

# FACULTY HANDBOOK, SECTION 1

## THE STATUTE OF INSTRUCTION

### Table of Contents

Article I - Nature of the Statute	
Section 1 - Definition .....	4
Section 2 - Revision .....	4
Section 3 - Publicity .....	4
Article II - The Faculty	
Section 1 - Membership .....	4
Section 2 - Delimitation of Functions .....	5
Section 3 - Meetings of the Faculty and Suffrage .....	5
Section 4 - Conference System .....	6
Section 5 - Subdivisions of the Faculty .....	6
A. Departmental Organization.....	6
1. Selection of a Chairperson.....	6
2. Duties of Chairpersons .....	6
B. Interdepartmental Organization .....	7
Section 6 - Conditions of Employment .....	7
A. Initial Appointments .....	7
1. General Principles.....	7
2. Procedures for Each Faculty Rank .....	8
B. Reappointments and Promotions.....	8
1. General Principles.....	8
2. Procedures for Each Faculty Rank .....	9
C. Tenure .....	10
1. General Principles.....	10
Section 7 - Dismissals .....	11
Section 8 - Academic Freedom.....	12
Section 9 - Grievance Procedure .....	13
A. Definition of Grievance Procedure .....	13
B. Purpose of the Grievance Procedure .....	13
C. Initiating the Grievance Procedure.....	13
D. Appeal .....	13
E. The Grievance Committee.....	14
F. The Permanent Grievance Panel.....	15
G. General Grievance Procedures.....	15
Section 10 - Academic Service .....	16
Section 11 - Leaves of Absence.....	17
A. Paid Leaves .....	17
1. Principle .....	17
2. Types of Leaves.....	17
a. Study Leaves .....	17
b. Research Leaves.....	17
3. Eligibility .....	17
a. Study Leaves .....	17
b. Research Leaves.....	17
c. Definitions and Qualifications .....	18

4. Application .....	18
a. Proposal .....	18
b. Duration.....	18
c. Filing Date.....	18
5. Administration.....	18
a. Leaves Committee .....	18
b. Evaluation of Applications .....	19
c. Action of the Committee in Recommending Leaves--Priorities .....	19
d. Reapplication .....	19
6. Other Regulations Governing Leaves.....	19
a. Number of Leaves .....	19
b. Outside Wooster .....	19
c. Change of Plans.....	20
d. Compensation.....	20
e. Return to Wooster.....	20
f. Leaves and Tenure .....	20
g. Report.....	20
h. Delayed Applications .....	20
i. Departmental Scheduling.....	20
j. Participation in Faculty Governance.....	21
B. Unpaid Leaves.....	21
1. General Principles .....	21
a. Leaves for Academic Reasons.....	21
b. Leaves for Personal Reasons.....	21
Section 12 - Salary Scale .....	22
Section 13 - Supplemental Benefits.....	22
Section 14 - Retirement.....	22
Article III - Faculty Committees	
Section 1 - General Principles.....	23
Section 2 - Elected Committees .....	24
A. Educational Policy Committee.....	24
B. Teaching Staff and Tenure Committee .....	24
C. Financial Advisory Committee .....	25
D. Committee on Conference with Trustees .....	25
E. Committee on Committees.....	26
Section 3 - Other Faculty Committees.....	26
Section 4 - Elections and Vacancies .....	27
Section 5 - Student Representation.....	27
Article IV - Administrative Officers of the College	
Section 1 - The President .....	27
A. Authority in Relation to the Faculty.....	27
B. Special Authorities.....	27
Section 2 - Vice President for Academic Affairs .....	28
Section 3 - Dean of the Faculty .....	28
Section 4 - Dean of Students.....	29
Section 5 - Associate and Assistant Dean of Students .....	30
Section 6 - Registrar .....	30
Section 7 - Dean of Admissions.....	31
Section 8 - Director of Libraries and Library Faculty.....	31

Article V - Summer Session  
Section 1 - Nature ..... 33  
Section 2 - Director of the Summer Session..... 33

Article VI - The Department of Music and the Conservatory  
Section 1 - The Department of Music ..... 34  
Section 2 - The Conservatory of Music ..... 34

# THE STATUTE OF INSTRUCTION

## THE COLLEGE OF WOOSTER

### ARTICLE I - NATURE OF THE STATUTE

#### **Section 1 - Definition**

*The Statute of Instruction* is a statement of the duties and rights of the Faculty as defined and adopted by the Board of Trustees after consultation with Faculty. It shall be binding on both Faculty and Board of Trustees until modified by the Board, and shall be part of the contractual relationship between the College and the faculty member.

#### **Section 2 - Revision**

Action to revise this *Statute* may be initiated by the Board of Trustees, by the Faculty, or by the Joint Committee on Conference. It shall be the general policy of the Board of Trustees to alter this *Statute* only after the proposed change has been considered by the Joint Committee on Conference and presented to the Faculty for their vote. When the proposed change is offered to the Board of Trustees for their action, the results of the faculty vote upon the proposal shall also be reported. Normally, the proposed change shall be acted upon at the next regular meeting of the Board of Trustees immediately following the one at which it was formally presented for consideration. An affirmative vote of at least two-thirds of the members of the Board present at that meeting shall be required to enact the alteration.

#### **Section 3 - Publicity**

A copy of this *Statute* shall be furnished to each new member of the Faculty.

### ARTICLE II - THE FACULTY

#### **Section 1 - Membership**

- A. All persons with teaching appointments as defined in Article II, Section 6, A and B are members of the Faculty except for adjunct teaching staff, as defined in Article II, Section 1, C, and Instructors of Music excluded by Article VI, Section 2, B. All members of the Faculty will hold contracts extending over at least one full academic year, and specifying a minimum of half-time duties.
- B. The President, the Vice President for Academic Affairs, the Dean of the Faculty, the Dean of Admissions, the Dean of Students, the Registrar, the Director of Libraries, and the Librarians as defined in Article IV, Section 8, C, 1 are members of the Faculty by virtue of their offices and are eligible to vote and to be members of Faculty committees. These Administrative Officers and Librarians, unless holding an appointment in an academic department, are excluded from holding academic rank and from the provisions of Article II, Section 6, C.

- C. Persons holding teaching contracts for less than one academic year, or whose contracts are for less than half-time teaching duties, will be designated adjunct teaching staff. They will not be entitled to vote at faculty meetings (although they may attend), to serve on regular faculty committees, to acquire tenure, or to apply for research or study leave. Eligibility for other benefits will be a matter for individual negotiation.
- D. Upon the recommendation of the Department of Physical Education and the Teaching Staff and Tenure Committee, the President will designate persons who are members of the Department and also coaches of intercollegiate sports as faculty members governed by the provisions of Article II, Section 6 or as staff members with adjunct teaching duties excluded from the provision of Article II, Section 6. In the latter case, the individuals will be evaluated by the Department of Physical Education and the Teaching Staff and Tenure Committee according to criteria specified in their contracts and shall have the right to serve on faculty committees and to vote in faculty meetings. In both cases, the positions and job descriptions will be approved by the Vice President for Academic Affairs. Individuals will be designated as being in one category or the other at the time of their initial appointment to the College or, in the case of individuals who are members of the Department as of August 25, 1984, at the time of their next reappointment to the College.

### **Section 2 - Delimitation of Functions**

- A. The Faculty shall have the power to legislate with respect to admissions policies, curriculum, educational policies, and other matters relating to the teaching and welfare of the College.
- B. No important change affecting the educational, social or religious life of the College shall be made without conference with and the consent of the Board of Trustees. The judgment of the President shall be sufficient to determine when such conference and consent are necessary.
  - 1. No educational legislation requiring any major increase in the academic budget shall go into effect without the consent of the Board of Trustees.

