens already to be working for us. That simply is not plausible when it occurs repeatedly.

Initial Screening

On the date indicated on the position description, or soon thereafter, members of the committee should begin reviewing individual files. The committee should, at an earlier meeting, have agreed upon the forms to be used by each committee member to evaluate candidates and the process for evaluation. On the latter point, several strategies are appropriate.

Where a relatively small number of files are expected (e.g., two or three dozen), each member of the committee may review each file prior to a meeting to discuss which files to set aside and which files to continue to consider.

Where a larger number of files are involved, the files may be divided among the committee members for the initial review. The goal is to settle upon a number of candidates for whatever the next step may be: checking "non-references," doing phone interviews, or whatever.

Checking References

Checking references is, perhaps, the single most important step in identifying strong candidates. The "on campus" interview, for example, is something given much attention. However, research demonstrates that the interview is a very poor predictor of future success. The interview is very artificial. The best predictor of how a person will do in the future is how they have done in the past. Reference checking should be targeted with that in mind.

It is common for a candidate to specify "references upon request" or to request that permission be obtained prior to having references checked, when the candidate may not wish to have others know that they are considering moving. That is entirely acceptable and should not be held against the candidate. If it comes time to check references for that candidate, then he or she should be contacted by the committee chair for permission to

contact references. If the candidate will not permit references to be checked, then that person cannot be considered a viable candidate.

Where references are to be checked by telephone, the search committee should agree on a short set of open-ended questions that will be used in each reference check. These items should logically follow from the evaluative criteria established for the position.

Do consider doubling up on phone reference checks -- having two members of the committee involved in each reference check. One person does the talk, asking the questions while the other records responses. Try it once and you will become a big fan of this approach. While it takes more of the committee members' time, it is amazing how much more two pairs of ears can hear.

The Visit

The Search Committee plays the lead role in designing and then conducting the visits of finalists to campus. Several principles govern, the primary one being to arrange a visit in such a way as to maximize opportunities to gather the information needed to make informed decisions and for the candidate to be similarly well informed. As always, and in all our interactions with the finalists, we want to treat the visit as part of a recruitment process, projecting courtesy, consideration, and professionalism in all our interactions.

If others are involved in searches, e.g., students that have participated in the lecture or practical portion of the visit, the person giving the tour, or other faculty observers, they should provide their feedback directly to the search committee. This is critical: feedback going directly to the hiring manager complicates the roles of the search committee in its formation of recommendations. As a suggestion, there is included a process and feedback form that has been very successfully used by our clinics at the end of this section.

Recommendations

Once the visits are over and appropriate feedback has been received from the University community, the committee needs to form its recommendations. In a well-designed search, the role of the search committee here will have been established during the charge to the committee. The real question - and this should have been made clear during the charge to the committee - is whether the hiring manager wants, in addition to discussing the strengths, weaknesses, and fit of each acceptable candidate, to also receive rank ordered preferences. Except in unusual circumstances, this will not be the case.

The hiring manager should arrange to meet with the committee. Often this can be done by scheduling the final meeting of the search committee for forty-five minutes or so, with the hiring manager joining the committee after that period or when the committee is ready.

The hiring manager will want to hear what the committee finds to be the strengths and weaknesses of each of the finalists. The hiring manager should also express his or her assessments and seek reactions from the committee. If there are fundamental differences

between the committee consensus and the hiring manager, these should be openly and directly addressed, perhaps focusing upon various perceptions of the needs of the University (as opposed to assessments of the candidates) as one strategy for seeking resolution.

Clinic Campus Interview

At the next level we request a 500 word essay on an assigned topic (this is in lieu of a Teaching and Research statement) and conduct a phone interview.

The candidates are evaluated and those selected are invited to the next step: an on-campus interview.

We bring 2 candidates on campus at a time and schedule the day as follows.

- Meet candidates
- Campus tour
- Search Committee interview and practicum
- Observations in Clinic
- Lunch with Candidates in Socrates Café
- Presentation and QA with students, staff and faculty
- Interview with Clinic Directors
- Meet the Dean

We begin at 9:45am and are done by 3:30pm.

Feedback is solicited from those participating in observation, lunch and presentation events.

Encounter Feedback Form

Date _____

Your name _____ () staff, () student, () faculty

Candidate name _____

Encounter during: () tour, () observation, () lunch, () presentation/QA

1. Things you noticed that make you feel this candidate is a good fit for the Department and/or Life University.

2. Things you noticed that make you feel this candidate is NOT a good fit for the Department and/or Life University.

Candidate name _____

Encounter during: () tour, () observation, () lunch, () presentation/QA

1. Things you noticed that make you feel this candidate is a good fit for the Department and/or Life University.

2. Things you noticed that make you feel this candidate is NOT a good fit for the Department and/or Life University.

CONFIDENTIALITY AGREEMENT

All participants must complete this agreement prior to the initiation of the search process and to be participants on the search committee.

I understand that all discussion and comments made during this process are strictly confidential. I agree that I will not discuss this information outside the confines of the process nor divulge any information concerning the process to anyone, either during or after the committee's work is completed. Any violation of this confidentiality agreement will be considered a violation of the Life University Honor Code and Standards of Conduct.

Print Name

Signature and Date

Appendix 7 – Delineation of Roles in Shared Governance

1. Teaching, advising and mentoring
 - a. Faculty members, both individually and collectively, have primary responsibility for developing and delivering appropriate courses. Faculty supervisors (division chairs, /department heads) and deans are responsible for input and approval.
 - b. Faculty members have primary responsibility for establishing learning outcomes, including the Eight Core Proficiencies, for courses. Division chairs/department heads and deans are responsible for input and approval.
 - c. Faculty members have primary responsibility for assessing the effectiveness of courses and instructors in achieving stated learning outcomes and for improving the effectiveness of achieving those learning outcomes. Faculty supervisors and deans are responsible for input and approval.
 - d. Faculty members have primary responsibility for academic advising and professional mentoring of students.
 - e. Faculty members play a leadership role in promoting student professional development in areas such as academic integrity and growth as a young professional.
2. Research and scholarship
 - a. Faculty members of a program are the experts in their disciplines. As such, they are responsible for proposing a definition of scholarship including expected characteristics and standards of acceptable scholarship and acceptable methods of peer review of scholarship in their program. Faculty supervisors and deans are responsible for input and approval. The chief academic officer, in consultation with the deans, has final approval authority, insuring equity and high standards throughout the University.
 - b. Faculty members, faculty supervisors, deans, and the chief academic officer have shared responsibility for setting research expectations and agendas for individual faculty members, departments/programs, colleges, and the University.
 - c. Faculty peers, both internal and external, have primary responsibility for assessing the scholarship of individual faculty members. Faculty supervisors and deans are responsible for input and approval.
 - d. Faculty supervisors and deans have primary responsibility for assessing the scholarship of departments and colleges while the chief academic officer has primary responsibility for assessing the scholarship of the University.
3. Service
 - a. The faculty has primary responsibility, with input from the entire Life community, for defining appropriate faculty service, taking into account the variety of mechanisms by which faculty members may contribute to the University community.
 - b. Faculty members, department chairs/division heads, deans, and the chief academic officer collaboratively set expectations for service.
 - c. Faculty supervisors have primary responsibility for assessing the service work of individual faculty members with approval by the deans and chief academic officer. Deans have primary responsibility for assessing the service work of departments and colleges, and the chief academic officer for assessing that of the faculty as a whole.

4. Faculty professional development

a. The faculty has primary responsibility for defining the overall purpose of faculty professional development plans (PDPs) with input from faculty supervisors. The deans and chief academic officer review and approve.

b. Faculty supervisors, in consultation with each faculty member, have primary responsibility for setting PDP goals and objectives. Deans review them for appropriateness and equity across the college and approve the plans. The chief academic officer reviews them for equity across the University and for consistency with the Vision and Mission, and approves the plans.

c. The faculty and faculty supervisors share primary responsibility for coupling the PDPs to reappointment and promotion decisions.

d. The Faculty Development Committee has primary responsibility for planning and implementing a faculty development program that supports and meets the needs of the individual faculty development plans.

e. The faculty and faculty supervisors share primary responsibility for assessing and improving the effectiveness of the PDP system with the deans and chief academic officer establishing the process and setting timelines.

5. Enrollment

a. Faculty members have primary responsibility for setting academic standards, including standards for admission, for academic progress, and for graduation. Faculty supervisors, deans, and the chief academic officer provide input and approval.

b. The faculty has responsibility for working with the admissions staff to develop an understanding of their programs and how they are distinctive, and to interest potential students in those programs.

c. The faculty plays a leadership role in establishing and maintaining a campus climate that is conducive to student satisfaction, though this must be a collaborative effort from the entire the community, including the alumni.

d. While the administration and the Alumni Office have primary responsibility for establishing and maintaining positive alumni relations, faculty members play an important role.

6. Planning

a. Faculty members are important members of the University in exploring and developing potential new academic programs. While their primary responsibility is for the development of curricula and courses for suggested programs, they can and should give valuable advice on other aspects of program development.

b. Faculty members and faculty supervisors share primary responsibility for developing and executing the mission and vision, strategic plan, and assessment plan for their department/division. Students, staff and administrators give input. Deans and the chief academic officer give input and approve.

c. Faculty members give strong input into the development of the vision and mission, strategic plan, and assessment plan for their respective colleges, although the dean has primary responsibility. The chief academic officer and President review and approve.

d. The President has primary responsibility for developing the mission and vision, strategic plan, and assessment plan for the University, with input from all constituents, including the faculty.

Appendix 8 – Curricular/Instructional Policy/Procedures

This appendix is currently being revised. Please contact the Faculty Affairs office for any questions or for a copy of the current appendix.

Appendix 9 – Statement on Shared Governance

Preamble

The principle of shared governance is an honored tradition and an expectation of accreditation¹ in higher education, wherein governance of an institution results from collaboration and interdependence between and among the Board of Trustees, President, administration, faculty and, as appropriate, other interested constituents. Shared governance is an effective way to coalesce the community around the common goal of fulfilling the mission of the institution. It acknowledges competence in discipline and draws on the expertise of all. It is in the best interest of Life University for the Board of Trustees, President, administration, and faculty to work collegially and to speak with a unified voice to agencies and publics whenever possible.

A. Principles

To promote a culture of shared governance, the Life University community embraces the following principles:

1. The Board of Trustees, President, administration, and faculty acknowledge the importance of and are committed to fostering shared governance.
 - a. A hallmark of shared governance being the early and consistent involvement of faculty, the University fosters shared governance by involving faculty at early stages of discussions, maintaining reasonable workloads that allow faculty participation in governance, supporting faculty development of governance skills, and rewarding participation in governance work.
 - b. The faculty participates in shared governance as an essential faculty responsibility and avails itself of opportunities to develop expertise in governance.
2. A spirit of collaboration among the Board of Trustees, President, administration, and faculty is vital to healthy governance.
 - a. Relationships among the Board of Trustees, President, administration, and faculty are cooperative and marked by collegiality and mutual respect.
 - b. Deliberations and communication between and among the Board of Trustees, President, administration, and faculty are carried out in good faith by all parties.
 - c. In the context of internal communication among university constituencies, the Board of Trustees, President, administration, and faculty can express

¹ 3.7.5 The institution publishes policies on the responsibility and authority of faculty in academic and governance matters. (Faculty role in governance) from *SACS Principles of Accreditation: Foundation for Quality Enhancement* (adopted December 2007 and effective January 1, 2008)

dissenting views on governance without reprisal. These views should be expressed in appropriate environments and using agreed-upon processes.

- d. The Board of Trustees, President, administration, and faculty have timely access to relevant information that is necessary to make informed decisions or recommendations on University matters. All parties will understand that some information is confidential by Life University policy and therefore not available.
 - e. Given reasonable time, all parties (Board of Trustees, President, administration, and faculty) respond expeditiously to requests for recommendations and action on University matters.
3. The Board of Trustees, President, administration, and faculty look to national, regional, and local accreditation, statutory and regulatory standards for their respective roles in the governance of the University.
 4. The Board of Trustees, President, administration, and faculty recognize that the active, informed participation of faculty and administrators in governance is necessary and important, at levels appropriate to their special knowledge and expertise, and understand that the final authority and responsibility for the University rests with the Board of Trustees and the President, as directed by the Board of Trustees.
 5. The Board of Trustees, President, and administration consider, assess and evaluate, respectfully and in good faith, faculty recommendations in those areas in which the faculty has initial responsibilities, including:
 - a. curriculum, subject matter, pedagogy, and research,
 - b. appointment of regular faculty: hiring, peer review, retention, grievance, within the context of the roles of faculty committees as described in the Faculty Handbook.
 - c. status of regular faculty: evaluations, promotion, extended contracts/tenure, post-tenure review; and
 - d. those aspects of student life that relate to academics.
 6. Administrators above the level of division chair/department heads, who have the ability to overturn, override, or veto recommendations of the faculty, do not have a vote on faculty committees on which they serve.
 7. The faculty has a defined role in developing and administering the University budget, which includes:
 - a. having initial responsibility for defining department/division budget priorities and for effectively using funds allocated to the division/department pursuant to University policies.
 - b. having direct input in setting budget priorities for their respective colleges, and

- c. being consulted and informed of budget priorities for the University at large.

8. The campus community fosters participation and leadership by a diverse population

9. The University develops, adopts, and publishes policies on the responsibility and authority of all constituencies in academic and shared governance matters.

B. Communication and Representation

Open communication and proper representation are crucial to effective shared governance; therefore, all constituencies of Life University embrace the following principles:

1. The University develops, adopts and publishes policies to create and maintain the appropriate channels:
 - a. for regular and accurate communication of faculty views and concerns to the Board of Trustees, President, and administration, and
 - b. for regular and accurate communication of the views of the Board of Trustees, President, and administration to the faculty.
2. Faculty members who represent the faculty in any capacity are either selected by the faculty or selected by others from a list provided by the faculty in accordance with university policies.
3. Faculty members who are selected to represent the faculty to any entity have the authority and responsibility to speak for the faculty as a whole to that entity.
4. As an authorized representative to any entity, a member of the Board of Trustees, the President, an administrator or a member of the faculty, is responsible for:
 - a. taking adequate time to determine the views of his/her constituents before voting or making recommendations on important issues,
 - b. keeping his/her constituents informed of the issues being discussed,
 - c. understanding the discussions and recommendations of all parties and representing accurately and completely those discussions and recommendations to his/her constituents,
 - d. respecting confidentiality when clearly and properly established, and
 - e. accurately identifying his/her personal views as distinct from those of his/her constituents or those of the University.
5. The Board of Trustees, President, and administration use established mechanisms to ensure a faculty voice in matters of:
 - a. addition/elimination/revision of educational programs.
 - b. establishment of educational relationships with outside entities,
 - c. enrollment management,

- d. institutional planning,
 - e. student life, and
 - f. other shared concerns.
6. Often decisions that are made by one group (faculty or administrators) substantively affect other constituencies. As appropriate and practical, affected constituencies will be consulted before final decisions are made.

Appendix 10A – Workload Guidelines

This section provides a workload subsection for each of the following areas: Classroom Teaching, Clinic and Library.

The University reserves the right to revise the University Calendar, establish hours of employment, schedule classes and assign workloads.

7.5.1 Classroom Teaching

Teaching involves the dissemination of knowledge and the stimulation of critical thinking. Teaching is broadly defined to include not only traditional modes of instruction such as classroom lecture, but also modes such as clinical, laboratory, and practicum instruction; thesis and dissertation direction; facilitation of group learning; evaluation and critique of student self-directed learning; participation in various forums for patient education, and non-traditional instruction; presentations in seminars, clinic rounds, and conferences and advising. Faculty must demonstrate command of their subject matter, continuous growth in the subject field, and an ability to organize material and convey it effectively to students.

The prime characteristics of any effective teacher are intellectual competence, integrity, independence, a spirit of scholarly inquiry, a dedication to improving methods of presenting material, the ability to transfer knowledge, respect for differences and diversity, and, the ability to stimulate and cultivate the intellectual interest and enthusiasm of students.

