

**SIMPSON COLLEGE FACULTY HANDBOOK
PART V: INFORMATION**

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SIMPSON COLLEGE FACULTY HANDBOOK
PART V: INFORMATION (07/20/2010)

NOTE: The items in this section are provided for informational purposes only. Additions, amendments, and deletions may be made by the office or agency responsible. Items are informational in nature and should not be considered contractual.

SECTION 1: CURRICULUM ISSUES

1.1.0 Authority of the Faculty—Faculty Constitution, Article III, Section 1

Matters concerning additions, deletions, or modifications in the college curriculum are considered by the faculty committee on educational policy and curriculum (EPCC). Final decision and action rests with the faculty.

1.2.0 Course Numbering—Academic Dean

Course numbers should generally correspond to the level of the content in the course. A 100-level course is generally thought to be an introductory course. A 200-level course may be more focused and require some prerequisite experience. A 300-level course will typically be for students with extensive knowledge of the subject. All courses are expected to be academically rigorous.

1.3.0 Overload Exemption—Academic Dean (*added 07/14/2011*)

The normal course load for students in a semester is four 4-credit courses. Students are allowed to take an additional three credits of coursework for a maximum of 19 credits per semester without incurring an overload charge. Students wishing to take a fifth four-credit course would be charged the full tuition for the four credits as overload. A small number of courses, mostly music lessons are overload exempt, as these courses carry an additional fee for the lesson.

SECTION 2: ORGANIZATIONAL ISSUES

2.1.0 Academic Advisors—Academic Dean (*revised 06/14/2011*)

Freshman advisees are assigned an advisor who is the faculty member they have chosen as their Simpson Colloquium instructor. This faculty member remains the new student's advisor until the student selects a major field of concentration. At that time, the student chooses or is assigned to an advisor in that field. Students must have a departmental advisor in each major. Students should contact the department chair in the department of the major to learn how advisors are assigned in that department. Normally, full-time students will transition from their Simpson Colloquium instructor to their major advisor by the end of their second semester.

2.2.0 Dean's Advisory Council—Academic Dean (*revised 01/27/2017*)

The dean's advisory council consists of the six division heads, the dean's cabinet, and the directors of faculty development, Simpson Colloquium, Writing Across the Curriculum, Culver Center, general education program, academic assessment and the director of The Center for Academic Resources. The Dean's Advisory Council meets as needed.

2.3.0 Dean’s Cabinet—Academic Dean *(revised 05/17/2018)*

The Dean’s Cabinet consists of the college librarian, registrar, director of international education, director of The Center for Academic Resources, director of the Culver Public Policy Center, director of speech and debate, the coordinator of institutional research, the Associate Dean for Academic Affairs, the Associate Dean for General Education & Simpson Colloquium, and the Dean for C&G and Online Learning. The Dean’s Cabinet meets monthly.

2.4.0 Faculty Meetings—Described in Faculty Constitution Article V Section 1, and By-Laws Article I Section 1

The corporate faculty meets prior to the beginning of the academic year at the end of August and monthly thereafter on dates to be determined by the President of the College. It may also meet as often otherwise as necessary to transact business and communicate important information. Classes are not to be held at the time of faculty meetings and all faculty members are obliged to participate. Any classes scheduled for that time should be rescheduled for an open period during the week.

2.5.0 The Center for Academic Resources—Academic Dean *(revised 01/27/2017)*

The Center for Academic Resources is designed to assist students to improve their educational skills. Whenever an entrance test or a faculty member ascertains a student’s use of English and/or mathematics is not proficient, he/she should refer the student’s name with supporting documents to The Center.

Students should seek help from The Center if they feel the need for improvement in study and communication skills.

2.6.0 Statement on the Academic Divisions of Simpson College *(revised 01/07/2016)*

The academic divisions of Simpson College are a creation of the administration of the college and exist to support the academic goals of the institution. The organization of the departments into divisions is similarly at the discretion of the Senior VP & Academic Dean.

2.7.0 The Divisions and Academic Departments *(revised 06/12/2018)*

- 2.7.1 Business Administration & Multimedia Communication: Multimedia Communication and Business Administration & Economics
- 2.7.2 Education and Sport & Health Sciences: Teacher Education, Sport Science & Health Education and Dunn Library
- 2.7.3 Humanities: English, World Language & Culture Studies, History, Philosophy and Religion
- 2.7.4 Natural Science: Biology & Environmental Science, Chemistry & Physics, Computer Science and Mathematics
- 2.7.5 Social Science: Political Science, Psychology and Sociology & Criminal Justice
- 2.7.6 Visual and Performing Arts: Art, Music and Theatre

2.8.0 Divisional Head *(added 02/18/2011)*

2.8.1 Appointment

The appointment of Division Head is at the discretion of the Senior VP & Academic Dean upon consultation with the faculty members of the division, members of the administration and other members of the campus community as appropriate.