### **Section 3 - Meetings of the Faculty and Suffrage**

- A. The Faculty shall hold regular, legislative meetings on the first Monday of each month when the College is in its regular academic year.
- B. The Faculty shall hold special, legislative meetings when either the President, the Dean of the Faculty, the Educational Policy Committee, or 50 members of the Faculty call for such a meeting.
- C. The Faculty shall nominate and elect a member of the faculty for a two-year term to preside at meetings of the Faculty.
- D. Robert's *Rules of Order* shall be the standard for the conduct of faculty meetings.

- E. Items for the agenda for all legislative faculty meetings shall be given to the Dean of the Faculty. The agenda shall be made available to every member of the Faculty at least five days prior to the date of the applicable meeting.
- F. Each member of the Faculty as defined in Article II, Section 1, A, B, and D shall have one vote on each matter that shall properly come before the Faculty for action. Professors Emeriti, the Vice President for Finance and Business, the Vice President for Development, the Secretary of the College, the Associate and Assistant Deans of Students, the Director of Alumni Relations, the Medical Director, and such other persons as the Faculty chooses to invite shall receive notices and may attend faculty meetings but do not have the right to vote.

#### **Section 4 - Conference System**

- A. The principle of conference between the Faculty and the Board of Trustees having been adopted, a committee composed of the members of the Trustees' Committee on Faculty Relations, together with the members of the Faculty's Committee on Conference with Trustees (see Article III, Section 2, D), shall be known as the Joint Committee on Conference.
- B. This Joint Committee on Conference normally will meet just before the time of regular Board meetings. Additional meetings may be called by either the chairperson of the Committee on Faculty Relations or the chairperson of the Committee on Conference with Trustees.

#### **Section 5 - Subdivisions of the Faculty**

##### **A. Departmental Organization**

##### **1. Selection of a Chairperson**

New departmental chairpersons shall be members of the teaching faculty and shall be designated by the President for a specific term, the term normally not to exceed four years. The Committee on Teaching Staff and Tenure shall recommend the chairperson to the President, following an advisory ballot of all members of that department. Normally a chairperson shall be apprised of the appointment no later than March 15.

##### **2. Duties of Chairpersons**

- a. The chairperson shall be the executive officer of the department, and shall be responsible to the department, to the Faculty and to the President for the proper functioning of the department.
- b. After consultation with the assembled members of the department and with the Vice President for Academic Affairs, the chairperson shall recommend to the President suitable candidates for the Faculty.
- c. After consultation with the assembled members of the department, the Dean of the Faculty, and the Committee on Educational Policy, the chairperson shall determine and plan the departmental curriculum.

- d. After consultation with the assembled members of the department, the chairperson shall submit to the Vice President for Academic Affairs a job description for each position approved within a department. Upon the approval of the job description by the Vice President, the chairperson shall lead the departmental staff in a search that culminates in the chairperson's recommendation to the President of a suitable candidate for the position.

B. Interdepartmental Organization

1. Interdepartmental programs are under the general supervision of the Educational Policy Committee. The appropriate administrative organization for each program shall be determined by that committee.
2. Each of these programs shall have a chairperson, who shall normally be selected by procedures similar to those employed in the selection of departmental chairpersons. (See Article II, Section 5, A, 1)

**Section 6 - Conditions of Employment**

A. Initial Appointments

1. General Principles

- a. All teaching appointments shall be made by the Executive Committee of the Board of Trustees, on recommendation of the President. (See Article III, Section 2, B, 1, 2, 4)
- b. Qualifications to be considered in making appointments shall be scholarship, teaching ability, research, and general value to the College.
- c. Appointments shall be made on the basis of merit and shall neither be made nor refused on the basis of sex, race, or nationality.
- d. It shall be declared policy of the College to employ as regular members of the Faculty only men and women who, regardless of religious profession, are sympathetic to its declared purpose as a church-related college, and who will faithfully serve the primary objective of academic excellence in such a college.
- e. The terms of appointment (at least of rank, tenure, salary, and agreement, if any, concerning the future) shall in each case be a matter of written contract, one copy to be furnished by the Secretary of the College to the appointee, one to the Vice President for Academic Affairs, and one to be kept in the permanent files of the Secretary of the College. The contract shall not be considered valid until the appointee has acknowledged acceptance of the contract in writing to the Secretary of the College. The amount of the salary shall also be specified in the official notice of appointment from the Secretary of the College.
- f. Unless otherwise specified by contract, the basis of all appointments shall be the two regular academic semesters per year; and salaries shall

be paid in twelve monthly installments, the first of which shall be due on September 25 or the last working day before if the 25th falls on a weekend or holiday.

- g. Applications for releases from contracts for the ensuing academic year may be acted upon on behalf of the College by the President and the Committee on Teaching Staff and Tenure if received by March 15 of a given year. Any such applications received after that date shall also be acted upon by the Executive Committee of the Board of Trustees.
- h. If the active service of a faculty member is terminated by mutual consent before the end of an academic year, the Board of Trustees or its Executive Committee shall make salary adjustments suitable to the special circumstances under which the services were terminated. (See Article II, 10, f)

2. Procedures for Each Faculty Rank  
(See Article II - Sec. 6, C, 1, e)

- a. Instructors shall be appointed for an initial term of one year.
- b. Assistant Professors shall be appointed for an initial term of two, three, or four years.
- c. Associate Professors shall be appointed for an initial term of two, three, or four years.
- d. Professors shall be appointed for an initial term of three or four years.
- e. To meet special situations, temporary appointments may be made in any rank. In all such cases, the temporary nature of the appointment shall be clearly indicated in the written contract covering the terms and title of appointment. Visiting appointments to whatever rank shall be specified as such. Copies of this contract shall be executed by the Secretary of the College and distributed as stated under Article II, Section 6, A, 1, e.

B. Reappointments and Promotions

1. General Principles

- a. In recommending reappointments and promotions, the President shall follow the same procedure as in making original appointments.
- b. The terms of reappointment (at least of rank, tenure, salary, and agreement, if any, concerning the future) shall in each case be a matter of written contract, one copy to be furnished by the Secretary of the College to the appointee, one to the Vice President for Academic Affairs, and one to be kept in the permanent files of the Secretary of the College. The contract shall not be considered valid until the appointee has acknowledged acceptance of the contract in writing to the Secretary

of the College. The amount of the salary shall be specified also in the official notice of appointment from the Secretary of the College.

- c. Qualifications to be considered in reappointment and promotion shall be scholarship, teaching ability, research, and general value to the College.
- d. Reappointments and promotions shall be made on the basis of merit and shall be neither made nor refused on the basis of sex, race, religion, or nationality.
- e. Procedures enumerated in Section 6, B, 2, a, b, c, d, for notification of future status do not apply after a faculty member attains tenure.
- f. Each faculty member shall have the right to submit materials to his or her permanent file. A faculty member may review all material in this file at his or her request in the presence of the appropriate administrative officer or designate. The only materials in the permanent personnel file which may be withheld from the faculty member are letters of recommendation from graduate institutions or other off-campus sources submitted at the time of the initial appointment.
- g. Each faculty member under review for reappointment, tenure, or promotion shall receive a copy of the written evaluation submitted to the President by the chair of his or her department.
- h. Both the faculty member under review for reappointment, tenure, or promotion and the chair of his or her department shall receive a copy of the subsequent evaluation written by the Vice President for Academic Affairs on behalf of the Teaching Staff and Tenure Committee.

## 2. Procedures for Each Faculty Rank

- a. An Instructor is eligible for promotion after the first year of service. An Instructor may be reappointed for three terms of not more than one year each. Each Instructor shall be informed in writing by the Secretary of the College not later than December 15 during the first two years of service as to the status of employment recommended for the year following the expiration of the current appointment. An Instructor who has accepted an appointment for a third or fourth year of service shall be informed at least one year prior to the expiration of that appointment as to the status recommended by the administration for the year following the appointment. As soon as possible after final action by the Board of Trustees, a formal written contract shall be given to him or her by the Secretary of the College. The total period of service in the rank of Instructor shall not exceed four years.
- b. An Assistant Professor is eligible for promotion after the first year of service. Reappointments shall be for terms of two or three years except when such a term of reappointment would extend into the year in

which tenure is automatically granted. Not later than April 15 of the next to last year of each term, an Assistant Professor shall be informed in writing by the Secretary of the College as to the status recommended by the administration for the year following the expiration of the current appointment. As soon as possible after final action by the Board of Trustees, a formal written contract shall be given to him or her by the Secretary of the College.