For classroom faculty, five office hours per week reserved for academic advising, paperwork, developing assessment instruments, preparing for assignments, etc., shall be posted and faculty members must be present during those hours. Office hours shall be set consistent with the availability of the greatest number of students. Faculty must have and be present for posted office hours during the last week of classes each term and through the final day of scheduled final exams, unless prior arrangements have been approved by the appropriate supervisor.

7.5.2 College of Chiropractic Faculty

Full Time Classroom Faculty Teaching Load:

The full time teaching load is 60 credit hours per four quarter academic year with an average of 15 credit hours per quarter.

No faculty member shall be required to work more than 15 teaching credit hours per term unless the faculty member is making up for a previous term in which less than normal full time loads were carried.

The maximum teaching load, including overage, shall not exceed 20 credit hours in a given quarter except in the case of temporary, unanticipated situations affecting the availability of another faculty member.

In the event that workload does not reach 15 credit hours, and this underage is not forecast to be made up in the following quarter, non-standard activity conversion may apply. (See Section 7.14).

When both teaching and service are taken into account, each full-time classroom faculty member is responsible for 72 credit hours of total productivity per calendar year; an average of 18 credit hours per term. Such productivity includes, standard (i.e. teaching or patient care) activities, service (support) and may include nonstandard activities.

The minimum service requirement is 12 credit hours per year, 3 credit hours per quarter. See section 7.7 for the definition, parameters and grading of service.

Faculty members who teach in the College of Undergraduate Studies or the College of Graduate Studies and Research during the summer quarter will receive compensation at the summer rate, as outlined in Appendix 5-C.

Scholarly activities are greatly encouraged. Scholarship credit may be granted as release time from teaching or as overload hours for teaching, which will be compensated as long as the faculty member is carrying no underage. The Division Chair shall make a recommendation to the Dean for the number of credit hours to be provided to the faculty member for the scholarly activity. Section 7.19 defines the parameters and grading of scholarship.

7.5.3 College of Undergraduate Studies Faculty

Full Time Classroom Faculty Teaching Load:

The full time teaching load is 45 credit hours per three quarter academic year with an average of 15 credit hours per quarter.

No faculty member shall be required to work more than 15 teaching credit hours per term unless the faculty member is making up for a previous term in which less than normal full time loads were carried.

The maximum teaching load, including overage, shall not exceed 20 credit hours in a given quarter except in the case of temporary, unanticipated situation affecting the availability of another faculty member.

In the event that quarterly workload does not reach 15 credit hours, and this underage is not forecast to be made up in the following quarter, non-standard activity conversion may apply. (See Section 7.14).

When both teaching and service are taken into account, each full-time classroom faculty member is responsible for 54 credit hours of total productivity per academic year (three quarters); an average of 18 credit hours per term. Such productivity includes the following: standard activities (i.e. instruction), service (support) and may include nonstandard activities.

The minimum service requirement is 9 credit hours per academic year, 3 credit hours per quarter. See section 7.7 for the definition, parameters and grading of service.

Faculty members who teach in the College of Undergraduate Studies or the College of Graduate Studies and Research during the summer quarter will receive compensation at the summer rate, as outlined in Appendix 5-C.

Scholarly activities are greatly encouraged. Scholarship credit may be granted as release time from teaching or as overload hours for teaching, which will be compensated as long as the faculty member is carrying no underage. The Department Chair shall make a recommendation to the Dean for the number of CHs to be provided to the faculty member for the scholarly activity. Section 7.19 defines the parameters and grading of scholarship.

7.5.4 Graduate Faculty

Full Time Classroom Faculty Teaching Load:

The full time teaching load is 27 to 36 credit hours per three quarter academic year with an average of between 9 to 12 credit hours per quarter.

No faculty member shall be required to work more than 12 teaching credit hours per term unless the faculty member is making up for a previous term in which less than normal full time loads were carried.

The maximum teaching load, including overage, shall not exceed 15 credit hours in a given quarter except in the case of temporary, unanticipated situation affecting the availability of another faculty member.

In the event that workload does not reach the desired workload (i.e. credit hours) for graduate level, and this underage is not forecast to be made up in the following quarter, non-standard activity conversion may apply (See Section 7.14).

When both teaching and service are taken into account, each full time classroom faculty member is responsible for between 36 and 45 credit hours of total productivity per academic year; an average of between 12 and 15 credit hours per term. Such productivity includes teaching, service (support) and may include nonstandard activities.

The minimum service requirement is 12 credit hours per year, 3 credit hours per quarter. See section 7.7 for the definition, parameters and grading of service.

Faculty members who teach in the College of Undergraduate Studies or the College of Graduate Studies and Research during the summer quarter will receive compensation at the summer rate, as outlined in Appendix 5-C.

Scholarly activities are greatly encouraged. Scholarship credit may be granted as release time from teaching or as overload hours for teaching, which will be compensated as long as the faculty member is carrying no underage. The Department Chair shall make a recommendation to the Dean for the number of credit hours to be provided to the faculty member for the scholarly activity. Section 7.19 defines the parameters and grading of scholarship.

7.6 Credit Hours (CH)

One (1) hour of lead instruction is equal to one (1) CH.

One (1) hour of laboratory instruction is equal to 0.75 CH.

Independent Study - courses which do not lend themselves to traditional classroom or laboratory methods but which must be taught in an individual or consultative manner are credited to the faculty member on the basis of 0.1 credits for each student per credit hour. Practicum and intern supervision may qualify for this assignment if the Dean, in consultation with the department chair, determines that the time required of the faculty member is comparable to the provision of an independent study course.

Thesis/UG Honors - credit for supervising a significant number of graduate student theses or undergraduate research/honor's theses may be granted to a faculty member only if he/she has been assigned official responsibility by the department chair. The projected equivalency teaching time to be allocated should be determined by estimating the number of clock hours required for the effort/project using the following guideline: 25 clock hours = one credit hour.

7.6.1 Credit Hour Modifiers for Teaching

Classroom faculty will normally carry a minimum of one (1) course preparation (prep) and a maximum of four (4) different course preps in a given term. The expected full-time teaching load will be reduced by 1 CH per term for faculty members who prep for each additional lecture course (greater than 4) and 0.5 CH's for each additional separate laboratory (greater than 4).

A faculty developing a new course will be given an accommodation of up to two CH's for developing the new course (new to the curriculum) during the quarter preceding the course being offered. When the University has advance notice of the circumstances necessitating a faculty member developing a new course they shall give the faculty this accommodation. Otherwise, it is given during the quarter the class is being taught.

A faculty member teaching a course new to him or her (but not new to the curriculum) will be given an accommodation of up to one additional CH for that initial quarter.

A faculty member will be provided an additional CH allowance for larger class sizes, as follows:

Course section less than 80 students: no additional compensation
Course section with 80- 119 students: 0.25 CH
Course section with 120 – 159 students: 0.50 CH
Course section with 160 – 199 students: 0.75 CH
Courses with greater than 200 students: 1.00 CH

Faculty who have the aid of a Teaching Assistant will not receive the above modifiers for class size.

7.7 Weighting of Service

One (1) A-Level service activity is equal to three (3) CH's per quarter.

One (1) B-Level service activity is equal to two (2) CH's per quarter.

One (1) C-Level service activity is equal to one (1) CH's per quarter.

Section 7.20 describes the parameters for service activities and has lists of A, B, and C activities. Service will also be considered for additional compensation and promotion. Completed A-Level, B-Level, and C-Level service will be appropriately calculated and additionally compensated if instructional and service requirements are met.

7.8 Weighting of Scholarship

The product of one scholarship activity may equal up to three CH's per quarter based on recommendation of supervisor and Dean. Scholarship will also be considered for additional compensation and promotion. Scholarship is defined and graded in Section 7.19. Completed A, B and C-Level scholarship will be appropriately calculated and additionally compensated if standard (i.e. teaching or clinical) activities and service requirements are met.

7.9 Release Time For Faculty Members Performing Administrative Duties

Faculty members performing administrative duties for the university may be provided appropriate levels of release time. In general, the credit hour reduction for Department Heads / Division Chairs is between 40-50%. The Dean may make exceptions to these amounts.

7.10 COC Clinic Faculty

The application of knowledge in the clinical setting in order to optimally manage the delivery of health care to patients and mentor students is the primary role of the Clinic

faculty member. Clinic faculty members are also required to actively facilitate and support the development and maintenance of a clinical practice within the Life clinic system. Faculty must demonstrate command of their subject matter, continuous growth in the subject field, and an ability to organize material and convey it effectively to students.

7.11 Full Time Clinic Faculty Workload

Full time clinic faculty positions will require the services and availability of the faculty member for a full time professional workweek, including 30 hours on campus. This 30 hours of on-campus work includes three credit hours (3 CH's) of service. Refer to Section 7.20 for a listing of service activities.

The scheduled hours for clinicians are essential to the smooth operation of the clinics. The primary priority of the clinic faculty member is availability during scheduled hours for patient care and intern education. Office hours for clinic faculty are included in the job requirement sections of this document. The clinic faculty work year shall consist of twelve months but shall not require the faculty member to work on scheduled holidays.

7.12 Full Time Clinic Faculty Standard Activities

Appendix 7-B provides a listing of duties for clinical faculty members.

7.13 Full Time Clinic Faculty Member Service Activities

See service activities in Section 7.20.

7.14 Non-Standard Activities

Non-standard activities are voluntary unless necessary to attain full load. Additional pay may be associated with successful completion of some of the activities if they are approved by the Dean prior to undertaking the activity and are accomplished in conjunction with a full teaching load.

Full time teaching non-standard activities may include the following:

- Research or Scholarly Activity
- Publishing/Special University programs, classes or events
- Writing grant proposals
- Special service to a profession
- Special administrative assignments

7.15 Faculty and Outside Activities

Faculty members who participate in outside activities are required to act out of good faith and loyalty toward the University. Faculty members are encouraged to participate in other outside activities such as clinical practice, consulting, consultations, research,

expert testimony, and seminars presentations. These activities must not interfere with the faculty member's duties and responsibilities, or in any way prove an ethical or legal conflict of interest. Faculty members may not compete with the university or convert business opportunities of the university to their personal gain or advantage or the gain or advantage of another. Faculty may not convert confidential information or trade secrets of the university to their personal gain or advantage or the gain or advantage of others.

7.16 Under and Over Assignments of Work

7.16.1 Full-Time Classroom Teaching

A. Under Assignment:

If the University anticipates that it will be unable to provide the minimum full-time annual teaching assignment (i.e. less than 60 credit hours for the teaching faculty of the College of Chiropractic [COC], 45 credit hours for the College of Undergraduate Studies [CUS], or 36 credit hours for the College of Graduate Studies and Research [CGS]) for a faculty member, the faculty member may be assigned a special project, service (support) or non-standard activities that fall within the parameters of his/her duties to fulfill a full-time workload.

B. Overload Assignment:

If a full-time faculty member is assigned more than the maximum teaching work load (15 credit hours for COC or CUS faculty, 12 credit hours for CGS faculty) and is not carrying any underage from previous quarters, he or she will be provided supplemental compensation (see Appendix 5-C) for additional teaching during the quarter of the additional teaching assignment. Selection of faculty for overage will be at the supervisor's discretion, using the following criteria: qualifying degree(s), experience, and quality of instruction.

Appendix 10B – Definitions of Scholarship

Scholarship and creative activity are understood to be intellectual works whose significance is validated by peers, and which is communicated. The principle of peer review and recognition becomes increasingly important as the faculty member progresses through the academic ranks. Scholarship emphasizes project-oriented behavior that results in a measurable product or outcome (e.g., a publication, written report, manual, or protocol).

Consistent with the seminal work by Ernest Boyer (*Scholarship Reconsidered: Priorities of the Professoriate*, 1990, San Francisco: Jossey-Bass) this activity includes, but is not limited to, the following types of academic work:

- Scholarship of discovery; pursuit of knowledge through original research, most often by application of the scientific process;
- Scholarship of integration; work that pulls together knowledge, views information in creative ways, often using interdisciplinary methods;
- Scholarship of application; develops knowledge through practice and systematic or scientific research, then applies knowledge to real-world problems;
- Scholarship of teaching; problem posing about an issue of teaching or learning, study of the problem through methods appropriate to disciplinary epistemologies, application of results to practice, communication of results, self-reflection, and peer review.

Parameters of Scholarship

Acceptable scholarship must have the following characteristics:

- A rationale for how the activity or behavior supports the Mission of the University;
- Documented evidence that the activity was performed and completed;
- Criteria that establishes that the outcome or result met an acceptable standard of quality.

Grading of Scholarship

Scholarship will be categorized or graded as “A”, “B”, or “C”. Categorization will depend on the level of importance to the mission of the University, degree of effort involved, timeliness of effort, and degree of quality, especially with respect to the parameters listed above. Scholarship activities not listed below, and the value thereof, will be categorized on the following lists.

A-Level Scholarship:

Normally, A-Level scholarship includes, but is not limited to, the following:

- Primary author / co-author of paper accepted for publication in an A-Level journal (A level journals are generally defined as peer-reviewed and indexed scholarly journals, such as JMPT, Spine, and the Academy of Management Review)
- Primary author/editor of a published textbook (not self-published)
- Primary author/editor of a monograph accepted for publication (not self-published)
- Primary author of an awarded proposal submitted for external funding

B-Level Scholarship:

Normally, “B” level scholarship includes, but is not limited to, the following:

- Primary author of paper accepted for publication in a B-Level Journal (“B” level journals are generally considered to be peer-reviewed, but possibly not indexed, journals. Examples include: the Journal of Chiropractic Humanities and Management Communication Quarterly)
- Primary author of a contributed poster or platform presentation documented in the published proceedings of a meeting
- Primary author of an invited presentation documented in the published proceedings of a meeting
- Primary author of a chapter in a published textbook (not self-published)
- Primary author of a self-published textbook
- Co-author of an awarded proposal submitted for external funding
- Co-author/editor of a published textbook (not self-published)
- Co-author/editor of a monograph accepted for publication (not self-published)
- Co-author of a proposal submitted for external funding
- Primary developer of a new course proposed and accepted by the University for curricular implementation

C-Level Scholarship:

Normally, “C” level scholarship includes, but is not limited to, the following:

- Co-author of a paper accepted for publication in a B-Level Journal
- Co-author of a contributed poster or platform presentation documented in the published proceedings of a meeting
- Co-author of an invited presentation documented in the published proceedings of a meeting
- Co-author of a chapter in a published textbook (not self-published)
- Co-author of a self-published textbook
- Primary author of a proposal submitted for external funding
- Certified post-graduate training in a chiropractic technique
- Documented completion of a course of study (e.g. Diplomate) used to improve and advance teaching and/or scholarship productivity
- Co-developer of a new course proposed and accepted by the University for curricular implementation

- Developer of an innovative presentation of a substantial amount of course information
- Abstracts published in proceedings of a meeting

Other Examples of Scholarship:

Other examples of scholarship that may meet parameters include, but are not limited to, the following activities:

- Organizing or participating in (to a substantial degree), and reporting the results of professional symposia, colloquia, consensus panels, workshops, and the like;
- Developing, writing and implementing protocol manuals, policies, procedures, reports and similar documents that have a measurable impact on educational outcomes or processes; otherwise engaging in professional activity in a timely manner that meets the above definition of scholarship, research, and creative activity
- Conducting a presentation (to a substantial degree) at a faculty in-service activity
- Chapters in published books (not self-published)
- Editorships of journals or serving on Editorial Board of Peer Reviewed Journals
- Author of article in professional trade journal

Appendix 10C – Definitions of Service

Service activities are those activities in which a faculty member uses one's knowledge or skills as a benefit to the institution, professional organizations or the community. Service has two basic components: internal (typically on campus) and external (profession and community). The skills and expertise brought to bear in service activities should provide unmistakable benefit and must be closely linked to one's professional field.

Weighting of Service

One (1) A-Level service activity is equal to 3 CH per quarter.

One (1) B-Level service activity is equal to 2 CH per quarter.

One (1) C-Level service activity is equal to 1 CH per quarter.