2.8.2 Term of Office *(revised 03/14/2016)*

Division Heads will normally be appointed to a term of three years. The terms will be staggered so that normally one Division Head is appointed each year. A limited-term appointment can be made to temporarily replace a Divisional Head on one-semester, or two-semester sabbatical or other leave. Should a more permanent vacancy (retirement, resignation, termination, etc.) occur once a three-year term has begun, a replacement will normally be made for the remaining years of the three-year term. Division Heads may be reappointed for successive terms.

2.8.3 Duties *(revised 05/26/2020 faculty meeting)*

The Division Head shall,

- a. Serve as an advocate for the division.
- b. Serve on the Faculty Liaison Council (FLC)
- c. Serve to advise the Dean on matters of academic policy, personnel and budget.
- d. Foster communication between the administration of the college, the faculty, and working committees.
- e. Serve as part of the personnel review process as described in the Faculty Handbook.
- f. Serve as part of the budget development process.
- g. Convene the voting members of the division as necessary to discuss matters of importance, hold elections, and for other reasons as she or he determines to be beneficial.
- h. May serve on the committee for faculty searches within the division.
- i. Recruit students, promote, coordinate, and support cross department activities within a division such as research efforts, funding possibilities, joint symposia, divisional speaker series, and other divisional activities.
- j. Bring faculty within a division together to discuss and explore common efforts to improve pedagogy, improve facilities, expand opportunities, and other divisional needs.
- k. Participate as appropriate in the supervision of grants sponsored by faculty within the division.
- l. Review Department Chair faculty position requests (new and replacement) and through the Faculty Liaison Council assist administration by ranking position requests for funding.

SECTION 3: FACULTY ISSUES

3.1.0 Emeritus Status—Academic Dean *(revised 02/02/2010)*

Professor emeriti are accorded the following privileges:

- Free admission to campus events to which regular faculty members are admitted free of charge;
- Use of college stationery and limited secretarial service as available;
- Office space when available;
- Use of athletic facilities in accordance with arrangements made for regular faculty members;
- Being kept on college email and mailing lists, including those for the alumni newsletter, the president's reports and other similar publications;
- Invitation to all college events to which all regular faculty members are invited (for example: convocations, commencement, homecoming events, holiday and wellness events, etc.);
- Continuation of library privileges

3.2.0 Faculty Office Hours—Academic Dean

Each faculty member should establish six or more hours per week that he/she will keep free insofar as possible and during which time he/she will be available in his/her office to students who seek help, guidance, information, etc. It is most helpful to the students if not all of the office hours occur on the same day of the week nor at the same time of day through the week.

3.3.0 Faculty Participation in College Events

All full-time faculty members are expected to participate in academic procession for Opening Convocation, Honors Convocation, and May commencement.

3.4.0 Payment for Independent Studies, Course by Arrangement, and Internships *(added 6/24/11)*

Full-time faculty members supervise independent studies, course by arrangement and internships during the regular academic year as part of their regular full-time contract. The office of Continuing and Graduate Programs compensate faculty for supervision of summer studies.

During the summer, independent studies, course by arrangement and internships will be paid on a per student basis up to three per faculty. During the summer, faculty members are paid per four-credit course by arrangement/independent study. A faculty member teaching more than three students the same course by arrangement or internship in the summer must list the course on the schedule and offer it as a course. Faculty may request exceptions for Co-op 319 internships. However, total stipends are capped at the rate for a single four credit course.

3.4.1 Independent Studies, Course by Arrangement and Internships Offered by Adjunct Faculty *(revised 09/10/2020)*

Normally, adjunct faculty members do not supervise independent study, courses by arrangement and internships. In order to supervise an independent study, course by arrangement, or internship, a adjunct faculty member must be approved by the academic department and receive a formal contract from the college to cover such supervision. The contract will specify the duties of the supervision and what compensation, if any, is offered.

3.5.0 Adjunct Stipends and Overload Stipends—Academic Dean *(revised 11/01/2012)*

The amount the college pays per course for teaching in its academic programs may vary by program (undergraduate/graduate) and by person dependent upon the market, the education level of the individual, and his or her contract status. The actual dollar amount per course is set annually by the administration and is not related to the compensation paid to full-time faculty. Although the college hopes to be competitive with the stipend it pays its adjunct faculty and full-time faculty teaching over the normally assigned load, it is ultimately an individual decision whether the amount the college offers is sufficient for the work it expects.