- c. An Associate Professor is eligible for promotion after the first year of service. Reappointment shall be for terms of two or three years except when such a term of reappointment would extend into the year in which tenure is automatically granted. Not later than April 15 of the next to last year of each term, an Associate Professor shall be informed in writing by the Secretary of the College as to the status recommended by the administration for the year following the expiration of the current appointment. As soon as possible after final action by the Board of Trustees, a formal written contract shall be given to him or her by the Secretary of the College.
- d. A faculty member who has come to Wooster as a Professor on an initial term appointment shall be informed in writing by the Secretary of the College as to his or her future status not later than May 1 of the second year of his or her three-year appointment or not later than May 1 of the third year of a four-year appointment. Reappointment of such a Professor shall automatically confer tenure. As soon as possible after final action by the Board of Trustees, a formal written contract shall be given to the faculty member by the Secretary of the College.

## C. Tenure

### 1. General Principles

- a. Those full-time faculty members appointed September 1, 1971 or after whose contracts are renewed shall receive tenure at the beginning of the eighth year of service at The College of Wooster. For full-time Faculty whose initial contract began before September 1, 1971, tenure is automatically attained at the beginning of the tenth year on the Faculty.
- b. A tenure appointment is terminable only for cause as hereinafter specified and continues without further notification (see Section 7 - Dismissals).
- c. Tenure may be conferred at any time upon an Associate Professor or a Professor.
- d. Tenure is not automatically conferred by appointment to any rank. It is automatically conferred by promotion to the rank of Professor.
- e. Normally tenure will not be attained by, or conferred upon, members of the Faculty below the rank of Associate Professor. Under special circumstances relating to departmental structure and/or other technical factors, tenure may be conferred upon an Assistant Professor.

- f. Full year leaves of absences (paid or unpaid) shall not count toward the acquisition of tenure.
- g. If a member of the Faculty, not on tenure, enters mandatory military or mandatory alternative service, this faculty member remains a member of the Faculty during this service. He or she may continue as a member of the Faculty for at least one year after the completion of such service. The period of service to the College shall commence not later than the August following discharge from such service. The first academic year after return, however, shall not serve to place him or her on tenure. Years spent in such service shall not count toward the acquisition of automatic tenure.
- h. The attainment of tenure does not imply promotion in rank or increase in salary.
- i. Every contract involving tenure shall specify the date on which tenure begins.
- j. Less than full-time Faculty advance towards tenure at a rate corresponding to the fraction of full-time employment for which their contract calls. For example, half-time Faculty shall receive tenure at the beginning of their fifteenth year.

### **Section 7 - Dismissals**

- A. "Dismissal" is defined as the abrogation of the contract of a tenured member of the Faculty or the termination of a term contract of a faculty member prior to the expiration date.
- B. Upon the recommendation of the President, a member of the Faculty, as defined in section 7, A, above, may be dismissed by the Board of Trustees after the following procedures have occurred:
  1. The charges on which the dismissal is to be based will be submitted by any member of the Faculty, administration, or student body to the Teaching Staff and Tenure Committee in writing, which committee shall in turn give a copy of the charges to the faculty member concerned. These will involve significant failure to fulfill expectations of appointment as stated in Article II, Section 6, A, 1, b, neglect of academic responsibility, or moral turpitude.
  2. The Teaching Staff and Tenure Committee will conduct a hearing to receive evidence concerning the charges. The concerned faculty member will be present and may be accompanied by a colleague from the Faculty as counsel, if he or she so desires. The faculty member may bring such evidence as is deemed pertinent to the attention of the Committee.
  3. In every such case the faculty member's rights shall be protected by 30 days' notice of the proposed hearing, which notice may be waived in writing by the faculty member concerned if he or she desires.

4. After such hearing has been held or the faculty member concerned has waived the right to such hearing in a written statement, an advisory vote will be taken by the Teaching Staff and Tenure Committee.
  5. If the charges have been preferred against the faculty member by any member of the Teaching Staff and Tenure Committee, that committee member will not participate in the final advisory to the President.
  6. The President shall confer with the faculty member involved prior to making his or her recommendation to the Board. The President may present additional evidence. The Faculty member may waive the privilege of conferring with the President.
- C. For the good of the institution, at the discretion of the President, a faculty member may be relieved temporarily from teaching and/or administrative duties at any time after charges indicated in B above have been made, pending the determination of the case by the Teaching Staff and Tenure Committee and the Executive Committee of the Board of Trustees. The salary of the faculty member concerned will continue until after the final determination of the case. Such temporary removal from duty shall not in any way abridge the rights of the faculty member guaranteed in paragraph B above.
- D. If the Teaching Staff and Tenure Committee believes that the conduct of a faculty member, without constituting adequate cause for dismissal, is sufficiently grave to justify the imposition of a lesser penalty, ranging from a major sanction such as suspension to a minor sanction such as a reprimand, then it will so recommend, with supporting reasons.

### **Section 8 - Academic Freedom**

- A. The faculty member is entitled to freedom in the classroom in discussing his or her subject, but he or she should be careful not to introduce into his or her teaching controversial matter which has no relation to the subject. The intent of this statement is not to discourage what is "controversial." Controversy is at the heart of free academic inquiry. The passage serves to underscore the need for the faculty member to avoid persistently intruding material which has no relation to his or her subject.
- B. Each faculty member is entitled to full freedom in research and in the publication of the results of this research, subject to the adequate performance of other academic duties.
- C. The College faculty member is a citizen, a member of a learned profession and an officer of an education institution. When he or she speaks or writes as a citizen, he or she should be free from institutional censorship or discipline, but his or her special position in the community imposes special obligations. He or she should remember that the public may judge his or her profession and institution by his or her statements. Therefore, a faculty member should attempt to be accurate in these statements, should exercise discretion, and should show respect for the opinions of others. He or she should make every effort to indicate that he or she speaks for himself or herself and not for the College.

## Section 9 - Grievance Procedure

### A. Definition of the Grievance Procedure

Members of the Faculty alleging errors, injustices, or discrimination in official actions of the College, its officers, or committees, or alleging violation of proper procedures as defined in this *Statute*, may seek redress through the grievance procedure outlined below.

### B. Purpose of the Grievance Procedure

The grievance procedure should facilitate with all due speed the resolution, within established channels, of alleged grievances affecting the tenure, rank, or conditions of employment of a member or members of the faculty.

### C. Initiating the Grievance Procedure

1. To initiate the Grievance Procedure a member or members of the faculty claiming a grievance ("the Claimant") shall submit a written petition for redress of grievance, including an explicit statement of the redress desired, to the individual or group deemed responsible for the grievance ("the Respondent") within one month of learning of the alleged offense.
2. If the Respondent cannot or will not resolve the grievance to the satisfaction of the Claimant, the Respondent shall send a written statement to that effect to the Claimant and state the reasons why the Respondent believes a valid grievance does not exist and/or why the Respondent cannot or will not redress the alleged grievance.
3. The written statement from the Respondent should reach the Claimant within seven working days of the receipt of the Claimant's petition.