“A” level service includes, but is not limited to, the following activities:

- Chairing a major University or University committee (e.g. Curriculum, Academic Technology Committee);
- Major fund-raising for the University;
- Holding an active leadership position in a national or international organization or an organization relating to one's discipline;
- Creating a successful (funded) grant proposal for the institution;
- Developing a noteworthy national/international program that directly relates to one's discipline;
- Holding a position as an officer of Faculty Senate that does not receive release time

“B” level service includes, but is not limited to, the following activities:

- Participating as an active member of a University committee;
- Holding a leadership position in a local, regional or state organization relating to one's discipline;
- Chairing a task force, workgroup, or ad hoc committee focused on solving a specific problem;
- Chairing a committee (non-major);
- Chairing an academic review panel;
- Serving as an officially sanctioned University representative in a community organization or activity;
- Serving as a student academic advisor (COC quarters 1-4) that does not receive release time

“C” level service includes, but is not limited to, the following activities:

- Participating as an active member of a local, regional, state, national or international organization relating to one's discipline;
- Participating as a member of a task force or ad hoc committee focused on solving a specific problem;
- Serving as a member of a hearing panel;

- Serving as an advisor to student clubs and/or organizations;
- Serving on a committee, and/or Task Force;
- Serving as an student academic advisor (COC quarters 5-14) that does not receive release time;
- Serving as a student academic advisor (CUS/CGS) that does not receive release time;
- Engaging in formal peer review activities;
- Planning and executing workshops and meetings for faculty;
- Supervising work study students/teaching assistants;
- Overseeing department programs;
- Assuming department responsibilities as assigned by the Chair;
- Participating in community events which promote the University

Appendix 10D – List of Faculty and Clinic Duties

The following lists of faculty duties define the work of a faculty member of Life University. The first three lists (student-centered work, profession-centered work, and community-centered work) were developed by the American Association of University Professors. The second series of lists outline specific duties required of Life University faculty members.

Student-Centered Work

- Updating a course to incorporate new research findings, or creating a new course
- Helping students with subject matter in person, by e-mail, or by way of an electronic bulletin board
- Developing a class Web site to further student involvement in a course, or advising students about how to use technology in the field
- Working with colleagues to modify the curriculum to keep up with changes in the discipline
- Advising students about their choice of major, course selection, or mentoring graduate students
- Coaching students who want to go beyond the required coursework in a class
- Writing letters of recommendation to help students enter graduate programs or secure jobs or internships
- Keeping in touch with alumni to assist with employment searches or career changes
- Reading student research papers, undergraduate honors theses, or doctoral dissertations
- Directing or serving on a student's master's or doctoral committee
- Establishing a foreign study program or supervising students overseas
- Sponsoring a student journal or advising a club

Professional-Centered Work

- Serving on a committee interviewing candidates for new faculty or administrative positions
- Maintain clinical practice
- Evaluating a colleague's work for increase in rank or promotion
- Participating in a departmental self-study
- Reviewing potential library resources and advising on acquisitions
- Writing a recommendation for a colleague for a fellowship or award
- Serving on university committees
- Applying for a grant for the department, or helping to raise money for the university
- Participating in the activities of a professional association to advance standards and research in the field
- Giving a scholarly presentation
- Editing a professional journal to help disseminate new knowledge in the field

- Reviewing articles and books submitted to journals and publishers and advising about whether to publish them

Community-Centered Work

- Giving a presentation to a business or school group, often at no expense to the group
- Providing professional advice to local, state, or national government
- Providing professional advice to associations, businesses, or community groups
- Answering phone calls from citizens and offering professional expertise
- Helping to keep the public informed about issues by talking to the media
- Serving on the boards of local, state, or national group

Life University Faculty Duties

All Teaching Faculty

- Perform appointment scheduling, phone calls, mail and e-mail correspondence.
- Attend faculty and departmental meetings (including attending Commencement and faculty development programs).
- Participate in Informal advising and mentoring of students.
- Participate in meetings associated with faculty evaluation.
- Maintain five office hours per week reserved for academic advising, paperwork, developing assessment instruments, preparing for assignments, etc., shall be posted and faculty members must be present during those hours. Office hours shall be set consistent with the availability of the greatest number of students.

Classroom Faculty

- Provide lecture instruction.
- Prepare and present individual lectures or laboratory assignments.
- Construct course syllabus, and review course content on a regular basis.
- Write and administer tests and exams (grading, posting and filing).
- Maintain office hours at a rate of 5 hours per week as referenced in 5(e).
- Record attendance.
- Coordinate all learning activities.
- Plan for equipment use.
- Proctor exams

Lead Laboratory Instructor

- Instruct in the laboratory.
- Develop and disseminate course syllabi.
- Develop teaching aids.
- Assess student performance.
- Issue student grades.
- Record attendance.
- Plan for equipment use.

- Prepare teaching aids, instructional materials, and examinations for assisting laboratory instructors.
- Schedule laboratory examinations.
- Coordinate laboratory sections in order to ensure continuity of instruction.

Assisting Laboratory Instructor

- Instruction.
- Student assessment/evaluation.
- Submission of grades to the lead laboratory instructor.
- Reviewing teaching aids, instructional materials, and examinations provided by the lead laboratory instructor in order to ensure continuity of instruction.

Clinic Faculty

Life University clinical faculty responsibilities fall under three primary areas: patient care, instruction and administrative.

Patient Care:

- Responsible for the implementation and promotion of the Life Chiropractic model of patient care in the clinical application of chiropractic.
- Manage equitable patient load to meet clinic and student educational requirements.
- Directly supervise/provide patient care as appropriate on a daily basis.
- Manage patient care within the approved protocol(s) of the Life Chiropractic Clinics.
- Be accessible and responsive to the patient's needs.
- Maintain a strong doctor/patient relationship ensuring patient satisfaction.
- Assure proper documentation is maintained on all patients.
- Monitor patient progress and ensure appropriate follow-up.
- Provide the highest quality care possible and assist each patient to reach his or her health goals in a suitable manner.
- Provide referral to other health care providers as needed.
- Transfer patients when appropriate and maintain continuity of patient care.
- Demonstrate sound clinical judgment
- Be a consultation source for other faculty
- Complete patient reports and/or respond to agency inquiry in an appropriate and timely manner.
- Develop and maintain clinical expertise.

Instruction:

Develop and provide a hands-on mentoring approach to patient care, management, and clinical education.

Engage interns in a variety of clinical activities and promote a critical thinking environment while ensuring continuity of care.

Provide instruction and oversee student conduct, proficiency, professionalism, and clinical standards.

Responsible for performing the Case Management Review, ensuring that a complete, goal oriented patient management plan is formulated.

Support and aid students in developing communication skills

Support and assist interns to develop skills in examination, diagnosis and case management development and adjusting.

Manage and/or direct all clinical protocols and procedures performed by clinic interns.

Participate in classroom activities as assigned.

Perform qualitative evaluation assessment on intern clinical competency.

Participate in the Objective Structured Clinical Examination (OSCE) as assigned.

Assist in student assessment and group educational activities.

Provide student remediation when necessary.

Develop and conduct doctor/student conferences on clinical and educational issues and/or small group sessions

Conduct clinical advisement.

Administrative:

Comply with all Federal, State, and local laws applicable to the practice of chiropractic
Provide instruction and oversee student conduct, proficiency, professionalism, and clinical standards.

Adheres to and supports University, College, and clinic policies and procedures.

Attend departmental meetings.

Responsible for punctual attendance of all assigned hours on a daily basis.

Responsible for assisting the Clinic Director or his/ her designate for the efficient operation and management of the clinic.

Schedule patients during appropriate hours to include coverage for vacation and approved time off out of the clinic.

Monitor and report equipment needing repair.

Monitor the cleanliness and general neatness of the clinic on a daily basis.

Participate on University and/or College committees and task forces as assigned.

Construct a Professional Development Plan.

Complete tasks assigned by the Director

Appendix 11 – Initial Faculty Rank

Criteria for Determining Rank of Faculty New to the College

The Dean of the relevant college will make the initial recommendation of rank based on the criteria listed below. Final determination shall be made by the Chief Academic Officer and approved by the President of the University.

Instructor

A newly hired faculty member will be recommended to the rank of Instructor if he or she meets the following criteria:

- Holds a master's degree, or first professional degree (e.g., DC, DO, MD) in a field relevant to the job duties.
- Has fewer than three years of teaching experience at an institution of higher education and/or relevant clinical or research experience.

Assistant Professor

A newly hired faculty member will be recommended to the rank of Assistant Professor if he or she meets all the following criteria:

- Holds a master's degree, doctorate (e.g., PhD, EdD, ScD) or first professional degree (e.g., DC, DO, MD) in a field relevant to the job duties.
- Has at least three years of teaching experience at an institution of higher education and/or relevant clinical or research experience. Or, provides documentation of receipt of the rank of Assistant Professor at another accredited institution.
- Has proven competence in the candidate's primary area of responsibility.
- Demonstrates the capacity for independent work in the discipline.
- Provides evidence of a breadth of vision or perspective in educational matters which will enable the candidate, within his or her professional assignment, to further the educational objectives of the college.

Associate Professor

A newly hired faculty member will be recommended to the rank of Associate Professor if he or she meets all the following criteria:

- Holds a master's degree, doctorate (e.g., PhD, EdD, ScD) or first professional degree (e.g., DC, DO, MD) in a field relevant to the job duties.
- Has at least six years of high quality teaching experience at an institution of higher education and/or relevant clinical or research experience.

- Has demonstrated evidence of scholarly activity and has the potential for developing a significant record of scholarly accomplishment; or has demonstrated an outstanding record of professional leadership.
- Demonstrates the capacity to do a consistently superior job in the candidate's primary area of responsibility, with superior performance being based on sound methodology and above-average scholarship.
- Establishes the capacity to assume leadership in curriculum planning and departmental development.
- Provides evidence of perspective and judgment that will enable the candidate to contribute significantly to the fulfillment of the institution's objectives.
- Has a minimum of three years as an Assistant Professor at another institution or provides documentation of receipt of rank of Associate Professor at another accredited institution.

Professor

A newly hired faculty member will be recommended to the rank of Professor if he or she meets all of the following criteria:

- Holds a doctorate (e.g., Ph.D., Ed.D., Sc.D.) or first professional degree (e.g., D.C., D.O., M.D.) in a field relevant to the job duties.
- Has at least ten years of high quality teaching experience at an institution of higher education and/or relevant clinical or research experience.
- Has demonstrated a strong record of published scholarly work in peer-reviewed journals or has demonstrated distinguished professional leadership.
- Can demonstrate the capacity to produce at a distinguished level of performance in the candidate's primary area of responsibility.
- Demonstrates the breadth and depth of educational background and experience which will enable the candidate to make a substantial contribution to the college and its educational program.
- Has a minimum of four years of years of experience at the Associate Professor level at another accredited institution or can provide documentation of receipt of the rank of Professor at another accredited institution.

Appendix 12 – Promotions

Faculty members are encouraged to advance within their profession by applying for increases in rank. Criteria for which promotion may be considered include the following:

- Excellence in classroom teaching / clinic instruction / librarianship
- Productive scholarship and creative activities (research, publishing, authorship)
Life University embraces the Boyer model of scholarship; however, the institution recognizes primacy of the scholarship of discovery for promotion to Associate Professor and Professor
- Participation in University activities
- Community service
- Guidance and leadership in student activities
- Active participation in professional societies
- Possession of advanced degrees

In order to be considered for promotion, an applicant must meet the minimum qualifications established by the university. The mere satisfaction of minimum qualifications does not guarantee promotion, nor is promotion granted to recognize “satisfactory” service on the part of a faculty member. Instead, promotion represents important transitions in the faculty member’s professional growth, development, and status.

In general, competent or even superior performance in one area of responsibility is not sufficient to justify a promotion. The ideal faculty member is a multi-faceted, multi-talented individual, and promotions require evidence of progress toward this ideal. The exact stage of a faculty member’s career at which promotion is merited is a matter of judgment, and there may be honest differences of opinion based upon fair and thorough consideration of the evidence.

The granting of promotion has implications for the university’s standards and standing in the academic community. Therefore, the review process is essentially conservative. Unless there is a clear case for promotion, the practice is not to recommend promotion.

In assessing the evidence for promotion, reviewers will assign the greatest weight to accomplishments and performance during the period since the last promotion, or initial hire at the university, if the faculty member has not been promoted during his or her service at the university.

A faculty member’s length of service shall be taken into consideration in determining whether or not the faculty member should be promoted, but longevity per se is not necessary or sufficient grounds for promotion.

Minimum Qualifications for Promotion

To be eligible for consideration for promotion to Assistant Professor, a faculty member must have three years in rank as an Instructor at Life University. In addition, the applicant must demonstrate above-average performance in faculty assessments, and have a recommendation from his or her Department/Division Chairperson, as well as be involved in professional activities and have a positive peer review.

The applicant must provide evidence of advancement of understanding and skills in their area of standard activities along with demonstrating the development of skills and knowledge in scholarly activities and appropriate work in professional service. Examples of acceptable evidence include:

- Interpreted summaries of standard activities (i.e. teaching, clinical work or librarianship) including student and peer evaluations or other objective assessments of a significant sample of the work accomplished while in the rank of Instructor. Included in this category should be any evaluation materials compiled in the faculty member's assessment process.
- Descriptions of the faculty member's service activities as a member of a department, committee or work group, along with the outcomes or products of these efforts, such as reports, policies, recommendations, recommended actions, or other evidence resulting from committee membership.
- Documentation that indicates the level of the applicant's accomplishments in non-standard activities.

To be eligible for consideration for promotion from an Assistant Professor to Associate Professor, the faculty member must have three years in rank at Life University. The applicant must provide evidence of excellence in teaching; advancing and/or applying new skills and knowledge in his or her standard activities; and he or she must provide evidence of scholarship that is represented by advancements in work in standard, non-standard and service requirements. Examples of acceptable evidence include:

- Interpreted summaries of standard activities including student and peer evaluations or other objective assessments of a significant sample of the courses taught while in the rank of Assistant Professor. Included in this category should be any evaluation materials compiled as part of the faculty member's assessment process.
- Descriptions of the faculty member's support activities as a leader and a member of a department, committee or work group, along with the outcomes or products of these efforts, such as reports, policies, recommendations, recommended actions, or other evidences resulting from committee membership.
- Reprints or other documentation that indicates the level of one's accomplishments in scholarly activities. The body of evidence must include at least one peer-reviewed conference presentation or journal publication), as primary author (consistent with Ernest Boyer's "Scholarship of Discovery", p. 17 in Scholarship

Reconsidered), and exhibit proof of projects begun, that will likely lead to publication.

To be eligible for consideration for promotion from an Associate Professor to Professor, the faculty member must have three years in rank at Life University, with demonstrated evidence of teaching excellence. The applicant must provide evidence of a sustained record of significant contributions in advancing their area of standard activities and additionally advancing the knowledge and skills of others through scholarly activities. The faculty member must have made exceptional contributions in University and/or professional service activities. Examples of acceptable evidence include:

- Interpreted summaries of standard activities including student and peer evaluations or other objective assessments of a significant sample of the courses taught while in the rank of Associate Professor. Included in this category should be any evaluation materials compiled during the faculty member's assessment process.
- Evidence of a strong record of scholarly activity, including numerous peer-reviewed conference presentations and journal publications author (consistent with Ernest Boyer's "Scholarship of Discovery, p. 17 in Scholarship Reconsidered), and additional relevant written work. Evidence shall include a listing of work, and also reprints of accomplished work.
- Descriptions of the faculty member's support activities as a leader within his or her department and a member of a committee or work group, along with the outcomes or products of these efforts, such as reports, policies, recommendations, recommended actions, or other evidences resulting from committee membership.

Steps in Applying for a Promotion

The Office of Faculty Affairs is charged with overseeing the promotions process and must be copied at each decision point. The Office of Faculty Affairs will remind all faculty members who are eligible by time in rank of the deadline to apply for promotion. This notification will be done by August 1st of each year.

The faculty member should follow the steps below in applying.