The following adjunct and overload stipend rates will apply and will continue until changed by the college administration:

3.5.1 Undergraduate Program *(revised 09/10/2019)*

Category I

A. Individuals with a Master's or PhD and no prior Simpson College teaching experience

Base Course Stipend \$2,705 for a four-credit course

(Note: The base course stipend is not dependent on discipline, the number of in-class hours, or the number of days the class meets. Stipends for courses less than four credit courses will be determined on a pro-rata basis.)

In courses determined by the college to need a specifically identified science lab, an additional sum will be added on to the base course stipend.

Additional weekly science lab hours will be compensated in two tiers, at the rate of up to two hours at 25% of a course (for fiscal year 2019-20 this is \$676 for 25%) and three hours or more at 50% of a course (or \$1,352 in 2019-20).

(Note: The science lab add-on is not based on academic credit assigned to the lab. Science labs do not carry academic credit. Credit for the science lab is embedded within the credit for the course. Stipends for lab recognize the added preparation time required of the instructor. Full-time faculty members are given "load" credit when they teach labs within their normally assigned teaching load.)

Category II

- A. Full-time faculty teaching beyond regularly assigned full load
- B. Adjunct faculty who have successfully taught 7 courses (because they get paid the bump on the 8th course)

Base Course Stipend \$2,925 for a four-credit course

(Note: The base course stipend is not dependent on discipline, the number of in-class hours, or the number of days the class meets. Stipends for courses less than four credits will be determined on a pro-rata basis.)

In courses determined by the college to need a specifically identified science lab, an additional sum will be added on to the base course stipend.

Additional weekly science lab hours will be compensated in two tiers, at the rate of up to two hours at 25% of a course (for fiscal year 2019-20 this is \$731 for 25%) and three hours or more at 50% of a course (or \$1,462 for fiscal year 2019-20).

(Note: The science lab add-on is not based on academic credit assigned to the science lab. Science labs do not carry academic credit. Credit for the science lab is embedded within the credit for the course. Stipends for science labs recognize the added preparation time required of the instructor. Full-time faculty members are given “load” credit when they teach science labs within their normally assigned teaching load.)

In special circumstances and at its discretion, the college may pay individual instructor’s rates that exceed those listed in this policy.

Questions and concerns with regard to adjunct and overload stipends should be directed to the Dean for C&G and Online Learning or the Senior VP & Academic Dean.

3.5.2 Graduate Programs *(revised 09/10/2019)*

- A. Doctoral-qualified faculty teaching a graduate only level course.

Base Course Stipend \$4,082 for a four-credit course

For non-doctoral qualified faculty teaching a graduate only level course, a PhD faculty member will be assigned as a course mentor. In these cases, the adjunct faculty member will be compensated at a rate of \$3,672 while the faculty mentor will receive a stipend for the remainder at a rate of \$410.

(Note: The base course stipend is not dependent on discipline, the number of in-class hours, or the number of days the class meets. Stipends for courses less than four credits will be determined on a pro-rate basis.)

B. Doctoral-qualified faculty teaching a combined undergraduate/graduate course.

When a cross-listed undergraduate/graduate course has **one or more graduate level students** enrolled, the course will be paid at the higher graduate rate of \$4,082.

For non-doctoral qualified faculty teaching a cross-listed undergraduate/graduate level course, a PhD faculty member will be assigned as a course mentor. As long as the graduate level course enrolls at least one student, the adjunct faculty member will be compensated at a rate of \$3,672 while the faculty mentor will receive a stipend for the remainder at a rate of \$410. If no graduate level students enroll, the course will be offered as an undergraduate level course only and no mentor will be required. The traditional undergraduate stipend will apply.

(Note: The base course stipend is not dependent on discipline, the number of in-class hours, or the number of days the class meets. Stipends for courses less than four credits will be determined on a pro-rate basis.)