### D. Appeal

1. A Claimant who wishes to pursue the grievance after receiving the Respondent's written statement may appeal the decision within seven working days by forwarding a copy of the original petition and the Respondent's written statement as indicated:
  - a. If the Respondent is the Teaching Staff and Tenure Committee or any College Vice President, the Claimant appeals directly to the President of the College. If the President of the College cannot or will not resolve the grievance to the satisfaction of the claimant, the President shall respond promptly, in writing, setting forth his or her decision and the reasons for it.
  - b. If the Respondent is the Dean of the Faculty, the Claimant appeals directly to the Vice President for Academic Affairs. If the Vice President for Academic Affairs cannot or will not resolve the grievance to the satisfaction of the Claimant within five working days, the Vice President shall immediately forward the grievance documents to the

President of the College with the following endorsement: "Forwarded for consideration." If the President of the College cannot or will not resolve the grievance to the satisfaction of the claimant, the President shall respond promptly, in writing, setting forth his or her decision and the reasons for it.

- c. If the Respondent is a faculty committee other than TS&T or the chair of a department or program, then the Claimant appeals directly to the Dean of the Faculty. If the Dean cannot or will not resolve the grievance to the satisfaction of claimant within five working days, the Dean shall immediately forward the grievance documents to the Vice President for Academic Affairs with the following endorsement: "Forwarded for consideration." If the Vice President for Academic Affairs cannot or will not resolve the grievance to the satisfaction of the Claimant within five working days, the Vice President shall immediately forward the grievance documents to the President of the College with the following endorsement: "Forwarded for consideration." If the President of the College cannot or will not resolve the grievance to the satisfaction of the claimant, the President shall respond promptly, in writing, setting forth his or her decision and the reasons for it.
  - c. In an appeal or in a case in which the President is the Respondent, if the President cannot or will not resolve the grievance to the satisfaction of the Claimant, the President shall forward the grievance documents to the Chair of the Committee on Committees for a hearing by a Grievance Committee.
2. If resolution of the grievance is delayed for as long as six weeks (excluding vacations of the College), the Claimant may pass the grievance petition and any associated documents directly to the Chair of the Committee on Committees for a hearing by a Grievance Committee.

E. The Grievance Committee

1. Upon receipt of the grievance documents the Committee on Committees shall appoint a Grievance Committee. The President of the College and any member of the Committee on Committees who is a party to the grievance shall not participate in the appointment of the Grievance Committee.
  - a. The Grievance Committee shall consist of five faculty members. The Claimant and Respondent may each peremptorily challenge the appointment of one member of the Grievance Committee. In such cases the Committee on Committees shall appoint a replacement for the challenged individuals.
  - b. The Claimant and Respondent may attend any meetings of the Grievance Committee at which evidence is taken or procedural matters discussed. In addition, the Claimant and Respondent may each select one faculty member ("the Advocate") to represent them before the Grievance Committee. Advocates or their designated substitute shall

attend all meetings of the Grievance Committee in which evidence is taken or procedural questions are discussed. The Advocates shall have no vote on the Grievance Committee, but they may ask questions, make statements, and submit evidence during the hearings. Advocates will not be present during the Grievance Committee's final deliberations.

- c. The Grievance Committee shall hear all sides of the complaint in the presence of the Advocates. Following the hearing, the Grievance Committee shall reach a decision and deliver a written report of its findings and recommendations to the President of the College and the Claimant. The Committee report shall be made within fifteen working days of the Committee's appointment.
  - d. The Grievance Committee is not to substitute its judgment for that of duly constituted College bodies. If the Committee determines that a decision was the result of errors, injustices, discrimination, or procedural violations, it will indicate in its findings how it believes the consideration was flawed.
  - e. Faculty members who agree to serve on a Grievance Committee must attend all meetings of the Committee if they are to participate and vote in the final deliberations of the Committee.
2. In cases in which the President does not accept the recommendations of the Grievance Committee, the President shall refer the grievance to the Permanent Grievance Panel.

F. The Permanent Grievance Panel

1. The Permanent Grievance Panel shall consist of the Chair of the Faculty Relations Committee of the Board of Trustees, the Chair of the Conference Committee of the Faculty, and the most senior member of the faculty on the Conference Committee other than the chair. (The number of years of employment as a faculty member and the date at which the initial contract was signed shall determine seniority.)
2. If a member of the Panel has a conflict of interest or schedule, then a substitute shall be designated in the following manner: If that member is a Trustee, a substitute shall be appointed by the Chairman of the Board. If that member is a faculty member, the next most senior member on the Conference Committee shall serve.
3. After reviewing all of the documents in the case the Panel shall render a decision.
4. The decision of the Permanent Grievance Panel shall be final.

G. General Grievance Procedures

1. Parties making any written submission concerned with a grievance case shall present copies to both Claimant and Respondent.

2. The Secretary of the College shall keep all written materials bearing on a grievance case in a special grievance file, and no material pertaining to a grievance case shall be placed in an individual's personal file.
3. The Claimant may withdraw the grievance petition at any time.

### **Section 10 - Academic Service**

- A. After consultation with the department chairperson and the Teaching Staff and Tenure Committee, the Vice President for Academic Affairs has the responsibility to set the teaching load of each department. In setting the load the Vice President shall take into consideration such factors as (1) the curricular goals for the department, (2) the types and requirements of the courses to be taught for the coming academic year, (3) the number of I.S. students, (4) the number of sections of First-Year Seminar, (5) the number of students taught the year before, (6) extradepartmental responsibilities, and (7) the number of leaves granted to members of the department.

Subject to review by the Vice President for Academic Affairs, the department chairperson shall then have the responsibility to set the load for each individual member of his or her department in terms of college, departmental, and individual needs. The normal range of course units taught per faculty member in any academic year shall be from five to seven. Any combination of registrations equaling ten of Independent Study and 400 tutorial shall equal one course unit. The departmental program shall be evaluated by the chairperson and the Vice President for Academic Affairs each year in preparation for setting the load for the coming year. The intention shall be to apportion equitably among the departments and Faculty the teaching load of the College in a manner consistent with the special situation of each department and consistent with the needs of the College.

- B. Unless otherwise provided by contract, service shall be for two academic semesters per year, normally beginning with the opening convocation of the Fall Semester and continuing through commencement.
- C. Necessary absence from duty for an extended period shall be arranged with the Dean of the Faculty. Reasons for such absence shall include (but shall not be limited to) pregnancy, childbirth, family emergency, and jury duty. In cases of necessary absence, the faculty member's department shall arrange to carry his or her work if possible.
- D. If a member of the Faculty is incapacitated by illness or other reason, the member's department shall arrange to carry his or her work if possible. If the absence is prolonged, the Dean of the Faculty shall reassign or discontinue the courses affected, or the Teaching Staff and Tenure Committee shall find a substitute. If pregnancy, childbirth, or related medical condition results in incapacity, procedures for sick leave shall apply.
- E. If a faculty member dies while in active service, the provisions of the insurance policies affecting that person shall immediately apply.

- F. If a faculty member is dismissed while in active service, it shall be assumed that he or she has earned one-ninth of his or her salary for each month between August 25 of the current academic year and the date of his or her dismissal. (See II, 6, A, 1, h)

## **Section 11 - Leaves of Absence**

### A. Paid Leaves

1. Principle. The purpose of the program of paid leaves is to maintain and improve the quality of education available to students at The College of Wooster by encouraging professional growth and scholarly research of high quality among members of the Faculty. Ideally, the faculty members on leave reside in communities outside Wooster, take advantage of different cultural associations and professional opportunities, and return to teaching at Wooster with fresh perspectives and renewed enthusiasm.
2. Type of Leaves
  - a. Study Leaves. The primary purpose of a study leave is to support professional growth by faculty members through defined plans of study, and thus to enhance their teaching and afford students the opportunity to study under the inspiration and guidance of faculty members who are actively engaged with scholarship in their fields.
  - b. Research Leaves. The primary purpose of a research leave is to support creative scholarship of a quality which could result in publication, exhibition or performance by faculty members who wish to maintain programs of productive scholarship at Wooster, and thus to enhance their teaching and afford students the opportunity to study under the inspiration and guidance of faculty members who are actively extending the bounds of knowledge in their own fields.
3. Eligibility.
  - a. Study Leaves
    1. Professors and Associate Professors. A Professor or Associate Professor shall be eligible for a study leave of 2 consecutive semesters after 12 consecutive semesters of teaching at Wooster, or for a study leave of 1 semester after 6 consecutive semesters of teaching at Wooster.
    2. Assistant Professors and Instructors. An assistant professor or instructor shall be eligible for a study leave of 2 consecutive semesters after 12 consecutive semesters of teaching at Wooster, or for a study leave of 1 semester after 6 consecutive semesters of teaching at Wooster.
  - b. Research Leaves.