1. Print out and follow the checklist of the steps and documents required in the application process at the end of this section. This form must be included in the application package with signatures indicating that the application is complete.
2. Review and insure that the qualifications for promotion are met.
3. Create a letter of application requesting an increase in rank. This letter must be addressed to the Rank and Promotions Committee and be sent to the Faculty Affairs Office no later than October 01.
4. Request your supervisor to review your application package and sign the checklist if it is complete.
5. Request your supervisor to write a letter addressed to the Rank and Promotions Committee. This letter will detail your strengths and weaknesses in the areas of

- teaching, scholarly activities and service. This letter must be received by the Faculty Affairs Office no later than October 31.
6. Request recommendation letters from two colleagues at Life University. These letters must be addressed to the Rank and Promotions Committee and be sent to the Faculty Affairs Office no later than October 31.
 7. Submit a complete application packet to the Faculty Affairs Office by November 01. Complete and eligible applications will be delivered to the Rank and Promotions Committee within 5 business days. Incomplete or ineligible applications will be returned.

Evaluation of the Applications

The Faculty Rank and Promotion Committee shall be charged with reviewing applications and forwarding recommendations to the appropriate Dean. The committee will be composed of seven members appointed by the Faculty Senate. Committee members will initially be appointed for staggered one-, two- and three-year terms, with subsequent appointments being for three-year terms.

The Rank and Promotion Committee may assign rank specific Faculty Task Forces to assist in evaluation of the applications. The Committee or its designated Task Force members will rank the applications by name (separately for each rank) according to the degree of accomplishment recognized by the committee.

- The chair will deliver a rank-ordered listing of applicants to the respective Dean(s) by February 01. The memo(s) will specify those recommended for promotion and those who are not recommended and will include appropriate notes regarding strengths and weaknesses of the applications. Copies will also be sent to the Faculty Affairs Office.
- The dean(s) will consider the recommendations of the committee and will forward his or her recommendations to the Chief Academic Officer (CAO), by February 15. Copies will also be sent to the Faculty Affairs Office.
- The CAO will consider the recommendations of the committee and the dean(s), and will make the final decisions based on merit and budget considerations, consulting the President as needed.
- The CAO will notify the candidates of the outcome of their application by April 01. Copies of the notification will also be sent to the appropriate dean(s) and the Faculty Affairs office.

An unsuccessful candidate may appeal his or her decision by following the appeals process.

Instructions for Promotion Applicants

Faculty work presented for promotion application should represent significant accomplishment in standard activities, service, or research that represents exemplary work. A significant portion of the work must have taken place since the last promotion.

A wide range of possibilities exists for submission of faculty accomplishments. Scholarship in the areas of teaching methods, teaching materials, testing methods and projects representing scholarship of teaching, discovery, integration, and application are encouraged to provide support for accomplishment. Objectives, methods, and analysis of work should be clearly communicated in the submission.

Applications must include the following contents:

- Recommendation of appropriate supervisor
- Appropriate supervisor's written evaluations and applicant's Professional Development Plan
- An updated Curriculum Vitae
- Documentary evidence of accomplishments in the following areas:
 - Instruction, evaluation and counseling of students
 - Scholarship
 - Research
 - Service to the College (including administrative and committee service)
 - Service to the community
 - Awards of honor (other than academic rank)
 - National recognition

Note: Accomplishments before the date of attainment of current rank are not as important to evaluation for promotion in rank as those after said date.

The evaluation of candidates for promotion shall reflect their assignments and, with reference to those assignments, be based primarily upon their accomplishments in areas of instruction, clinical work, research and other scholarly or creative accomplishments, and service to the department, college/university, and academic and professional/scientific communities.

The information submitted by the applicant, and the assessments appended to the application by its reviewers, are the principal bases upon which a faculty member's case for promotion will be assessed. It is the applicant's responsibility to see that relevant supportive information is included in the application.

Preparing the Promotion Application:

Teaching / Clinical Work / Librarianship: A faculty member should interpret the meaning of ratings and comments included in the evaluations of teaching/clinical/librarianship summaries, submitted with the application. Identifying strengths, trends in performance over time, significance of peer reviews, and similar interpretations of other accomplishments will be helpful to the reviewers.

Research and Scholarship: The list of accomplishments should be supported with reprints or other documentation that indicates the level of one's accomplishments in the research and scholarship area.

Service: Descriptions of the faculty member's role as a member of a committee or work group should be included, along with the outcomes or products of these efforts, such as reports, policies, recommendations, recommended actions, or other evidences resulting from committee membership.

In instances where national recognition is used as a qualitative criterion for advancement in rank, the following will serve as a guideline.

National Recognition: Evidence of national recognition may include, but is not limited to:

- Sustained contribution to a discipline;
- Invited lectures at national scientific or professional meetings;
- Invited chapters in textbooks;
- Honors or awards from national organizations
- Service on editorial boards;
- Service as a reviewer for professional/scientific publications;
- Consultancies;
- Relevant comments from external reviewers;
- Election or appointment to leadership positions in the profession or professional organizations.

Quality: Judging the quality of claims made in promotion documents is often very difficult; however, the inclusion of items such as letters of commendation, formal reviews of one's work, and other indicators of quality will make the reviewer's task much easier and more accurate. Please review the tables of evidence and scoring rubric at the end of this appendix for further details.

If letters of support from colleagues, students, or others as part of the application are included, it is wise to select those that evaluate specific contributions or achievements rather than those that simply express support for the faculty member's promotion. The application reviewers are charged with making an independent assessment of the faculty member's record, and specific information and evaluation by peers is more useful for this purpose than general statements or opinions.

Appeals Process for Promotion Decisions

Following notification of the denial of a promotion, a faculty member may appeal the decision. He or she must notify the dean in writing of the appeal, including a rationale for the appeal, within 10 working days of the notification of the denial.

The Dean will have five working days to form an ad hoc Promotion Appeals Committee. It will be composed of not less than three members, and will exclude any members involved in the original decision. Individuals selected for the committee may decline to serve.

The appellant may challenge, within two working days, up to two members of the Promotion Appeals Committee and request replacements. The dean will have up to five working days to fill those vacancies.

The Promotion Appeals Committee will have ten working days to hear from the person denied, the person who originally made the decision to deny the promotion, and the Chair of the Rank and Promotions Committee. The committee will have ten additional working days to meet and make a recommendation to the dean.

All application materials that were submitted will be sent to the Promotion Appeals Committee from the Faculty Affairs Office. This means that the original application packet must remain unaltered in the Faculty Affairs Office until the applicant decides to either appeal or not to appeal. If the application packet is picked up by the applicant after an appeal is filed, the appeals committee has the right to reject that appeal. The Promotion Appeals Committee may request, or accept if offered, additional documentation or clarification from any involved party as the committee deems appropriate.

The dean will make a recommendation to the Chief Academic Officer (CAO) within 5 working days. The CAO's decision will be made within ten working days and will be final. Copies of the written notification will be sent to the Rank and Promotion Committee, the appropriate Dean and the Faculty Affairs Office.

Timelines for appeals – up to:

Ten days from denial to written appeal

Five days to form committee

Two days to appeal committee membership

Five days to fill the vacancies

Ten days to gather materials

Ten days for committee to make recommendation to dean

Five days to make recommendation to CAO

Ten days for final CAO decision

Steps and Documents Checklist

This checklist will be used by the applicant and the applicant's supervisor to verify that all of the basic requirements and documentation for a completed application have been done. A copy, signed by the applicant and the applicant's supervisor, will be delivered as part of the application package.

ITEM	Yes
1. Letter of intention sent to Office of Faculty Affairs by October 01	
2. Letter from supervisor sent to Office of Faculty Affairs by October 31	
3. Two letters of recommendation by colleagues sent to Office of Faculty Affairs by October 31	
4. Completed application file in a binder delivered to Office of Faculty Affairs by November 01	
TEACHING	
1. Evidence of three years in current rank	
2. Evidence of three years as a lead instructor in a minimum of 1 class	
3. Evidence of continued implementation of alternative teaching methods/incorporating different learning styles - copies of documents, project assessments following implementation/outcomes	
4. Evidence of continual improvement of curricular content changes, syllabus changes - copies of changes/explanation of changes and outcomes	
5. The last three years of signed faculty evaluations from supervisor/division chairs	
6. The last three years of University-approved student evaluations for each course taught (1 per year, per course)	
7. Evidence of use of technology in teaching	
Other evidence considered for teaching (weighted less than items 1-6)	
8. Evidence of participation cross-discipline (participation in other department's classroom experiences, guest lecturer, didactic-clinic exchange)	
9. Evidence of mentoring students in areas of research/internship/ preceptorship - copies of contracts, IRBS and notes detailing guidance provided to the students, PEAK	
10. Evidence of participation in related professional organizations related to your course of study/ courses taught	
SERVICE TO UNIVERSITY	
1. Committee work-letters from chairperson of committee indication time served, amount of participation and fulfillment of required duties	
2. Student advisement - letter from the Dean indication position as a student advisor	
3. Mentoring faculty - letter from faculty member(s) highlighting the guidance the applicant has provided and the successful outcome	
4. Club/activity advisor - letter from the person(s) in charge indicating club involvement and time served as advisor	

5. Accreditation Self-study - letter from chairperson documenting participation in study	
6. Fund raising for the university - detailed evidence of items donated/ funds generated by the applicant	
SERVICE TO COMMUNITY	
1. Community service related to Life University - detailed evidence indicating continual participation in community service that reflects positively on the university	
2. Service to community - evidence of continual participation in service projects that enrich the community you are involved in	
SERVICE TO PROFESSION	
1. Workshops/seminars/continuing education - evidence of participation at such endeavors	
RESEARCH	
1. Peer-reviewed publications/presentations of research symposiums - copies of full papers including signed IRBs. The applicant is to complete the Rank & Promotion Authorship form for each research project or conference presentation that is submitted as evidence for increase in rank. The form must be signed by all authors and/or contributors. Failure to do so will result in rejection of the application. If presenting at symposium or conference provide copies of presentation, schedule of conference and copies of flight reservations	
2. Consulting work - evidence of consulting material, letters of offer and/or thanks	
3. Recognition as Master teacher regional/state/national - copy of award	
4. Advance teaching certificates in field of study - copies of certificates	
5. Copies of any other teaching honors	
6. Grants/research awards - provide copies of grants and award letters	
7. Mentoring colleagues in research/scholarship - letters from faculty detailing your guidance and support through the process and successful outcomes	

Please note: This checklist must be signed by the applicant and the applicant's supervisor indicating that all items on the checklist are complete.

Applicant's Signature

Supervisor's Signature

RANK & PROMOTION AUTHORSHIP FORM

This form is to be completed for EACH research project submission used to support an increase in Rank and Promotion. Please attach a copy of the IRB with all appropriate signatures included. *Failure to have this document attached will result in rejection of the research submission by the Rank and Promotion committee.*

Project Title _____

1st author/researcher: _____

2nd author/researcher _____

3rd author/researcher: _____

4th author/researcher: _____

Additional author(s): _____

Student research intern(s): _____

Please indicate which author(s) completed each aspect of the project (if applicable):

Original idea for project: _____ Literature search: _____

Survey Creation: _____ Survey Administration: _____

Data Collection: _____ Statistical Analysis: _____

Writing of Abstract: _____ Writing of Introduction: _____

Writing of Methodology: _____ Writing of Results: _____

Writing of Discussion: _____ Writing of Conclusion: _____

Created poster for conferences: _____ Created PowerPoint for conferences: _____

Presenter at conference(s) if applicable _____

CASE STUDY: Treating doctor **Y N**. If not, state your responsibilities in this case study

Please answer the following:

Were any grant(s) or outside monies/funding/incentives used for this project? **Y N**

Please explain: _____

List peer reviewed journal submission: _____

Status of submission _____

Has/Have any outside person(s) not listed contributed to this project? **Y N**

Has/Have these contributor(s) been compensated for support of this project? **Y N**

List these outside contributors: _____

Document MUST be signed by all authors/researchers

1st author/researcher: _____

2nd author/researcher: _____

3rd author/researcher: _____

4th author/researcher: _____

Additional author(s): _____

Student research intern(s): _____

Classroom Faculty Promotion Rubric

Candidate:	Promotion to:	Reviewer:	Date:
Activity	Evidence	Comments	
Teaching	1. Time in current rank	Hire date:	
	2. Course/Curricular Development	Ex: evidence of improvement in your courses over time (syllabus changes, curricular content changes, use of current material or advances in subject, use alternative teaching methods (cooperative/collaborative/ incorporating different learning styles etc.)	
	3. Evaluations	3 years of ePA, FAR. 3 years of student evaluations for EACH course taught. Each course to be evaluated by students minimally once a year.	
	4. Use of Technology in Teaching	e.g.: Blackboard, using a variety of its capabilities, high quality PowerPoint presentations. Other may include use of Camtasia, video, dazzle etc.	
	Other evidence:	This evidence is not mandatory but can be used to reflect evidence of excellence and/or participation beyond normal job requirements	
	5. Participation in cross- discipline programs	Evidence of being invited to speak in another course taught by a teacher in another division or department	
	6. Directs student research/internship/preceptorship	Evidence of preceptor contracts, copy of IRB	
	7. Participation in related professional organizations	Documents related to membership AND participation in organizations related to your field of study/courses taught	
	<p>Evidence of teaching performance <u>must</u> include items 1-4,</p> <p>2. Excellence is beyond the normal requirements of your job. The degree of organization and improvement of the teaching process, as indicated by course syllabi, outlines, information sheets, and other course materials. Teaching portfolios, evidence of implementation of alternative teaching methods with summary (May not be applicable to clinic faculty) Showing use of current material. Trying to incorporate all learning styles in your teaching approach</p> <p>3. Student evaluations. The principal instrument for soliciting student opinion on teaching proficiency will be a University approved student evaluation, including computer-scored and associated written comments. The candidate may collect (or may be asked to collect) additional student data. The forms, along with the comments of the candidate, provide documentation for student evaluation.</p> <p>3. KPO and FAR evaluations including classroom visitations and review of teaching materials.</p>		

Classroom Faculty Promotion Rubric

Activity	Evidence	Comments
Service to University	1. Committees / Special Assignments	The standard letter from the chairperson of the committee you serve indicating amount of participation and fulfillment of required duties/expectations
	2. Student Advisement	Letter from Dean showing your position as advisor
	3. Mentoring to faculty	Letter from mentored faculty indicating your help. Letter showing you were asked to mentor.
	4. Faculty advisor to student organizations	Copy of quarterly report/ or letter from Dr Krothe showing your position as advisor
	5. Accreditation/Self Study	Documentation of your participation on self study committee(s)
	6. Fund raising (for Life U.)	Letter showing thanks or participation.
Service to Community	1. Community activities related to Life University	Ex: Spinal screenings, any public service where the Life University connection is noted.
	2. Service to community	
Service to Profession	1. Conducting workshops or continuing ed. for professional groups	
<p>Service. The faculty member must demonstrate peer-recognized service contributions to the profession and the broader community on behalf of the College of Arts and Sciences and University, as well as the discipline. Evidence of service <u>must</u> include: 1. Participation in appropriate professional organizations. 2. College or University special assignments and committee participation.</p>		

Classroom Faculty Promotion Rubric

To satisfy this requirement, there has to be evidence of sustained research for last 3 years for promotion to Associate. 5 years for Professor. 2nd or 3rd authors must submit information outlining your contribution to research paper/presentation

Activity	Evidence	Comments
Scholarship of Teaching	1. Peer-reviewed publications: teaching, learning, theory, testing, case studies	Copy paper, acceptance letter and listing in journal
	2. Consultations related to teaching: in area of expertise	Letter of thank you
	3. Teaching certifications/licenses	Copies of
	4. Web publications related to teaching	Web addresses
	5. Technical reports related to teaching	Copies of
	6. Recognition as master teacher: regional, state, national	Copy of award or copy of publication that mentions the award, etc.
	7. Presentations related to teaching/learning	Documentation, such as copy of conference schedule, invitation, copy of presented material
	8. Teaching honors/	Copies of award
Scholarship of Discovery	1. Peer-reviewed publications: research, theory, philosophy, commentary	Copy paper, acceptance letter and listing in journal
	2. Presentations of research: theory, philosophy, commentary	Documentation of ACC/RAC, professional organization presentations, invitation, schedule, copy of PowerPoint material presented, etc.
	3. Grants/awards: research or scholarship	Copy of grant and award
	4. Mentorship of colleagues in research/scholarship	Letter from colleague attesting to your mentorship
	5. Positive peer evaluations of research work	Letters showing acceptance; publications showing references to your work, etc.