1. Professors and Associate Professors. A professor or associate professor shall be eligible for a research leave of 2 consecutive semesters after 8 consecutive semesters of teaching at Wooster, or for a research leave of 1 semester after 5 consecutive semesters of teaching at Wooster.
2. Assistant Professors and Instructors. An assistant professor or instructor shall be eligible for a research leave of 2 consecutive semesters after 10 consecutive semesters of teaching at Wooster, or for a research leave of 1 semester after 6 consecutive semesters of teaching at Wooster.
- c. Definitions and Qualifications. In the foregoing statements of eligibility, teaching is understood to be full time. Except for adjunct faculty members, faculty members with contracts specifying less than full-time teaching duties are eligible for leave on the same schedule as full-time Faculty, with salary, however, corresponding to the fraction of full-time employment as specified in their contracts. Under exceptional circumstances, the Leaves Committee may waive the requirement that the years of teaching contributing to eligibility be consecutive. Neither teaching nor other assigned duties during the summer interim shall contribute to eligibility for a paid leave.

Leave proposals are governed by the regulations for the rank in which the faculty member is serving at the time of application. Promotion to a higher rank subsequent to the time of application shall not alter the regulations concerning eligibility, application or review, evaluation, and recommendation of leaves.

#### 4. Application

- a. Proposal. Eligibility for a leave shall not imply automatic award. A faculty member desiring a leave shall submit an application describing in detail the leave program proposed and in such format as may be prescribed by the Leaves Committee.
- b. Duration. If the application is for a year's leave, the project shall be of such scope that it could not be completed during one semester and the immediately preceding or succeeding summer interim; if the application is for one semester, the project shall be of such scope that it could not be completed during a summer interim.
- c. Filing Date. The application for a leave shall be submitted by April 1, seventeen months prior to the beginning of the academic year of the proposed leave. Late applications may be considered under special circumstances as determined by the Leaves Committee.

#### 5. Administration

- a. Leaves Committee. The Leaves program shall be administered by the Leaves Committee which shall consist of the President, the Vice President for Academic Affairs, the Dean of the Faculty, and four

faculty members who have had research or study leave(s) of at least two semesters, either consecutively or separately, as granted by The College of Wooster's Research and Study Leaves Program, elected by the Faculty on nomination by the Committee on Committees. A member of the Leaves Committee who intends to submit an application for leave to be considered by the current Leaves Committee shall resign and be replaced by action of the Committee on Committees.

- b. Evaluation of Applications. Each application shall be judged acceptable or non-acceptable on the inherent merit of the proposal and its compliance with the purpose of a study or research leave as described in this section A, 1 and 2. In addition, if the applicant has had a previous leave or other support from the College or from outside agencies for study or research projects, the results of such previous studies or projects shall be considered as evidence of probable achievement in the proposed project. In evaluating an application, the Leaves Committee may seek clarification or minor revision from the applicant and may consult specialists, including those outside the Faculty, in the field of the proposal.
- c. Action of the Committee in Recommending Leaves - Priorities. If for any year there are more meritorious applications than there are leaves available, the Committee shall determine which applications shall be recommended. In making the priority in such decisions, no distinction shall be made among professors, associate professors, tenure track assistant professors, and tenure track instructors, or between research leaves and study leaves. If a faculty member has failed to apply for a research or study leave for the period of his or her earliest eligibility and if an application in a subsequent year is meritorious, the Committee may under such circumstances as it determines give priority to such applicant in recommending the award of leave. The award of money from the Dean's fund for faculty development shall not result in preferential or prejudicial treatment in subsequently granting leave to a recipient of such an award.
- d. Reapplication. An unsuccessful applicant for a leave may apply again in a subsequent year, and the new application shall be judged without preference or prejudice based on the previous application.

## 6. Other Regulations Governing Leaves

- a. Number of Leaves. The maximum number of leaves recommended by the Committee, counted in academic years, may not exceed ten percent of the total full-time equivalent Faculty teaching at Wooster at the beginning of the second semester of the year of application.
- b. Outside Wooster. It is expected that leaves will be taken outside Wooster. The Leaves Committee, however, may permit residence in Wooster if the applicant can establish that the objectives of the leave program can be met successfully with Wooster as the base of residence and that the proposal includes a significant component of research (or study) and professional contacts outside Wooster.

- c. Change of Plans. If, after being notified that a leave has been granted, the recipient desires to change either the type of leave, its location, or the nature of the work proposed, the change shall be submitted to the Leaves Committee for approval.
- d. Compensation. Each leave awarded shall be at full salary except as indicated in Section A, 3, c, and as follows. A faculty member who wishes to perform any directed and remunerated service during the leave shall submit a statement showing how this service is necessary for successful conclusion of the leave and the amount of remuneration to be received; that amount shall be deducted from the faculty member's salary for the period of leave. Ordinarily grants-in-aid and fellowships awarded by educational and scientific foundations are not to be regarded as remuneration for services rendered.
- e. Return to Wooster. A faculty member who accepts a leave is obligated to return to teach thereafter on the Wooster Faculty for a period equivalent to that of the leave.
- f. Leaves and Tenure. Before recommending the award of a leave to a non-tenured faculty member, the Leaves Committee shall obtain from the Committee on Teaching Staff and Tenure its judgment in writing that the applicant's prospects for continuing employment by the College are consistent with the obligatory period of teaching at Wooster following the leave. The period of leave shall not count towards acquisition of tenure, but the obligatory service following the leave shall count toward tenure in the application of the seven-year rule.
- g. Report. Within the first semester of teaching following the period of leave, each recipient shall file with the Dean of the Faculty a detailed report describing the use of the leave and how its objectives were attained. In the case of a research leave, the report should indicate the likelihood of publication, exhibition, or performance resulting from the leave; such results are not essential criteria of successful research leaves, but they are considered important indicators of accomplishment.
- h. Delayed Applications. In those cases where a faculty member has been requested by the Dean of the Faculty to delay a leave beyond the time of earliest eligibility, the Leaves Committee may give priority to this applicant in a subsequent application; in such cases there shall be no time penalty in eligibility for the leave following the delayed leave.
- i. Departmental Scheduling. Normally, in a department with fewer than six full-time members, no more than one faculty member shall be on leave at one time. Departments shall arrange schedules of courses which, by omitting certain courses or by combining sections, will permit members to be on leave without the employment of replacements. This shall be done only if it does not increase the teaching load of the remaining members beyond the standard, and questions in regard to teaching load shall be decided by the Vice

President for Academic Affairs and the Committee on Teaching Staff and Tenure.

- j. Participation in Faculty Governance. Faculty on research or study leaves or the equivalent will not attend faculty meetings, vote in faculty elections, or serve on committees during the period of the leave. They may, however, during the period of the leave, stand for election for committee service in the year following the leave.

B. Unpaid Leaves

1. General Principles

Unpaid leaves normally may be granted for periods up to one year with the possibility of renewal for an additional year. In exceptional cases, such an unpaid leave may be granted to an instructor. It will be within the discretion of the Leaves Committee to determine and stipulate in writing to an applicant for an unpaid leave what the effect of the leave will be on the subsequent eligibility for any study or research leave.

a. Leaves for Academic Reasons.

A faculty member at any rank beyond that of instructor may apply through the Vice President for Academic Affairs for a leave without salary for purposes such as the completion of an advanced degree, a special form of remunerated service which is of professional or academic significance, an unusual research project and the like. Subject to the maintenance of good academic standards in the College and in the department affected, the Vice President for Academic Affairs and the Teaching Staff and Tenure Committee will consider each such application on its particular merits.

b. Leaves for Personal Reasons.

A faculty member at any rank beyond that of instructor may apply through the Vice President for Academic Affairs for a leave without salary for personal reasons, including child rearing, family illness, temporary appointments at other positions and mandatory military or mandatory alternative service. Subject to the maintenance of good academic standards in the College and in the departments affected, the Vice President for Academic Affairs and the Committee on Teaching Staff and Tenure will attempt to deal with each such application on its particular merits.

**Section 12 - Salary Scale**

Subject to the approval of the Board of Trustees, the Administration shall establish an annual schedule of salaries, including minimum and maximum, for each faculty rank. This schedule, including median salary figures, shall be summarized in a document that includes past and present salary figures and projections for future years where feasible. This document shall be made available annually to all faculty members.

The Vice President for Academic Affairs shall forward recommendations for individual faculty salaries to the President of the College, after seeking the advice of the Dean of the Faculty, a faculty member's department chairperson, and the Teaching Staff and Tenure Committee. The following criteria are to be used for the establishment of salaries: teaching ability; scholarship and research; service to the institution; rank and time in rank; prior teaching experience; and academic training.

### **Section 13 - Supplemental Benefits**

The College of Wooster maintains a program of supplemental benefits for its Faculty. For less than full-time Faculty, supplemental benefits are negotiated with each individual. This program includes participation in the Teacher's Insurance and Annuity Association plan for retirement pensions, life insurance program, disability, health and hospitalization programs, and other miscellaneous benefits. Detailed information describing these plans shall be on file in the offices of the Vice President for Academic Affairs and the Treasurer. All proposals for changes in the status of any of these programs shall be communicated in writing to the Conference Committee of the Faculty for its deliberation and reported to the Faculty for its consideration.

### **Section 14 - Retirement**

- A. Until December 31, 1993, the mandatory retirement date for a member of the faculty shall be August 25, following his or her 70<sup>th</sup> birthday. Any active service beyond that age shall be confirmed annually by the Executive Committee of the Board of Trustees upon recommendation of the President after consultation with the Committee on Teaching Staff and Tenure, and for a period of one academic year only, beginning on August 25 next following.

By reason of Section 4 of the Age Discrimination in Employment Act of 1967, commencing January 1, 1994, there shall be no mandatory retirement date for any member of the faculty.

If by reason of a change of law, whether legislative, judicial or otherwise, mandatory retirement is permitted, the mandatory retirement date for a member of the faculty shall be the later of August 25 following his or her 65<sup>th</sup> birthday or August 25, following the latest birthday provided for in such change of law. Any active service beyond that age shall be confirmed annually by the Executive Committee of the Board of Trustees upon recommendation of the President after consultation with the Committee on Teaching Staff and Tenure, and for a period of one academic year only, beginning on August 25 next following.

The normal retirement date for a faculty member shall be August 25, following his or her 65<sup>th</sup> birthdate; provided that no faculty member shall be required to retire prior to the mandatory retirement date set forth in the preceding paragraphs of this Section 14,A.

- B. By reason of Section 4 of the Age Discrimination in Employment Act of 1967, there is no mandatory retirement date for the President and all administrative officers.

If by reason of a change of law, whether legislative, judicial or otherwise, mandatory retirement is permitted, the mandatory retirement date for all administrative officers other than the President shall be the later of August 25 following his or her 65<sup>th</sup> birthday or August 25, following the latest birthday provided for in such change of law. Any active service beyond that age shall be confirmed annually by the Executive Committee of the Board of Trustees upon recommendation of the President, and for the Academic Vice President and Dean of the Faculty, after consultation with the Committee on Teaching Staff and Tenure, and for a period of one academic year only, beginning on August 25 next following.

Any mandatory and normal retirement date for the President shall be provided for in the Bylaws of The College of Wooster.

Normal retirement date for all administrative officers other than the President shall be August 25, following his or her 65<sup>th</sup> birthday; provided that no administrative officer shall be required to retire prior to the mandatory retirement date set forth in the preceding paragraphs of this Section 14.B.

- C. The College maintains a program of continued supplemental benefits for personnel who have retired. These provisions take effect upon date of retirement. Detailed information describing these plans shall be on file in the offices of the Vice President for Academic Affairs and the Treasurer. All changes in the status of any of these programs shall be announced in writing to all members of the Faculty.
- D. Any faculty member or administrative officer may elect to retire on August 25, following his or her 60<sup>th</sup> birthday with full participation in the program of supplemental benefits indicated in Section C. above.

### **ARTICLE III - FACULTY COMMITTEES**

#### **Section 1 - General Principles**

- A. All faculty committees, elected or appointed by the Faculty, are responsible to the Faculty and derive their legislative and/or advisory powers from the Faculty as a whole, and shall submit to the Faculty periodic reports.
- B. The President is a member of all faculty committees except for the Committee on Conference with Trustees.
- C. All members of the teaching Faculty as defined in Article II, Section 1, are eligible for membership on all committees except the Teaching Staff and Tenure Committee which shall be limited to persons on tenure.
- D. The Educational Policy Committee, the Teaching Staff and Tenure Committee, and the Financial Advisory Committee shall meet together early in each term with the President or his designate presiding in order to share information on the financial condition of the College, staffing needs, and anticipated curricular changes.

- E. No faculty member may be elected to serve concurrently on more than one of the committees named in D above, and any faculty member who is serving on one of these committees normally will not serve on other College committees.

## **Section 2 - Elected Committees**

### **A. Educational Policy Committee**

#### 1. Membership

Dean of the Faculty, chairperson; Vice President for Academic Affairs, six (6) faculty members, two members to be elected each year for three-year terms, and the President (ex officio without vote).

#### 2. Committee Duties

- a. This committee shall share responsibility for the development and the implementation of the educational policies of the College, including the curriculum, with the President, the Vice President for Academic Affairs, and the Dean of the Faculty.
- b. This committee has the right to delegate parts of its work to ongoing and/or ad hoc faculty committees which it may appoint, or to the Dean of the Faculty, so that it has time to deal with policy matters. One of these ongoing sub-committees shall have as its task the surveying of national educational trends.

### **B. Teaching Staff and Tenure Committee**

#### 1. Membership

President, chairperson; Vice President for Academic Affairs; and six (6) tenured faculty members, two members to be elected each year for three-year terms.

- 2. The responsibility of this committee shall be the making of recommendations to the President on all new appointments, on promotions, and on all decisions about contracts and about tenure for individuals.
- 3. When a member of this committee is considered for promotion, a special committee appointed by the President and consisting of the President, the Vice President for Academic Affairs, and two former members of the Teaching Staff and Tenure Committee who are full professors, shall make a recommendation to the President.
- 4. This committee, in conjunction with the Dean of the Faculty, and the appropriate departmental chairperson (who shall consult at least with the tenured members of the department), shall evaluate each faculty member annually, this evaluation to be considered for purposes of promotion, retention, and determination of salary.

5. Before making any recommendation to the Executive Committee of the Board of Trustees for an appointment to the Faculty or for a promotion or grant of permanent tenure to a member of the Faculty, the President shall consult the chairperson of the department concerned and the Committee on Teaching Staff and Tenure. If the President's recommendation does not have the unanimous consent of the Committee on Teaching Staff and Tenure, and the approval of the department chairperson, this fact shall be reported to the Executive Committee of the Board of Trustees. Dissenting opinions, giving reasons for the dissent, shall, on the request of the dissenter, be read (anonymously if so requested) by the President to the Executive Committee.

C. Financial Advisory Committee

1. Membership

President; Vice President for Academic Affairs, chairperson; Vice President for Finance and Business; Vice President for Development; Dean of the Faculty; Dean of Students; and six (6) faculty members, two members to be elected each year for three-year terms.