Classroom Faculty Promotion Rubric

Activity	Evidence	Comments
Scholarship of Practice	1. Peer-reviewed publications: practice issues	
	2. Presentations related to practice	
	3. Consultation reports	
	4. Compilation reports of patient analysis/outcomes	
	5. Peer reviews of practice	
	6. Practice awards	
	7. Master practitioner honors	
	8. Professional certifications, specialty credentials	
	9. Clinical demonstration reports	
	10. Practice policy papers	

Scholarship of Integration	1. Peer-reviewed integrative reviews	
	2. Peer-evaluations of contributions to integrative scholarship	
	3. Reports on interdisciplinary programs/ service projects	
	4. Interdisciplinary grants/awards	
	5. Interdisciplinary presentations	

Classroom Faculty Promotion Rubric

Evidence of Excellence in Teaching		Well below Average 1	Below Average 2	Average 3	Above Average 4	Well above average 5
Pedagogy: Stays Current Improves class Implements new ideas in teaching.	Other evidence of excellence in teaching	Lack of any alternative evidence to support any claims of above average performance	Some alternative evidence to support any claims of above average performance	Alternative evidence that supports any claims of average performance	Alternative evidence that supports any claims of above average performance	Significant alternative evidence that supports any claims of above average performance
KPO forms		Supervisors evaluations contains more than two needs improvement recommendations	Supervisors evaluations contains one or two needs improvement recommendations	Supervisors evaluations contains predominantly proficient performance ratings	Supervisors evaluations contains three or more excellent performance ratings	Supervisors evaluations contains predominantly excellent performance ratings
Student Evaluations		Scores consistently rated below 3.5 or 70%	Scores consistently rated at 3.5 or 70%	Some teaching rated at 4.0 or 80% but still has significant scoring at or around 3.5 or 75%)	Consistently scores at 4.0 or 80%	Consistently scores above 4.0 or 80%
Other: Student letters, teaching or merit awards, teaching conference	Other evidence of excellence in teaching	Lack of any alternative evidence to support any claims of above average	Some alternative evidence to support any above average performance	Alternative evidence that supports any average performance	Alternative evidence that supports any above average performance	Significant alternative evidence that supports any above average performance

Classroom Faculty Promotion Rubric

Evidence of Service		Well below Average 1	Below Average 2	Average 3	Above Average 4	Well above average 5
Committee Work / Task Force		Fails to meet the minimum required service to the University	Falls below the minimum required service requirement	Meets the minimum required service requirement	Meets or occasionally exceeds the minimum requirement	Consistently exceeds the minimum service requirement
Examples: Merit awards or recognitions	Other evidence of excellence in service to the University or community	Lack of any alternative evidence to support any claims of above average service	Some alternative evidence to support any claims of above average service	Alternative evidence that supports any claims of average service	Alternative evidence that supports any claims of above average service	Significant alternative evidence that supports any claims of above average service

Evidence of Scholarship / Research		Well below Average 1	Below Average 2	Average 3	Above Average 4	Well above average 5
Peer reviewed publications or presentations		Lack of evidence to support any peer reviewed publications or presentations	Evidence of past peer reviewed publications or presentations more than 5 years old	Evidence of at least 1 peer reviewed publications or presentations within the past 5 years	Evidence of at least 2 peer reviewed publications or presentations in the last 5 years	Evidence of a sustained record of peer reviewed publications or presentations(at least 3 in the last five years)

Classroom Faculty Promotion Rubric

Current projects leading to publications		No evidence of work towards any peer reviewed publications or presentations	Lack of evidence to support work towards peer reviewed publications or presentations	Evidence to support work towards peer reviewed publications or presentations	Evidence to support work towards multiple peer-reviewed publications or presentations	Evidence of submission of work towards multiple peer reviewed publications or presentations
Other evidence of excellence in scholarly activity		Lack of any alternative evidence to support any claims of above average research or scholarly activity	Some alternative evidence to support any claims of above average research or scholarly activity	Alternative evidence that supports any claims of average research or scholarly activity	Alternative evidence that supports any claims of above average research or scholarly activity	Significant alternative evidence that supports any claims of above average research or scholarly activity in 5 years

Scoring

Element	Assistant Professor	Associate Professor	Professor
Teaching	3.5	4	4.5
Service	3.5	4	4.5
Scholarship	3.0	4	4.5
Total Average	10	12	13.5

Library Faculty Promotion Rubric

Candidate:	Promotion to:	Reviewer:	Date:
Activity	Evidence	Comments	
Librarianship	1. Time in current rank	Hire date	
	2. Evaluations	Copies 3 years of annual performance evaluations and faculty development plan	
	3. Successful performance of assigned duties in the area of expertise	Annual evaluations	
	4. Promote library resources and services in support of the curriculum	Handouts, brochures, instructions	
	5. Other evidence	Not mandatory but can be used to reflect excellence and/or participation beyond normal job requirements	
	6. Use of Technology	Examples of creative use of technology to disseminate information, ability to assist patron	
	7. Participation in cross-disciplines programs	Communication with other faculty to promote the use of library resources	
	8. Participate in local, state and national professional organizations	Proof of membership in professional organizations	
Service to University	1. Participation in Committees/Special Assignments	Report from committee chairs	
	2. Accreditation/Self study	Report from committee chairs	
	3. Fund raising for Life University	Letter showing thanks or participation	
Service to Community	1. Community activities related to Life University	Any public service where the Life University connection is noted	
	2. Dissemination of library services to the community	Computer Literacy/health literacy sessions to the public	
Service to Profession	1. Conducting workshops, training for professional groups	Hosting training activities for peers	
Scholarship	1. Grants, awards, honors	Letter of award, confirmation	
	2. Peer reviewed publications	Copy of publication, acceptance letter, journal listing	
	3. Mentorship of peers in research/scholarship	Letter from peer	

Library Faculty Promotion Rubric

Element	Evidence of Excellence in Librarianship	Well below average 1	Below average 2	Average 3	Above average 4	Well above Average 5
Stays current in the field	Participation in professional activities	Lack of any alternative evidence to support any claims of above average performance	Some alternative evidence to support any claims of above average performance	Alternative evidence that supports any claims of average performance	Alternative evidence that supports any claims of above average performance	Significant alternative evidence that supports any claims of above average performance
Prioritizes patron needs	Direct service to patrons					
Creates instructions to enhance the use of resources	Written or oral instructions on the use of resources					
Assists patrons with the use of programs/applications	Annual evaluations/ Reports					
Cross-discipline activities	Communicates and works with other faculty to promote library mission					
Participates in University committees	Committee reports					
Merit awards or recognitions	Award confirmation					
Expand service to the community	Announcement, communication, schedule					

Library Faculty Promotion Rubric

Element	Evidence of Scholarship	Well below average 1	Below average 2	Average 3	Above average 4	Well above Average 5
Membership in professional organizations	Attendance confirmation, meeting minutes, letters	No Participation	Minimal participation	Minimal contribution	Proactive participation and contribution	Leadership role
Grants, presentations, projects, publications	Letters, reports, schedules	Lack of any alternative evidence to support any claims of above average performance	Alternative evidence that supports any claims of average performance	Alternative evidence that supports any claims of above average performance	Significant alternative evidence that supports any claims of above average performance	Some alternative evidence to support any claims of above average performance
Continuing education	Certificates					

Element	Assistant Professor	Associate Professor	Professor
Librarianship	3.5	4.0	4.5
Service	3.5	4.0	4.5
Scholarship	3.0	4.0	4.5
Total Average	10	12	13.5

Appendix 13 - OSRSA Mission Policies

Office of Sponsored Research and Scholarly Activity

Life University is dedicated to a philosophy of fostering and conducting scientific research and scholarly activity by its students and faculty. The Office of Sponsored Research & Scholarly Activity (OSRSA) is Life University's research administration office. Its mission is to encourage, assist, and support all University constituencies in their research and scholarly endeavors, and to assist in the identification, procurement, management and administration of funding for these activities. The OSRSA endeavors to provide excellent administrative support to faculty in their pursuit of funding for research and scholarly activity while ensuring compliance with federal, university and private sponsor regulations, terms and conditions.

OSRSA serves as the coordination point for all university grant proposals and research protocols. OSRSA helps to identify funding sources, assist in the preparation of proposal budget details, facilitate the administrative review and approval process, and review and negotiate contracts and agreements. The Office also administers the University's human subjects protection program and the Institutional Review Boards (IRB).

OSRSA is the University's central administrative unit responsible for processing and monitoring applications for, and awards of, external funding, and overseeing the institutional review and compliance of all activities involving human subjects, vertebrate animals, and recombinant DNA and provides information, advice and assistance in these critical areas.

OSRSA is a service office dedicated to providing faculty and professional staff with information, advice, and assistance in the seeking of extramural funds and in awarded grant and contract management. OSRSA is also responsible for assuring that all parties involved with extramural funding are aware of, and in compliance with, sponsor and University regulations and administrative requirements.

OSRSA is responsible to provide seminars and workshops on sources of funding, proposal preparation. Post award grant administration is also offered.

OSRSA advocates for and assists faculty in locating, planning and developing their plan for research and scholarly activity. The Director assists faculty in proposal writing and budget preparation, organizes proposal-writing workshops and administers internal grant programs that support faculty scholarship.

Individual Assistance with Applications

OSRSA will interpret and explain agency policy and administrative requirements, assist with the development of proposal budgets, complete application certifications and assurances, and clarify University requirements and approvals. They will also assist in

information gathering and problem solving with other campus offices on an as needed basis. such as Accounting, Personnel, Purchasing, and Office of Information Technology.

Review Committees

The University is committed to the protection of human subjects, the humane care and use of vertebrate animals, and safe and responsible use of recombinant DNA technology. The committee charged with reviewing research protocols for these considerations is the Institutional Review Board. OSRSA administers the activities of this committee; OSRA is available to answer questions and offer guidance in preparing material for committee review.

Compliance

Most federal, state, and private funding agencies apply specific regulations to their awards. OSRSA is responsible for ensuring the University's compliance with these regulations. Information on, and interpretation of, specific regulations and their implications for sponsored projects can be obtained from OSRSA.

Intellectual Property

OSRSA can provide information on the University's policy concerning patents, licenses, and copyright as well as on the intellectual property policies of the federal government and numerous other funding agencies.

Data Management

OSRSA distributes periodic reports on proposals submitted and awards received, and can provide customized reports as requested.

Process

Research and scholarly activity are essential to the continued growth of the institution and, as such, is an activity in which faculty participation is highly encouraged. The following outlines those steps necessary for a faculty member to initiate a research project and to facilitate that process:

Any Life University faculty member desiring to become involved in existing research/scholarly activity or to undertake a new project is encouraged to discuss the project with their Division Chair or Department Head and the Office of Sponsored Research and Scholarly Activity.

If it is a new project, the faculty member should provide a written description of the project to the Office of Sponsored Research. (Format will be provided by the Director.) If it is an existing project, the Director of OSRSA can assist in arranging a meeting with the

project director and the faculty member at which time the member's participation can be discussed.

The faculty member should discuss the resources and time commitment that will probably be required for the project with his/her Division Chair or Department Head. It is expected that for most preliminary studies, the faculty member would utilize some of the unassigned campus hours and would not require release time from teaching assignments.

For those projects requiring a larger time commitment, a meeting with the faculty member, the appropriate Department Head or Division Chair and the Director of the Office of Sponsored Research can be arranged. At that meeting release time for the project will be discussed and some mutually agreeable solution will be sought. The final agreement on release time must be recommended by the Division Chair and the Dean of the Program and approved by the Chief Academic Officer. The approval shall be for a fixed period of time, i.e., one or two quarters.

Acquisition of equipment and materials and allocation of space will be coordinated by the OSRSA. Funding for a project may be sought from the institution itself and will be based on the completeness of the proposal and University resources. If the amount exceeds the resources of the institution or if the funding requirements are large enough or the project falls within the funding guidelines specified by an outside agency, outside funding can be sought.

If the project involves the use of human subjects, the Director of OSRSA will supply the faculty member with the appropriate forms required to submit the project to the Institutional Review Board (IRB). The IRB will review the project and assess the risks to the human subjects. If the IRB finds the risks to be unacceptable, the IRB may suggest revisions and request that the project be resubmitted or the IRB may disapprove the project.

After the necessary funding and IRB approval (if necessary) have been obtained, the faculty member will work with the Director of OSRSA to develop a schedule for the completion of the project. This schedule will include a timetable for the entire project including data analysis and manuscript preparation.

Inventions and Patents

Life University is responsible for seeing that all inventions made at the University are administered in the best interests of the University and public.

The University may be contractually obligated to transfer patent rights and/or secret "know how" to agencies of the federal government and to industrial organizations which sponsor research at the University.

The University acquires and retains legal title to all inventions, improvements and discoveries created by a member of the faculty or by any person associated with the University arising out of his/her employment or created through use of time, facilities, equipment and/or materials owned or paid for by or through the University.

Each University faculty and staff member must agree at time of employment to execute an assignment to the University of inventions, discoveries and improvements made under the conditions defined in paragraph "B" above. The patent officer (Vice President of Operations and Finance) will establish the necessary procedures to assure the accounting department that any required patent agreements have been executed before an individual receives any salary from a restricted account.

Each University faculty and staff member is also expected to promptly inform the patent officer of the University concerning all seemingly worthwhile inventions, improvements and discoveries; to cooperate with and assist the patent officer in the handling of such matters, to execute all rightful papers and perform necessary and proper acts for obtaining, utilizing, and enforcing patent protection on such matters; and to abide by and benefit from the patent policy of the University in effect during his/her association with the University.

The University, at its sole discretion, may cause applications for patents to be filed upon assigned inventions in any country. The University has the sole right to negotiate and enter into licensing and other agreements covering the manufacture, use and/or sale of products and/or processes based on the results of University-supported research and development. The University will pay all expenses required to obtain and exploit patent protection on such an invention to the enhancement of the public interest and will pay for any subsequent legal action which is deemed advisable to protect acquired patent rights.

Where royalty or other revenue is received by the University as a result of successful commercialization of an invention by a license or the like, the University will share such revenue with the inventor(s). The inventor(s) will normally receive forty percent of the first twenty thousand dollars (\$20,000) revenue, thirty-five percent of the second twenty thousand dollars (\$20,000) revenue, and thirty percent of any additional revenue from his/her or their invention which is received by the University, after the University has been reimbursed for developmental, marketing, patent protection and related expenses incurred in connection with a particular invention. In those cases where the invention is made under a grant sponsored by a governmental or private agency, the inventor's share will vary in accordance with the terms of the grant. Where co-inventors are involved, they shall share the inventor's portion of the revenue equally, unless there is an agreement between the inventors that establishes a different distribution.

When an inventor actively cooperates and contributes to the development and marketing of an invention, the deduction made from revenue for developmental expenses is reduced and the inventor's royalty is accordingly increased as to total amount.

Any net revenue accruing to the University from commercial use of University-owned intellectual property shall be used first to defray research and product development expenses, to pay application royalties, and thereafter, for technological and scientific research.

The University, at its sole discretion, may release to an inventor, by written instrument only, those inventions owned by, but not of interest to the University. Requests for such releases should be made to the Vice President of Operations and Finance.

Internally Funded Grants

Whenever a faculty seeks internal funding for the purposes of research, funding is to be allocated in one of the following methods:

If faculty members are being released from institutional duties in order to fulfill the terms of an internally funded grant or to conduct approved research initiatives and they are expected to complete the project as part of their usual workload, they will continue to be compensated by the university. A memo from the respective faculty member's supervisor and dean is required for the approval of release time. The funds designated for salaries will be the responsibility of the college in which the faculty is assigned.

If faculty members are expected to fulfill the conditions of the grant or research activity with no reduction of their usual workload, the faculty member may submit a formal proposal to the Office of Sponsored Research and Scholarly Activity (OSRSA) Funded Projects budget. These funds shall be provided as a research stipend, must be representative of usual and customary compensation, and prior to application the faculty must provide letters of approval from their respective supervisor and dean.

If faculty members are released from institutional duties and, in addition, are required to conduct research or fulfill the terms of a grant beyond their usual workload, the faculty member's respective college shall be responsible for funding the release time as in paragraph "1" above. In order to fund the additional research and grant hours required beyond the usual workload, the faculty member may submit a formal proposal to the OSRSA Funded Projects budget. These funds shall be provided as a research stipend, must be representative of usual and customary compensation, and prior to application the faculty must provide letters of support from their respective supervisor and dean.

Please note that proposal submission to the funded projects budget does not guarantee approval of the project and compensation. Each proposal is subject to review and approval from the OSRSA Research Advisory Council; Director, OSRSA; and Chief Academic Officer.

The university is not obligated for compensation beyond its contractual relationship with the faculty member. It is the responsibility of the person requesting the grant or conducting the research to contact the Vice President of Operations and Finance or

designate to be certain that the proper salary amounts are requested in the grant, which can be facilitated by the OSRSA.

Externally-Funded Grants and Contracts

Financial Autonomy of the Institution

Recognizing that institutions can become dependent on external funds for their normal operations, the following policies are designed to maintain the financial autonomy of the institution:

- A. The employment of any person, faculty or staff, who is hired into an externally-funded program and compensated with external funds, is contingent on that external funding.
- B. Any other use of an externally funded person, outside of the funded project, must be compensated by supplemental means.
- C. Indirect cost allowances may not be used to increase the department's operating budget.

Compliance with Goals and Objectives of University

While the University encourages faculty to seek external funding for grants and contracts whenever appropriate, it also recognizes that external funding can pose serious problems for the University and the achievement of its goals and objectives. Because external funding usually involves a contractual relationship between the funding agency and the University, it is imperative that the terms, conditions, and expectations of any contract must conform to and promote the stated purposes of the University.

To ensure that all externally funded grants and contracts conform to the stated purposes of the University, the principal faculty member associated with the request for funding must submit the proposal to the Director of the Office of Sponsored Research and Scholarly Activity.

A written Statement of Conformity to the University's Goals and Objectives must be included in which the requirements of the funding agency, the requests that will be made upon the University, and the expectations and probable outcomes of the project as these relate to the stated purposes of the University are discussed. This statement must also contain a discussion of how the project will advance the stated purposes of the University.

While the researcher's freedom to investigate and report results must be preserved, the institution must be certain that those activities to which it commits resources are consistent with its stated goals and objectives.

Faculty Compensation

Whenever a portion of the grant or contract is designated as salary, that portion is to be allocated in one of the following methods:

If faculty members are being released from institutional duties in order to fulfill the terms of the grant, and they are expected to complete the project within their normal working hours, they will continue to be compensated by the University. The funds designated for salaries will be deposited in the payroll fund of the University to reimburse the University for having to replace those now involved in the project.

If faculty members are expected to fulfill the conditions of the grant or contract with no reduction of duties and no reduction in their full-time work schedule, funds designated for salary will be disbursed to those faculty members according to the conditions of the grant. A schedule depicting the regular faculty workload and the proposed grant workload must be submitted to the appropriate Department Head / Division Chair, Dean, and the Chief Academic Officer, Director of The Office of Sponsored Research and Scholarly Activity.

If faculty members are released from institutional duties but are still required to work hours beyond the normal workload at the institution in order to fulfill the terms of the grant or contract, the University should receive reimbursement for the released hours and the faculty members should receive compensation from the grant for any hours worked beyond those compensated by the institution.

The University is not obligated for compensation beyond its contractual relationship with the faculty member. It is the responsibility of the person requesting the grant or contract to contact the Vice President of Operations and Finance or his designate to be certain that the proper salary amounts are requested in the grant, which can be facilitated by the Office of Sponsored Research and Scholarly Activity.

Appendix 14 – Copyright Policy

Notwithstanding any other University policy, unless other arrangements are made in writing, all rights to copyrightable material (except material which is placed on videotape using University facilities, supplies and/or equipment, which shall be copyrightable only by the University) and all financial or other proceeds accruing by reason of said copyrightable material shall be reserved to the author, even though employed by the University. All expenses relating to the production, use, protection and licensing or sale of such copyrightable material shall be borne exclusively by the author. However, the University shall have the right to obtain copyright and to publish, reprint or duplicate a University-employed author's work as follows:

- A. Where a specific contract between a third party and the University requires that copyrightable material, brought into being by reason of the contract, be conveyed to the third party or be made available without charge or author-imposed restrictions.
- B. Where the author is specifically hired by the University to do work which may result in the production of copyrightable material, such as, but not limited to, the publication of University research results.

Appendix 15 – Salary Calculation Guidelines

The Board of Trustees each year may designate a percentage of the annual budget to be used for cost of living adjustments, promotion and credential increases, and other awards. The Board of Trustees reserves the right to either approve or disapprove such adjustments or to delay them in any given year based on the financial condition of the University.

Salary increases are made only upon the recommendation of the President in accordance with established policies and following consultation with the Deans, Division Chairpersons or Department Heads, Chief Academic Officer, and the Vice President for Operations & Finance, as appropriate.

No annual salary increase will be awarded to a faculty member with less than one academic quarter of service at the end of the academic year. Those faculty members fully employed more than one academic quarter but less than four academic quarters (College of Chiropractic) or three academic quarters (Colleges of Undergraduate and Graduate Studies) at the end of the academic year may be awarded salary increases. However, such increases shall be pro-rated on a basis reflecting the number of academic quarters completed.

The Board of Trustees approves a basis for salary adjustments. Individual faculty salaries are calculated by multiplying the appropriate college base salary figure times any applicable adjustments. The general formula is $\text{BASE SALARY} \times \text{RANK ADJUSTMENT} \times \text{EDUCATIONAL ADJUSTMENT}$. The current rank and educational adjustment factors for the Colleges are listed below.

College of Chiropractic Salary Calculation

Rank Adjustment Factors:

Instructor	1.05
Assistant Professor	1.09
Associate Professor	1.22
Professor	1.37

Educational Adjustment Factors:

Baccalaureate degree	1.04
Masters degree	1.06
Two or more master's level degrees	1.08
First professional degree (DC, MD, DO) or specialist doctoral level degree	1.10
B.S. or B.A. & first professional degree or specialist doctoral level degree	1.13
First professional degree and Diplomate status in relevant field	1.15
Masters degree and first professional degree or specialist doctoral level degree	1.15
Ph.D.	1.15

Ph.D. and two or more master's level degrees	1.16
Ph.D. and D.C.	1.17
Two relevant first professional degrees	1.17

College of Undergraduate and Graduate Studies Salary Calculation

Rank Adjustment Factors:

Instructor	1.00
Assistant Professor	1.20
Associate Professor	1.34
Professor	1.61

Educational Adjustment Factors:

Baccalaureate degree	1.04
Masters degree	1.06
Two or more master's level degrees	1.08
Relevant first professional degree	1.10
Baccalaureate degree and relevant first professional degree	1.13
Masters degree and relevant first professional degree	1.15
Ph.D. or other relevant doctoral degree	1.15
Ph.D. and two or more master's level degrees	1.16
Ph.D. and relevant first professional degree	1.17

Full Time Overload and Adjunct Supplemental Pay Schedule

	Full Time Overload		Adjunct
	Fall-Win-Spr	Summer	
Chiropractic Instruction	\$641/CH		\$588/CH
Chiropractic Clinic Patient Care	\$27/hour		\$27/hour
Undergraduate Instruction	\$641/CH	\$683/CH	\$588/CH
Graduate Level Instruction	\$641/CH	\$683/CH	\$656/CH

Appendix 16 – Merit Awards Policy/Procedures

Life University annually recognizes and rewards significant faculty accomplishments in teaching, research, or service. Faculty members selected receive a certificate of recognition and a monetary award. These awards are from funds designated by the Board of Trustees. Amounts of awards vary depending on the availability of funding, but will not be less than \$1000 per project. The award amount will be reviewed every year by the awards committee. The Faculty Affairs Office manages the award process.

Eligibility

Any member of the full-time faculty at Life University may apply for a Faculty Merit Award. Faculty members working in classroom teaching, clinics, administration, research, and learning resources are welcome to apply for the award.

Nominations/Applications

A call for nominations/applications will be made by August 1 of each year by the Faculty Affairs Office. Faculty may nominate themselves, or be nominated by a supervisor, peer(s), staff, or student(s).

Faculty members who are nominated by someone else will be notified by September 1 by the Faculty Affairs Office. They must complete the application packet to pursue the award.

Faculty members nominated or applying for a merit award must submit an application packet by September 30 to the Faculty Affairs Office. Faculty should request a copy of the current scoring rubric before completing their project.

The Faculty Affairs office will forward the application packets to the committee on October 1.

Awards are given during the following January.

Project Selection

The award is project specific. The project should represent exemplary work in, or beyond, assigned duties. Significant work on the project must have taken place in the just completed academic year. Projects that have received this award in the past may not be resubmitted. Projects that have been submitted in the past, and were not awarded, may be resubmitted. However, evidence of improvement on the past submissions should be clearly presented.

Selected projects do not have to be published or intended for future publication. However, publishable projects typically demonstrate attributes (i.e., purpose, clear communication, reflection and peer review) that make them high quality applications for this award. The objectives, methods, and analysis of the project should be clearly communicated in the submission.

A wide range of possibilities exists for submission topics. Scholarship in the areas of teaching methods, teaching materials, and testing methods provide rich topics for submission. Consistent with Life's commitment to Ernest Boyer's notion of scholarship, projects representing scholarship of teaching, discovery, integration, and application are encouraged. A faculty member may have substantially and notably improved his or her course from feedback gleaned from student evaluations or peer review. A new course may have been developed or an existing course significantly revamped to make it more effective. Discovery of a more valuable testing method with demonstrated outcomes is another appropriate example for submission.

Peer collaboration inside and outside the University is encouraged. The application should include outcome measures that validate the quality and effectiveness of the work and that are consistent with the intended goals of the project.

Projects should be designated as teaching, research or service. Only one application should be submitted per project. In other words, if multiple authors collaborate on the same project, their efforts should be compiled into one submission. The percentage of involvement of each participant should be designated on the cover of the submission. If the submission is awarded, the monetary award will be distributed in accordance with the percentages designated on the cover of the submission.

Application review

The Merit Award Committee will be a standing committee selected by the Faculty Senate Executive Committee and will be composed of no less than five members representing a diverse segment of the faculty. Throughout October of each year, each project will be scored according to a rubric based on several factors including: completeness, practical significance, originality, and quality.

The committee will decide which projects will be recommended to the Chief Academic Officer by November 1. The Chief Academic Officer will receive the scores and review the recommended projects and by December 1 will make a recommendation to the President to award the top applications. The President will make the final decision on awards.

Application Format

The application should be formatted as follows:

Title page

Project title

Faculty member name (with % of contribution for multiple authors)

Academic rank

Area of assignment (i.e., clinic, year 1)

Date of submission

Body (5 -10 pages)

Double-spaced, 12-point Times New Roman font
Sectioned with clearly written goals
Methods and results, including quantified data
Significant outcomes of the project including quantified data and which clearly demonstrate work beyond assigned duties and leave time.

References (as applicable)

Listed in alphabetical order, using a recognized bibliographic format (APA recommended)

Appendix (as applicable, no page limit)

Contains important documents to support the application as needed arranged in the same order that they are referred to in the body of the application.

Applications will not be accepted if they are incomplete or substantially deviate in format from the criteria detailed above. The application should not be bound or stapled, and should be submitted in an envelope to the Office of Faculty Affairs.

Faculty Merit Award Timeline

Call for nominations/applications- August 1



Notification of nominees- September 1



Application deadline- September 30



Application packets to committee- October 1
Committee reviews applications- October



Committee recommendation to Chief Academic Officer- November 1



Chief Academic Officer recommendation to President- December 1



Award given- January

Appendix 17 – Scholarship Awards Policy/Procedures

Depending on availability of funds, cash awards for achievements in research or scholarly activity may be awarded on an individual basis. Guidelines are as follows:

Completion of each A Level scholarship activity:	\$1,000 - \$1,500
Completion of each B Level scholarship activity:	\$500 - \$750
Completion of each C Level scholarship activity:	\$250

Amounts may be adjusted up or down, depending on individual circumstance. The Dean makes recommendation for compensation, with final approval by the Chief Academic Officer. Scholarship awards will be calculated and credited within the term that evidence of the scholarship has been presented and accepted.

Appendix 18 – Faculty Benefits

The University provides a comprehensive benefits package for its full-time employees. An outline of these benefits particular to full time faculty members is presented below. The University reserves the right to terminate, suspend, amend, withdraw, or modify coverage for any group of employees and their dependents or a class of dependents, at any time. However, advance notice will be provided in the event of any change.

For more information on other benefits that are available to all employees, please review the Employee Handbook (<http://www.life.edu/faculty-resources-employee-handbook>), or contact the Human Resources Department.

General Leave of Absence (without compensation)

A faculty member may apply for a general leave of absence (without compensation) if exceptional circumstances arise and if such a leave will not be prejudicial to the interests of the University. In considering a request for a leave of absence, all approving officials shall take into account the effect that the granting of that leave could have on the University, division, or department of which the applicant is a member. If the applicant's work cannot be handled by other faculty members or if the funds are not available for employment of a substitute, the request for a leave of absence may be refused or deferred until a more suitable time.

A general leave of absence (without compensation) is without pay, and during the leave time the faculty member will not accrue any benefits, i.e., vacation, tuition benefits, etc., except as required by law. Generally, time on general leave will not accrue toward tenure but may be considered as uninterrupted time toward tenure with prior written approval of the President.

Application for a general leave of absence (without compensation) must be submitted for approval through the chain of command to the appropriate dean for review. The dean shall transmit the application for leave of absence to the Chief Academic Officer with a recommendation for approval or disapproval. Final approval is granted by the President.

When a general leave (without compensation) is approved by the President, the Chief Academic Officer will immediately notify in writing the faculty member requesting leave, the Human Resources Office, the Vice President of Operations and Finance and the appropriate dean in writing.

Upon return, assignment will be made depending upon the needs of the institution. Leaves of absences (without compensation) will include Health and Life Insurance for a period not greater than ninety (90) days from the day the leave of absence begins. Conversion information for health and life insurance for the employee's dependent(s) will be sent to the employee.

Taking a leave of absence (without compensation) may have consequences for employees who have taken a loan from the Money Purchase Pension Plan offered by the university. Contact Human Resources for details.

There may be certain situations, such as unusually long jury duty, that are exceptions to the approval process and cessation of benefits may be made.

General Leave of Absence (with compensation)

Half Quarter Leave of Absence (with compensation) (Accelerated Courses only)

Full time Faculty may apply for a half-quarter leave of absence with pay if circumstances arise and if this leave will not be prejudicial to the interests of the University. In considering a request for this leave of absence, all approving officials shall take into account the effect that the granting of that leave could have on the University, division, or department of which the applicant is a member. If the applicant's work cannot be handled by other faculty members or if funds are not available for employment of a substitute, the request for a leave of absence may be refused or deferred until a more suitable time. The faculty member would complete their normal teaching load and other University duties within the five-week period.

The faculty member must submit his/her application for a half-quarter leave of absence with pay, one quarter prior to the start of the quarter in which the leave will take effect. Applications will be submitted for approval through the chain of command to the Chief Academic Officer for final approval.

The faculty member will receive their full pay during that quarter unless they work less than a full load or are unable to perform their other duties in which case compensation will be adjusted appropriately.

All benefits will stay in affect with no changes in full time faculty status. Changes in vacation or necessary days will be made as appropriate.