2. The responsibility of this committee shall be to advise and counsel the President on matters relating to the financial affairs of the College (the President and this committee to meet together periodically for mutual sharing of concerns), and to keep the Faculty informed on these matters.
3. All budgets for the administrative and academic departments and other College departments and programs, shall be open to this faculty committee.

D. Committee on Conference with Trustees

1. Membership

Six (6) faculty members, two members to be elected each year for three-year terms. At the first meeting of this committee in the fall of each year, this committee shall elect one of its members to serve as chairperson for the year.

2. This committee and the Committee on Faculty Relations of the Board of Trustees shall constitute the Joint Committee on Conference. The Joint Committee on Conference normally meets at the time of regular Board meetings. Additional meetings may be called by either the chairperson of the Committee on Faculty Relations or the chairperson of the Committee on Conference with Trustees.
3. Committee Duties
  - a. This committee serves as a direct means of communication between Faculty and Trustees. The concerns of both bodies may be shared through the offices of this committee.

- b. Any changes in *The Statute of Instruction* shall be reviewed by this committee.
- c. This committee shall receive inquiries and requests from any faculty member or members. These will be discussed and transmitted to the appropriate person or group (committee, administrator, Trustees) for action.
- d. The committee may accept assignments from the Faculty, administration, or Trustees and will either undertake the assignment itself or will see that it is handled by some other appropriate group.

E. Committee on Committees

1. Membership

President; Dean of the Faculty; and four (4) faculty members, two members to be elected each year for two years. The chairperson of this committee shall be elected each year by the members of this committee.

2. The responsibilities of this committee shall be:

- a. To conduct nominations for and elections to those faculty committees named in this Section of *The Statute of Instruction*.
- b. To nominate to the Faculty candidates for election to other faculty committees.
- c. To fill vacancies in faculty committees as specified in Article III, Section 4.
- d. To reexamine faculty committees every three years.
- e. To remind committees each fall of their stated responsibilities.
- f. To propose guidelines to the Faculty concerning faculty and student membership on faculty committees.

**Section 3 - Other Faculty Committees**

Other faculty committees shall be established by the Faculty as it deems necessary. Election to these committees will be according to procedures set down in Section 4 following.

**Section 4 - Elections and Vacancies**

Committees of the Faculty shall be elected using a method adopted by the Faculty at its regular meetings. Any proposal for changes in the procedures for electing committees of the Faculty and for filling vacancies shall be recommended by the Committee on

Committees and determined by majority vote of the Faculty no later than the November meeting for that academic year.

#### **Section 5 - Student Representation**

- A. Student members (see Article III, Section 2, E, 2f) shall have full voting privileges on faculty committees.
- B. Selection of students to faculty committees shall be carried out in such ways as the student body shall determine, subject to such requirements for eligibility as the Committee on Committees shall determine.
- C. The Committee on Committees, in consultation with representatives of the student body, shall determine the number of positions for student membership on faculty committees, but students shall not serve on the Teaching Staff and Tenure Committee, the Committee on Conference with Trustees, or the Committee on Committees.

### **ARTICLE IV - ADMINISTRATIVE OFFICERS OF THE COLLEGE**

#### **Section 1 - The President**

- A. Authority in Relation to the Faculty
  - 1. The President shall, in cooperation with the Faculty, determine the educational policies of the College.
  - 2. The President shall be an official medium of communication between the Board of Trustees and the Faculty or any individual college officer, instructor or administrator.
  - 3. The President shall be *ex officio* a member of all faculty committees except for the Committee on Conference with Trustees.
  - 4. The President shall recommend to the Board of Trustees all nominations to and promotions in the teaching staff.
  - 5. The President shall execute all contracts of appointment with college officers, instructors and administrators.
- B. Special Authorities
  - 1. In case of question or doubt about whether a person should speak on campus the President shall be the ultimate authority.
  - 2. Any case involving the penalties of suspension or expulsion of students is subject to review by the President.

#### **Section 2 - Vice President for Academic Affairs**

- A. The Vice President for Academic Affairs shall be nominated to the Board of Trustees by the President after a majority advisory vote by ballot by the whole Faculty.
- B. Functions
  - 1. In case of disability of the President, the Vice President for Academic Affairs shall assume the President's duties pending action by the Executive Committee of the Board of Trustees. In the event of a contemplated extended absence of the President, the latter shall notify the Vice President for Academic Affairs, who shall thereupon, at the President's request, assume the duties of the President, pending action by the Executive Committee of the Board of Trustees. Should both the President and the Vice President for Academic Affairs be unable to carry on their duties, the Executive Committee of the Board of Trustees shall make a temporary appointment.
  - 2. The Vice President for Academic Affairs shall be responsible for the execution of the educational policies of the College including preparation and administration of the academic budget, and shall be the coordinating officer of the College, reporting directly to the President.
  - 3. The Vice President for Academic Affairs shall be a Professor in an appropriate academic department of the College.
  - 4. The Vice President for Academic Affairs shall chair the Financial Advisory Committee and shall be a voting member of the Teaching Staff and Tenure Committee, the Educational Policy Committee, and the Leaves Committee.
  - 5. In consultation with the Dean of the Faculty, the Vice President for Academic Affairs shall present an annual report to the Board of Trustees on the condition of the College and such other reports as the President may from time to time request.
  - 6. The Vice President shall approve faculty positions in academic departments or interdepartmental programs. At the time a position is created or when it is eliminated or reassigned, the Vice President shall consult with the Educational Policy Committee. As long as a tenure-track position has an incumbent, the position shall not be reviewed by the Vice President.
  - 7. The Vice President shall approve job descriptions in academic departments or interdepartmental programs. Changes in job descriptions for positions occupied by incumbents must also be approved by the Vice President.

### **Section 3 - Dean of the Faculty**

- A. The Dean of the Faculty will be nominated by the President to the Board of Trustees after consultation with the Teaching Staff and Tenure Committee and after a majority advisory vote by ballot by the whole faculty and shall be a member of an academic department. The Dean of the Faculty shall be eligible for a year's leave after four years of service. For continuance in the deanship

beyond four years the same procedures will be followed as for the first appointment. The Dean of the Faculty shall report to the Vice President for Academic Affairs.

B. Functions

1. The Dean of the Faculty shall support the faculty in the performance of its academic duties, promote an academic environment conducive to the faculty's intellectual and professional development, and serve as a liaison between the faculty and the administration.
2. The Dean of the Faculty shall cooperate with the departmental chairpersons and with individual faculty members in working out the most advantageous arrangement of classes and courses.
3. The Dean of the Faculty shall chair the Educational Policy Committee, the Academic Standards Committee, and Upperclass Programs Committee and shall be a member of the Financial Advisory Committee, Leaves Committee, and Committee on Committees.
4. The Dean of the Faculty shall meet periodically with the Teaching Staff and Tenure Committee.
5. Normally, the Dean of the Faculty will teach at least one course a year.
6. In the absence of the President and the Vice President for Academic Affairs, the Dean of the Faculty shall be the chief administrative officer of the College.
7. When a dispute arises between a faculty member and a student over grades or any other aspect of the academic program, attempts shall be made to resolve the difference at the departmental level. If these attempts fail, the Dean of the Faculty shall refer the dispute to the Committee on Academic Standards which shall have authority to resolve it.

**Section 4 - Dean of Students**

- A. The Dean of Students shall be selected by a procedure similar to that used in the selection and promotion of members of the Faculty and chairpersons of departments. The term of office shall be indeterminate, except when otherwise specified by contract. The Dean of Students shall report to the Vice President for Academic Affairs.

B. Functions

1. The Dean of Students has primary responsibility for the general welfare of the student body and for promoting and maintaining an environment conducive to and supportive of intellectual and personal development.
2. The Dean of Students shall seek to develop an accurate understanding of the attitudes and concerns of students and to communicate these concerns to others of the college community having responsibility for actions and

policies affecting student life, and shall attempt to achieve equitable solutions to problems facing students through effective administrative action, implementation of Campus Council legislation, policy formation, and individual and group discussion.