One Quarter Leave of Absence (with compensation)

Full time Faculty may apply for a full-quarter leave of absence with pay if circumstances arise and if this leave will not be prejudicial to the interests of the University. In considering a request for this leave of absence, all approving officials shall take into account the effect that the granting of that leave could have on the University, division, or department of which the applicant is a member. If the applicant's work cannot be handled by other faculty members or if funds are not available for employment of a substitute, the request for a leave of absence may be refused or deferred until a more suitable time.

The faculty member must submit his/her application for a full-quarter leave of absence with pay two quarters prior to the start of the quarter in which the leave will take effect.

Applications will be submitted for approval through the chain of command to the Chief Academic Officer for final approval.

Full time faculty members must be working full time the quarter before they take a quarter off. Full time faculty will complete their normal schedule the quarter before they take the next quarter off. The faculty will receive half their biweekly pay for that quarter (twelve weeks) and the next quarter that they will be taking off.

All benefits will stay in affect with no changes for full time faculty. The vacation days will be prorated and reduced by seven days for taking a full quarter off. Necessary days will be prorated and reduced by 2.5 days.

Sabbatical Leave

Sabbatical leave is a program whereby eligible faculty may apply for an enrichment leave from the University for undertaking research, writing, study, advanced degree work, or other creative endeavors, which would not be possible during the course of his or her full-time University responsibilities.

A faculty member on sabbatical leave shall be considered as being on active duty, retaining all benefits, and shall accrue toward seniority.

In order to apply for sabbatical leave, the faculty member must be a full-time, academically ranked employee. The faculty member must have served the institution in a full-time, academically ranked position for a minimum of six (6) years.

The faculty member must submit his/her detailed application for sabbatical leave two quarters prior to the proposed date of the sabbatical. Applications will be submitted to the appropriate dean who will forward the application, along with any recommendations, to the President through the Chief Academic Officer.

Factors influencing consideration of sabbatical leave applications are as follows:

- seniority of the applicant and the proposed course of study
- previous performance record of the applicant
- availability of substitute faculty member and funding for such.

Upon return, re-assignment to specific positions, courses, and/or schedules will be made based upon the needs of the institution.

Approval of Sabbatical Leave

Sabbatical leave may be approved by the President upon recommendation of the Chief Academic Officer. The decision of the President is final.

Duration of Sabbatical Leave

Sabbatical leave may be requested either for six months at full pay or twelve months at half pay.

The grant amount depends upon the purpose of the leave and the amount of outside financial support the faculty member can obtain. During sabbatical leave, faculty may serve in a full-time appointment elsewhere. If a faculty member is engaged in activities resulting in compensation, the salary from the University shall be reduced proportionately, with the exception of tuition grants from any sources, which pay direct educational costs.

A faculty member may not apply for future sabbatical leave until he or she has completed an additional five-year period of satisfactory service.

A faculty member on sabbatical leave is required to return for at least one year's service following the leave. Within thirty days following the end of the sabbatical leave, the faculty member shall present to the Chief Academic Officer a full report of activities and accomplishments during the leave.

Any faculty member who has been granted sabbatical leave with compensation is required, before beginning his/her leave, to sign an agreement that he/she will repay the full amount of compensation he/she received while on leave if he/she should not return to the institution for at least one year of service after the termination of the leave.

Release Time

Under exceptional circumstances, the University may agree to a temporary reduction in a faculty member's teaching load in order that the time subsequently-released may enable the faculty member to undertake significant research, major course revision, curricular revision, administrative duties, chairing certain committees or institutional self-studies.

It is assumed that all faculty members recognize the responsibility to constantly update their instructional materials without requiring release time to do so. However, the nature of restructuring may be such that release time is warranted.

A detailed request for release time should be made in writing to the Chief Academic Officer through the appropriate Dean. It should include a statement of purpose as well as information on how class responsibilities will be met. Requests must be made at least one quarter prior to the beginning date of release time.

Seminar/Conference Leave

In the interest of professional development, the institution encourages faculty members to be active participants within scientific bodies in their disciplines. The University will consider reasonable release time for attendance at conventions, seminars, training, and workshops, provided it does not duly interfere with the faculty member's duties and

assignments. However, it is the responsibility of the faculty member to ensure that duties and assignments be covered during his/her absence.

Funds to defray reasonable travel and seminar costs may be provided if the event has been included in the approved departmental budget. Travel funds will be disbursed according to the limits stated within the Life University Travel Policy. Costs for individual professional or association memberships must be borne by the faculty member.

Whenever the University requires or encourages a faculty member to attend a seminar, conference, or program, attendance will not be counted against necessary absences or vacation leave. A memo accompanied by appropriate conference/seminar documentation must be approved by the supervisor, dean and Chief Academic Officer and filed in the faculty member's personnel file.

Office Space

Faculty members will be provided with office space and IT services as needed to perform their work. Office facilities will be allocated through the Department Head, Division Chairperson, Director, or Dean.

Tuition Benefits

Individuals employed as full-time faculty have tuition benefits afforded to them and their dependents. Information regarding the policy and an application form is located on the Life University website at the [Human Resources Page](#).

Vacation

Vacation accrual for Clinic and Library faculty members is effective immediately upon hire. Classroom faculty members do not accrue vacation time. Clinic & Library faculty members accrue 8.62 hours per pay period for 224 hours, or 28 days, of vacation per year. Vacation leave for Clinic & Library faculty members must be used in full day increments. Vacation days must be approved as far in advance as possible and will not be advanced.

Vacation time less than or equal to one year of accrual time as of September 30th will remain active and available for use in the next leave year. Any vacation time in excess of one year of accrual time will be converted to the short-term disability bank or paid out at 50% of current value.

All employees are required to enter vacation and personal leave in Web Advisor weekly. Hours not entered in Web Advisor will result in inaccurate balances.

Note Regarding Leave:

Taking time off that has not been properly authorized is inappropriate behavior which could be considered job abandonment and may result in pay reduction, ineligibility for pay adjustment for the coming year, and disciplinary action.

In the event that an employee decides not to take the requested absence after it has been approved, the employee must notify his or her supervisor in writing that the day was not used or the day will be charged. The department supervisor is responsible for ensuring the change is made in Web Advisor or notifying Payroll of the change if Web Advisor is closed for that pay period.

Appendix 19 – Appraisal Policy / Procedures

Purpose of Evaluation

The purpose of the evaluation process is the fair, equitable and professional assessment of the level of performance of a faculty member against an established set of standards.

The goals are to:

- Identify those mutually agreed commitments and responsibilities as outlined by this handbook, the faculty member's job description and appointment letter.
- Identify standards of performance for those commitments and responsibilities.
- Specify appropriate measurement tools to assess the degree of achievement of a faculty member's commitments and responsibilities.
- Objectively rate the level of performance against these standards.
- Provide a process for faculty members, in concert with their supervisor, to identify areas for professional growth and development.
- Provide faculty members with opportunities to be recognized for exemplary work that provides a foundation for promotional opportunities. For areas of identified deficiencies, agree upon a fair and equitable plan of action and timetable in which the substandard performance will be corrected and re-evaluated.
- Provide a fair process for cases in which areas needing improvement fail to be adequately addressed.

Faculty Evaluation Process

The evaluation process involves two main parts: (1) An assessment of the faculty member's basic job performance utilizing the Performance Appraisal Instrument (PA) and, (2) the Faculty Annual Review, which outlines and documents the faculty member's achievements during the previous year and which serves as a basis for the Merit Pay and Rank determination.

Each faculty member and his/her supervisor will meet periodically during the year to discuss the current status of the PA, the progress of the goals listed in the Professional Development Plan, and/or the status of any Improvement Plan that has been established by the supervisor. These will be finalized and recorded in the faculty members' permanent file at the end of the year as part of the Faculty Annual Review.

Faculty Annual Review

The Faculty Annual Review (FAR) is an important tool, which encourages professional development and which serves to document the faculty member's accomplishments. It is also used to document a faculty member's achievements.

Each year, all faculty members will write a FAR report outlining his or her achievements in the areas of (1) Teaching or Patient Care, (2) Service, and (3) Scholarship during the previous academic year.

The purpose of the faculty member's annual review is to provide direction for each faculty member in his or her development as a contributing faculty member of the Life University academic community. Moreover, the information in the report and the documentation provided with the report will serve as a basis for Faculty Merit Award applications and as a factor in rank decisions.

Professional Development Plan

Along with the FAR, the faculty member will submit a Professional Development Plan (PDP) for the upcoming academic year. The PDP is designed to be a clear statement listing the faculty member's intended activities in the areas of teaching (or patient care), service, and scholarship for the next year.

PDP's have several uses:

- They make clear to supervisors what the faculty member has set as his/her primary goals for the next year;
- They help supervisors to plan more appropriate budgets for the upcoming year; and
- During the annual evaluation in September, the supervisor can review the previous year's PDP against the faculty member's FAR as a factor in determining Merit Pay increases (NOTE: Faculty with overly ambitious plans should not be punished, nor should faculty with un-ambitious plans be rewarded).

A sample PDP showing the basic layout and typical content is shown in at the end of this appendix.

Improvement Plan

The supervisor may establish an Improvement Plan at any time for the faculty member if the supervisor concludes the faculty member's job performance has been adversely affected in some way. Improvement Plans are intended to enhance a faculty member's work performance, and the establishment of an Improvement Plan is not intended to be, and should not be construed as, a form of discipline.

The Improvement Plan shall contain the following components:

1. The area(s) in which the faculty member needs to show improvement.
2. Specific goals and outcomes the faculty member must meet, or show significant progress toward meeting, including suggestions for improvement.
3. How the faculty member's progress toward the established goals and outcomes will be measured.

4. A list of the resources the College will provide that the faculty member may use or consult to improve his/her work performance in the improvement plan.
5. A reasonable timeline during which the faculty member shall meet the Improvement Plan's goals and outcomes or make significant progress toward meeting those goals and outcomes.

The supervisor will prepare the written Improvement Plan as needed and will review the components of the plan with the faculty member.

While the Improvement Plan is in effect, the faculty member and supervisor will periodically meet and discuss the faculty member's progress toward the plan's goals. At the conclusion of the Improvement Plan, the supervisor will prepare a written report of the faculty member's progress toward the goals and outcomes contained in the Improvement Plan.

1. If the supervisor concludes the faculty member has met the Improvement Plan's goals and outcomes, then the written evaluation shall be placed in the faculty member's Employment file and no further action will be taken.
2. If the outcomes are not met, then a recommendation will be made to the dean regarding what further action should be taken. Upon review, the dean may declare the issue resolved and notify the faculty member in writing, or may send the faculty member written notice of the action that must be taken and a timeline for compliance. Possible action shall include, but is not necessarily limited to, continuation of the Improvement Plan and/or the imposition of corrective action.

Consequences of the faculty member's failure to comply will be described. If the faculty member complies with the requirement, the matter is resolved, and all of the data and correspondence regarding the matter will be placed in the faculty member's employment file located in the Provost's Office. If the faculty member fails to comply with the requirement, the Dean will decide on what "specific" further steps will be taken, up to and including termination.

SAMPLE

PROFESSIONAL DEVELOPMENT PLAN

David Wallace, MA
Life University
College of Arts and Sciences
10/1/05 to 9/30/06

TEACHING/INSTRUCTION

Choose a new anthology for Mystery Fiction and revise handouts on writers
Create more grammar and spelling exercises for students in TSE 099.
Develop improved handouts and samples of MLA documentation for ENG 101 and 102
Continue to arrange trips to live theater productions for my American Drama classes

SERVICE

Continue to chair the Faculty Affairs Committee
Continue to serve on the University Scholarship Committee and the Faculty Senate
Executive Committee
Co-host the Talent Show at Homecoming
Re-establish a Drama Club with the goal of giving live theater productions on campus

SCHOLARSHIP/RESEARCH

Submit a paper on mystery writer Joseph Hansen to Clues: A Journal of Detection
Write a paper to be delivered at the annual conference of the National Popular Culture
Association

Signature _____ Date _____
Faculty Member

Signature _____ Date _____
Department Head/Supervisor

Appendix 20 – Grievance Procedures

The University’s grievance and hearing procedure provides for an orderly resolution of a dispute alleging a violation of a faculty member’s appointment letter, the Faculty Handbook or published Life University, College, Division or Department policies (hereinafter referred to as “appointment documents”).

The following definitions apply to this Grievance Policy:

- A grievance is an allegation of a violation, misinterpretation, or misapplication of any provision of the faculty member’s appointment documents.
- The aggrieved party is the faculty member who has been adversely affected by an alleged violation of the faculty member’s appointment documents.
- The first respondent is the person first receiving the formal written statement by the aggrieved party.
- A day is any day in which the University is open for regular instruction, as published in the academic calendar.

Grievance Process

Step One - Notification of the Immediate Supervisor

When a faculty member (i.e. the aggrieved party) has a dispute alleging a violation of the faculty member’s appointment documents he or she will attempt to resolve it informally with his or her immediate supervisor. If the grievance is with the immediate supervisor, the aggrieved party will attempt to resolve it informally with that person’s immediate supervisor.

Failing resolution through informal means, the aggrieved party may initiate the grievance process. The aggrieved party must submit a written statement of the grievance to his/her immediate supervisor within twenty days of the time when the aggrieved party reasonably should have known of the event that gave rise to the grievance. If the grievance is with the immediate supervisor, the aggrieved party will submit the written statement to his/her supervisor’s immediate supervisor. The statement shall contain the following information:

1. the name of the aggrieved party,
2. a concise statement of the grievance,
3. the specific sections of the appointment documents alleged to be violated,
4. the date of the alleged act or omission,
5. actions taken to this point,
6. the specific remedies sought, and
7. the date submitted and aggrieved party’s signature.

The person receiving the statement (the first respondent) may gather additional information from the parties or persons with relevant knowledge of the circumstances surrounding the alleged grievance.

Within twenty days after receipt of the written grievance the first respondent will respond in writing to the aggrieved party(ies) with his/her decision.

Step Two - Appeal to the Chief Academic Officer

If the aggrieved party is not satisfied with the decision rendered in Step One, or if the first respondent has not issued a written decision within the time provided, the aggrieved party may appeal to the Chief Academic Officer (CAO). The appeal shall be in writing and shall be submitted within seven days after either receipt of the Step One written response or the date the Step One response was due. The appeal shall include:

1. a copy of the original grievance
2. the immediate supervisor's response
3. a statement of reasons for the appeal
4. the date of the submission and the aggrieved party's signature

Step Three - Faculty Affairs Committee Consideration

In the case of dismissal for cause, a hearing will take place. In other circumstances, the chief academic officer may determine that a hearing should take place. If a hearing is to take place, an outline of the hearing process [this document] will be provided to the parties in advance of the hearing.

The Chief Academic Officer will forward the grievance file material to the Faculty Affairs Committee within three days of receipt of the Appeal. Within ten days of receiving the grievance file, the Faculty Affairs Committee will obtain written or oral statements from both the aggrieved party and the first respondent (depending on which form of presentation is preferred by each) with regard to the charges.

Within ten days of taking the grievant's statement of appeal, the Faculty Affairs Committee as a whole will consider the evidence and issue a recommendation as to whether there is adequate cause for further action. This recommendation will be given in writing to the aggrieved party and the chief academic officer. The recommendation of the Committee is not binding upon the CAO.

Hearing Procedures

- The Chair shall remind all participants of confidentiality.
- The Chair shall designate a member of the committee to take notes during the hearing.
- The Chair shall call the hearing to order.
- The Chair shall ask all parties present to identify themselves for the record.