3. Specifically, the Dean of Students has the following broad responsibilities: 1) planning and coordinating student services; 2) student personnel records; 3) housing; 4) career planning and placement; 5) security; 6) the administrative intern program; 7) the student union program; 8) freshman orientation; 9) financial aid; 10) preparation of recommendations to and record-keeping for the Academic Standards Committee. The Dean of Students has coordinating relationships with the Medical Director and the Clinical Psychologist in the area of health and counseling services.
4. The Dean of Students shall report to the Vice President for Academic Affairs and shall be a voting member of the Faculty. The Dean of Students shall be a member of the Financial Advisory Committee and the Academic Standards Committee.

#### **Section 5 - Associate and Assistant Deans of Students**

- A. Associate Deans of Students are generally responsible to the Dean of Students. They share generally in the specified duties described under Section 4 above and may be given specific responsibility for such functional areas as: housing, career planning and placement, and coordinating foreign student programs.
- B. Associate and Assistant Deans of Students shall be selected by the Dean of Students with the approval of the Vice President for Academic Affairs and the President.

#### **Section 6 - Registrar**

- A. The Registrar shall be selected in the same manner as members of the teaching staff. The Registrar shall report to the Vice President for Academic Affairs.
- B. Functions
  1. The Registrar shall be responsible for and have charge of the registration of all students.
  2. The Registrar shall have charge of the administration of the academic testing programs, including College Entrance Examination Board Examinations for the College Board Testing Center at Wooster. The Registrar shall also have charge of Veterans and Selective Service Records.
  3. The Registrar shall have charge of the academic records of all students and shall furnish transcripts when requested.
  4. The Registrar shall report to the Faculty the number of students required to withdraw because of low scholarship.

5. Under the direction of the Faculty, the Registrar shall prepare the official schedule of classes and examinations and shall record and report final course grades.
6. In cooperation with the foreign student adviser, the Registrar shall be responsible for the certification of all records required by the government concerning foreign students.
7. In cooperation with the chairperson of the Department of Education, the Registrar shall have charge of the certification of teachers.
8. The Registrar shall administer the rules and regulations that the Faculty shall prescribe.

#### **Section 7 - Dean of Admissions**

- A. The Dean of Admissions shall be selected in the same manner as the members of the teaching staff. The Dean of Admissions shall report to the Vice President for Academic Affairs.
- B. Functions
  1. The Dean of Admissions shall be responsible for the planning and implementation of the admissions activities of the College and for the relations of the College with prospective students.
  2. The Dean of Admissions shall admit students to the College under standards and procedures which shall be determined by the Faculty.

#### **Section 8 - The Director of Libraries and the Library Faculty**

- A. The Director of Libraries shall be selected by the Board of Trustees on the recommendation of the President under the general procedures governing the selection of other members of the Faculty. The Director of Libraries shall report to the Vice President for Academic Affairs.
- B. Functions
  1. The Director of Libraries shall be the administrative officer of the library. The Director of Libraries shall be responsible to the President and to the Faculty for proper administration of the library program.
  2. The Director of Libraries shall assist the President in obtaining suitable candidates for the vacancies in the library faculty.
  3. The Vice President for Academic Affairs and the Director of Libraries, in consultation with the Educational Policy Committee, shall determine the policies governing the development of the library program.
- C. The Library Faculty

1. The Library Faculty shall be those professionally trained librarians so designated by the Committee on Teaching Staff and Tenure and shall be evaluated according to criteria specified in their contracts.
2. The Library Faculty, in consultation with the departments and committees of the Faculty, and in accordance with the educational policies of the College, shall develop and implement a library program which shall include the acquisition, organization, storage, and dissemination of information through printed and other media.

D. Leave Policy for the Director of Libraries and the Librarians with Faculty Status

1. Principle

The purpose of the program of paid leaves is to maintain and improve the quality of the library faculty by encouraging professional growth. Such leaves are granted for research and study. The types of activities pursued during such leaves will depend on the needs and interests of the individual, the Library, and the College.

2. Eligibility

Each library faculty member is eligible for a paid leave during the summer following his or her fourth full consecutive year of employment (and each fourth summer thereafter) excluding periods of unpaid absences that may have been granted. Those with less than full-time duties are eligible on an equal basis with other library faculty.

3. Length of Leave

Leaves are granted from Commencement until two weeks prior to the beginning of the Fall Semester. Different leave periods will be granted only in exceptional cases. Vacation time shall be taken to the extent that it can be arranged in a manner consistent with the provision of library service.

4. Application

- a. Proposal - Eligibility for a leave shall not imply automatic award. A library faculty member desiring a leave shall submit an application to the Vice President for Academic Affairs and after consultation with the Director of Libraries, the Vice President will recommend the application to the President and the Executive Committee of the Board of Trustees for approval.
- b. Filing Date - The application shall be submitted by December 15 in the academic year in which the leave is anticipated.
- c. Number of leaves - Normally, no more than one full leave will be awarded for any one summer.

5. Administration

The Vice President for Academic Affairs shall make a recommendation to the President by January 15 concerning leaves for the following summer. Final decisions will be made by the Executive Committee of the Board of Trustees by March 1. In making the recommendation, the quality of the proposal, the staffing needs of the Library, use of prior leaves, and the value to the College will be considered. There will be no replacement of library faculty during the period of leave.

6. Compensation

Each leave awarded shall be at full salary or, for less than full-time library faculty, at a salary corresponding to the fraction of full-time employment as specified in their contracts. A library faculty member who wishes to perform any directed and remunerated service during the leave shall submit a statement showing how this service is necessary for successful completion of the leave and the amount of remuneration to be received; that amount shall be deducted from the library faculty member's salary for the period of leave. Grants-in-aid and fellowships are not to be regarded as remuneration for services rendered.

7. Report

By the end of the Fall Semester, each recipient shall file with the Director of Libraries and the Vice President for Academic Affairs a report describing the use of the leave and the extent to which its objectives were attained.

## ARTICLE V - SUMMER SESSION

### Section 1 - Nature

If a summer session be held, it shall be an integral part of the College.

### Section 2 - Director of the Summer Session

- A. Before December 1 of each academic year in which a summer session is to be held, the Director of the Summer Session shall be elected for a term of one year by a procedure similar to that used in the selection and promotion of faculty and chairpersons of departments.
- B. Duties
  - 1. The Director of the Summer Session shall select and recommend faculty members for the summer session who shall be appointed according to the regular procedure for appointments.
  - 2. In making recommendations, the Director shall maintain the principle of rotation insofar as possible, both as to departments and faculty members, but no faculty member shall be required to teach during the summer session.

3. The Director shall be executive officer of the summer session and shall make an annual report to the Faculty and to the Board of Trustees.

## **ARTICLE VI - THE DEPARTMENT OF MUSIC AND THE CONSERVATORY**

### **Section 1 - The Department of Music**

- A. There shall be a Department of Music in the liberal arts college.
- B. The Chairperson of the Department of Music shall be the Director of the Conservatory.
- C. Faculty
  1. The Department of Music shall consist of all professors, associate professors, and assistant professors of music, together with full-time instructors in music, provided that at least 50% of such an instructor's students are of collegiate rank. Appointment or promotion to advanced rank in the Faculty shall be on the basis of advanced study comparable to that required in other departments of instruction.
  2. Faculty members in the Department of Music shall give special attention to the cultural musical activities of the College.
- D. The degree of Bachelor of Music or Bachelor of Music Education shall be given to students who have completed the work prescribed by the Faculty to the satisfaction of the Department of Music.

### **Section 2 - The Conservatory of Music**

- A. The Director of the Conservatory is the Chairperson of the Department of Music.
- B. Faculty members in the Department of Music, part-time instructors in music, and other teachers necessary to serve non-collegiate students, shall constitute the Conservatory of Music. Teachers who are members of the Conservatory but not the Department of Music shall not have faculty standing.