- The Chair shall state the conditions of the hearing, including:
- All statements, testimony and evidence shall be restricted to matters directly relevant to the grievance, as determined by the Chair. The Chair will not be obligated to follow the rules of evidence as applied in a court of law.
- The hearing and its final outcome shall be considered part of the respondent's record, and as such shall be kept confidential, except as provided under federal and state law.
- The Chair shall present the grievance to the committee.
- The Chair shall read any response submitted by the respondent(s).
- The grievant shall be given the opportunity to make an opening statement.
- The respondent shall be given the opportunity to make an opening statement.
- The grievant shall be given the opportunity to present evidence and/or call witnesses.
- The committee shall have the first option of questioning the grievant and/or witnesses, followed by the respondent, at the discretion of the Chair.
- The respondent shall be given the opportunity to present evidence and/or call witnesses.
- The committee shall have the first option of questioning the respondent and/or witnesses, followed by the grievant, at the discretion of the Chair.
- The grievant shall be given the opportunity to make a closing statement.
- The respondent shall be given the opportunity to make a closing statement.
- The Chair shall conclude the hearing.

Committee Determinations

The committee will enter closed deliberations. All findings of fact and any determinations shall be decided by a majority vote, based on a preponderance of the evidence.

Chief Academic Officer's Decision

Within seven days of receipt of the recommendation from the Faculty Affairs Committee, the CAO will respond in writing with his or her decision.

The Chief Academic Officer's decision is final, except in cases where the sanction is dismissal, in which case it may be appealed to the President.

Appeal to the President (for dismissal only)

Upon notification of a decision of dismissal for cause from the Chief Academic Officer, the aggrieved party may appeal in writing to the President of the University. The appeal must be submitted within ten days from receipt of notification from the Chief Academic Officer. The President shall upon receipt of the appeal review the action taken. The President may

- affirm the Chief Academic Officer's decision

- modify the action taken, or
- reverse the Chief Academic Officer's decision.

The President will communicate his or her decision in writing within twenty days from receipt of the appeal. The decision shall be communicated to the following recipients: the aggrieved party, the Dean and the Chief Academic Officer. Such action shall be the final action of the University. There is no appeal.

Proof of Receipt of Documentation

Proof of signed receipt for all required documents in a grievance will be provided to all appropriate parties throughout the process. Failure to adhere to time limits will interrupt the process as follows:

- If the grievant fails to meet the time limits as described in this section, the original decision will stand, without the possibility of further appeal.
- Appropriate extensions of time will be provided to a faculty member who is unavoidably prevented from adhering to the timelines stated in this Section.
- If the Chief Academic Officer fails to meet the time limits prescribed in this section, the grievant may appeal the decision to the President.

Appendix 21 – Corrective Action Policies and Procedures

The purpose of corrective action is to address performance or behaviors in faculty members who fail to carry out their responsibilities as detailed in the Faculty Handbook, appointment documents, and/or Job Description.

There are two types of corrective action, progressive corrective action and immediate corrective action. The purpose of progressive corrective action is to provide a progressively administered sequence of remedial measures, where appropriate, to improve professional conduct and, if necessary, to provide a procedure for discipline or discharge. Immediate corrective action provides a mechanism to bypass progressive corrective action when needed.

In all corrective actions, respect for process will be a guiding principle and the normal faculty grievance process will be available to the faculty member. In cases where corrective action results in unpaid suspension or termination, the faculty member may appeal immediately to the chief academic officer, as in Step 2 of the grievance procedure (see FHB Appendix 20).

1.1 Actions leading to Progressive Corrective Action

Actions by a faculty member that may be subject to corrective action include but are not limited to:

- abuses of necessary absences and other leaves,
- neglect of duties as detailed in the Faculty Handbook, appointment documents, and Job Description,
- an “Improvement Plan” that remains unresolved at the end of the prescribed time,
- multiple evaluation outcomes indicating “needs improvement” in the faculty member’s evaluation that remain unresolved,
- inappropriate behavior toward others in the University,
- deficiencies in professional conduct
- violation of University or College policies, regulations, or administrative directives

1.2 Progressive Corrective Action

When progressive corrective action is indicated, the University will provide three levels of progressive corrective action: Written Warning, Written Reprimand and Sanction.

The faculty member’s supervisor will consult with the faculty member’s Dean before each level of progressive corrective action is applied to the faculty member.

1.2.1 Levels of Progressive Corrective Action

The following sections describe the three levels of the process of progressive corrective action:

Level One: Written warning;

Level Two: Written reprimand;

Level Three: Sanction, up to and including discharge.

1.2.1.1 Level One: Written Warning

The University will inform the faculty member in writing in clear and concise terms of the problematic issues, what is required to correct those issues, and the consequences for failure to correct the issues within a specified period of time. This written warning will be dated and signed by both parties and placed in the faculty member's official faculty personnel file. If the faculty member refuses to sign a written warning, this refusal will be noted on the written warning, with a date and the name of the person who witnessed the refusal.

1.2.1.2 Level Two: Written Reprimand

If the faculty member fails to take the corrective measures outlined in the written warning, if conduct similar to that occurring at Level One recurs, or if the faculty member engages in other problematic conduct, the faculty member may be given a written reprimand. The written reprimand sets forth a clear and concise written statement of the specific acts or omissions that constitute the reasons for corrective action, the specific actions the faculty member must take to correct these acts or omissions, and a full explanation of the possible consequences if correction does not occur during the specified period. This written reprimand will be dated and signed by both parties and placed in the faculty member's official faculty personnel file. If the faculty member refuses to sign a written warning, this refusal will be noted on the written warning, with a date and the name of the person who witnessed the refusal.

1.2.1.3 Level Three: Sanction

If the faculty member fails to resolve the issues that led to Levels One and Two, the University will initiate an appropriate sanction. The sanction may include any of the following: suspension with or without pay, reassignment, dismissal, or another appropriate sanction.

The following procedures will be followed when a sanction is imposed on a faculty member:

1. **Written Notice:** The University will provide the faculty member with written notice of the sanction. The notice must contain a statement of the specific acts or omissions upon which the sanction is based. It shall also include a statement of the faculty member's right to respond and to appeal through the grievance procedure (see FHB Appendix 20).

The written notice will be presented to the faculty member by personal delivery or certified U.S. Mail, return receipt requested, to the person's last known address.

2. **Response by Faculty Member:** The faculty member shall have at least five (5) work days from the date of receipt (or failure to accept delivery) of the notice in which to respond to the charges and make a written request for an appeal to the Review Committee as in Step 3 of the grievance procedure (see FHB Appendix 20). The faculty member

will deliver the response to his or her Dean by personal delivery or certified U.S. mail, return receipt requested.

If the faculty member does not respond to the notice of sanction within the designated time frames or does not request a hearing, the University will apply the sanction. If the faculty member requests a hearing, any sanction of suspension or discharge shall be postponed until a final decision is rendered, unless extraordinary circumstances require that the faculty member remain off campus until the hearing process is resolved, in which case the faculty member shall continue to receive his or her salary until a final decision is rendered.

1.2.2 Record of Action

A record of any corrective action, regardless of level, will be placed in the faculty member's official faculty personnel file. The faculty member has the right to respond in writing to any written document recording corrective action imposed at Levels One through Three, and the response will be attached to the corrective document and placed in the personnel file.

1.3 Instances for Immediate Corrective Action

There are circumstances in which the University may initiate corrective action at any level, or bypass any or all levels of progressive corrective action. The faculty member's supervisor will consult with the Dean before immediate corrective action is applied to the faculty member.

1.3.1 Corrective action prior to dismissal or other sanction is not required within the faculty member's first twelve months of employment at the university.

1.3.2 Progressive corrective action prior to dismissal is not required when the University finds that the faculty member engages in any of the following behaviors:

Conduct which could be prejudicial to the University or damaging to its reputation, such as conviction of a crime or conduct involving moral turpitude. (Conviction shall include a plea of guilty or a plea of nolo contendere);

- Material breach of University regulations, rules, policies or procedures;
- Willful misconduct;
- Harassment;
- Insubordination;
- Incompetence;
- Willful neglect of duties;
- Unprofessional conduct
- Falsification of records; or
- Conflict of interest

1.4 Consideration for Suspension with Pay

In extraordinary circumstances, the University may determine that it would be in the best interest of the University and/or the faculty member for the faculty member to leave

campus until a decision can be made whether progressive corrective action or immediate corrective action is appropriate. Under these circumstances, the University has the right to bypass any or all three levels of progressive corrective action and suspend the faculty member with pay while an investigation takes place.

1.5 Academic Freedom

Corrective action will not be used to restrain faculty members in the exercise of academic freedom (see Section 6.0).

Appendix 22 – University Committees

Membership in the Faculty Senate Committees is governed by the following:

- All members of standing committees must be voting members of the faculty (see Article 3).
- Selection of committee members is governed by the Bylaws.
- Standing committee chairs are elected by committee members and approved by the Senate.
- Committee chairs are elected for a three year term and are limited to no more than two consecutive terms.
- No faculty member may serve on more than two standing committees without approval of his/her division chair or department head and dean. Under no conditions will a faculty member serve on more than three standing committees at a time.

Standing Faculty Senate Committees include:

- a. Faculty Affairs Committee
 - i. Reports to the Faculty Senate
 - ii. Membership:
 - iii. Responsibilities:
 - a.) Review and recommend policies related to the faculty
 - b.) Recommend changes to the Faculty Handbook
 - c.) Make recommendations regarding Faculty Evaluations
 - d.) Review and make recommendations concerning faculty grievances that have not been resolved satisfactorily at the Dean's level
- b. Faculty Rank and Promotion Committee
 - i. Reports to the Faculty Senate
 - ii. Membership: The committee will be composed of seven members appointed by the Faculty Senate. Committee members will initially be appointed for staggered one, two, and three-year terms with subsequent appointments being for three-year terms.
 - iii. Responsibilities:
 - a.) Review applications for promotion
 - b.) Make recommendations to the administration pertaining to faculty rank
- c. Faculty Development Committee
 - i. Reports to the Faculty Senate
 - ii. Membership:
 - iii. Responsibilities:
 - a.) Assess the needs of the University in terms of developing a comprehensive faculty development program
 - b.) Cultivate and assist in administration of a faculty development program to meet the needs of the faculty

- c.) Make recommendations to provide training programs and incentives for faculty to continue their professional development
 - d.) Facilitate faculty development activities
- d. College Admissions Committees (each college has a separate committee)
- i. Reports to the Dean of the appropriate College
 - ii. Membership:
 - a.) Chair elected by committee
 - b.) One (1) admissions office representative (non-voting member)
 - c.) One (1) academic faculty representative from each department within the College
 - d.) One administrative faculty member
 - e.) A representative from Student Success Center or the Registrar's office by invitation (non-voting status)
 - f.) Ex-Officio – Chief Academic Officer and appropriate Dean
 - iii. Responsibilities:
 - a.) Recommend admissions policy consistent with the appropriate accrediting agencies.
 - b.) Review policy and recommend changes if needed.
 - c.) Monitor admissions procedures.
 - d.) Review all applicants to ensure eligibility.
 - e.) Make recommendations relative to the acceptance/denial of applicants for admission.
 - f.) Review and make recommendations regarding items referred to the committee by the Administration.
 - iv. Meets: As needed to support the Admissions office, or as called by the Chair, but never less than bimonthly.
- e. College Curriculum Committees (each college has a separate committee)
- i. Reports to the Dean of the appropriate College
 - ii. Membership:
 - a.) Chair selected by committee
 - b.) Department Heads or Division Chairs of the college
 - c.) Representative from the Registrar's Office
 - d.) A student representative
 - e.) Ex Officio, Chief Academic Officer, and appropriate Dean
 - iii. Responsibilities:
 - a.) Recommend policy pertaining to curriculum development and the curriculum.
 - b.) Maintain appropriate accrediting standards relative to curriculum.
 - c.) Identify needs in the areas of curriculum.
 - d.) Facilitate curriculum development.
 - e.) Review, evaluate, and strengthen curriculum.

University and Administrative Standing Committees include:

- a. President's Council/Cabinet
 - i. Reports to the President
 - ii. Responsibilities: A forum for training, problem solving, meeting to share information, resolve any problems that cross boundaries and work to improve communication and integration among the colleges and departments.
- b. President's Executive Leadership Forum
 - i. Reports to the President
 - ii. Responsibilities: A forum wherein all groups reporting directly to the President meet to share information, resolve any problems that cross boundaries and work to improve communication and integration among the departments.
- c. Institutional Planning and Evaluation Committee (IPEC)
 - i. Reports to the Director of the Office of Institutional Effectiveness, Planning and Research.
 - ii. Responsibilities:
 - a.) Evaluates recommendations from the Assessment Councils in terms of the institution's mission, goals, priorities and budget.
 - b.) Formulates and recommends operational (one year action) and strategic (five-year action) plans to the Director, IPEC in accordance with findings and recommendations of the Assessment Councils
 - c.) Develops objectives to meet operational goals.
 - d.) At six (6) month intervals, evaluates and reports on progress toward objectives. An update report is due in the fall.
 - e.) Develops a yearly report on the status of operational goals and recommends updates as appropriate to the strategic plan. The annual report is due in the spring
- d. Chief Academic Officer's (chief academic officer's) Council
 - i. Reports to the chief academic officer
 - ii. Responsibilities: A forum wherein administrators of the University meet with the chief academic officer to share information, resolve problems that cross boundaries and work to improve communication and integration among the colleges and departments.
- e. Academic Council
 - i. Reports to the chief academic officer
- f. College of Chiropractic Assessment Council
 - i. Reports to the Dean
- g. College of Undergraduate Studies Assessment Council
 - i. Reports to the Dean

- h. College of Graduate Studies Assessment Council
 - i. Reports to the Dean

- i. Academic Review Committee
 - i. Reports to the chief academic officer
 - ii. Responsibilities: This committee is convened whenever a student or a group of students is charged with a violation of a University academic policy or regulation. Matters of academic probity that are not concluded through less formal administrative channels may be brought before this committee.

- j. Graduate Faculty Committee
 - i. Reports to the chief academic officer
 - ii. Responsibilities: This committee makes recommendations for Graduate Faculty membership including:
 - a.) Formulating policies and procedures
 - b.) Determining individual faculty eligibility.
 - c.) Reviewing and recommending new graduate programs.
 - d.) Fostering the development of research university-wide.
 - e.) Serving as an advisory panel for all graduate programs.

- k. Academic Technology Committee
 - i. Reports to the chief academic officer
 - ii. Responsibilities:
 - a.) Recommends policies pertaining to the allocation and use of information technology resources
 - b.) Reviews requests for, and recommends allocation of, funds to be used by departments for information technology resources.
 - c.) Evaluates information technology resource needs through surveys of students, faculty, and staff and other appropriate means.
 - d.) Evaluates information technology resource needs in seven specific areas:
 - 1. Analysis of, planning for and budgeting in the assessment cycle
 - 2. Standardized hardware
 - 3. Standardized software
 - 4. Adequate qualified staffing
 - 5. Facilities
 - 6. Training - Courseware development
 - 7. Courseware tools to deliver curriculum on-line
 - e.) Reviews, evaluates and strengthens technology resources.

- l. Scholarship Committee:
 - i. Reports to the Director of Student Administrative Services
 - ii. Membership consists of 8 members, including a chair person and co-chair. Each of the other 7 members will serve a two year commitment, with 2 members rotating off the committee each year, and being replaced by new members.

- a.) The Director of Financial Aid will permanently chair the committee.
 - b.) The Dean of Undergraduate Studies and the Dean of the College of Chiropractic.
 - c.) Three faculty members; one from each of the colleges. One must be qualified to grade written essays.
 - d.) Two staff members; one from Enrollment Services, the other from the Student Advocacy and Advisement Center.
 - e.) A staff member from Development will serve in an advisory capacity.
- iii.* Responsibilities:
- a.) To review, evaluate, and score all eligible scholarship applications based on the criteria for each of the Life University Scholarships.
 - b.) To recommend policies and procedures for the application process of internally administered scholarships.
 - c.) To publicize and promote the scholarship program.
 - d.) To assure that the conditions of the awards are adhered to by the recipients.

m. Institutional Review Board

i. Reports to the Director of OSRSA

ii. Responsibilities: The Institutional Review Board protects human and animal research subjects and assures compliance with federal guidelines for experimental subject protection. Life University is in compliance with the Department of Health and Human Services through the Federal government's Assurance for the Protection of Human Subjects document. This document, along with consent forms used for prospective human subjects, is available through the Director of OSRSA.