3.5.3 Faculty Compensation for Teaching Graduate Courses (*revised 09/10/2019*)

- A. Faculty will be compensated for overload graduate courses at a rate of \$4,082 based on a four-credit course (one credit is \$1,020) if C&G is notified by the Department Chair.
- B. For faculty who choose to teach graduate courses in their load, at a maximum of two of the 3/3 normal load, they will be assigned additional compensation at one credit per course, up to a maximum of two additional credits, in order to reflect the higher level of teaching, learning, scholarship and research for graduate level students. Faculty teaching in graduate programs are expected to participate in a wide range of scholarship, including direct research and publication in their field, research funded by grants, joint research together with graduate students and the scholarship of teaching.
- C. In calculating and planning loads, this means that a faculty member will claim five credits for each graduate course in load up to two courses. If their 3/3 load contained two graduate courses, their credits would total 10 and their FTE would be 2.5 courses (for courses at four credit value) out of the normal six FTE load. C&G budget will cover and administer the additional credit per course.
- D. It is recognized that graduate level learning is at a higher level in terms of critical thinking with the expectation of sustained independent learning, analysis, evaluation, and synthesis. Students are expected to engage in their own research projects and critique of existing research and are being prepared by faculty for leadership in their fields. It is also recognized that final projects, observations, and graduate completion processes are time intensive for faculty.

3.6.0 Overload Maximum for Full-Time Faculty *(added 09/29/2011)*

Normally, full-time faculty will not be contracted to teach more than one four-credit course over their regular full-time course per fall and spring semester. This maximum includes courses in the day program and courses in the C&G program. Exceptions may be granted by the Senior VP & Academic Dean, by request of the faculty member and will normally have the approval of the department chair in which the faculty member resides. This maximum does not apply to courses taught during the C&G summer sessions.

3.7.0 Sabbatical Eligibility *(added 11/10/2011)*

Eligibility for sabbatical leave is governed by Part II, Section 13.1.0 and Part III, Section 8.1.0 of the Faculty Handbook. As indicated in these sections, faculty members are eligible for sabbatical after serving “at least six years of service” at the college. In the case of a faculty member applying for a sabbatical for the first time, application is normally made in the sixth year of full-time service and the sabbatical is taken in the seventh year. For most faculty, this pattern is repeated throughout her or his career. The clock resets at the beginning of the following academic year. Full-time service, for the purpose of sabbatical eligibility, is defined as teaching a normal load (currently six courses) during fall/spring/May Term in any given academic year. Partial semesters of service, consisting of 50% or greater (for example, a faculty member is replaced partway through a semester due to health or other reason) will normally count as part of the six years required for sabbatical eligibility. Semesters where the faculty member does not provide any full-time service (unpaid leave of absence, paid leave of absence, or FMLA leave) will not count towards sabbatical eligibility or towards the required one year of service normally required after a sabbatical.

3.8.0 Professional Development Release Policy *(added 02/15/2013)*

All full-time faculty members are expected to regularly engage in their professional discipline as part of their employment at the college. For most faculty, this expectation is included within the normal criteria for promotion and tenure and is done within the scope of their normal duties.

From time to time, the proportion of time spent by faculty members may exceed the normal expectations. This might be as editor of a national publication, contracted research or serving as a leader of a national association. In these cases, a faculty member may petition the Senior VP & Academic Dean for a reduction in teaching load. Normally, this will be an unpaid release. In certain limited circumstances, money may be available to pay for someone to teach the released course(s). The decision to grant the release and the decision on replacement is at the sole discretion of the Senior VP & Academic Dean.

Faculty interested in receiving a reduction in teaching assignment load should talk to the Senior VP & Academic Dean before accepting an assignment which would necessitate a reduction in load.

3.9.0 Faculty Committee Meeting Participation *(added 02/18/2013)*

The tradition at Simpson College is that elected faculty committee meetings (as designated in Part I: Constitution and Bylaws, Article V, Section 3) are normally open to all members

of the faculty, with the exception of the Faculty Personnel Committee (FPC). Other elected faculty committees may vote to close their meetings to non-members by a vote of the majority of committee members. Non-committee members of the faculty who choose to attend elected faculty committee meetings, do not have the right to speak, unless permission is granted by a majority of the committee.

With the exception of the FPC minutes, minutes of elected faculty committee meetings will be made available for review by all full-time members of the faculty.

3.10.0 Minimum Degree for Teaching Faculty *(added 06/23/2015)*

Degree requirements for teaching faculty may be found in the Simpson College Faculty Handbook, Part II: Personnel Policies, Section 3 Appointment. Generally speaking, the college requires all teachers to hold at least one degree higher than the students being taught. At least a master's degree is required to teach in the bachelor of arts and bachelor of music programs. A Ph.D. is required to teach in the master's program. In special circumstances, exceptions may be made by approval of the Senior VP & Academic Dean.

3.11.0 Hiring Practice *(added 06/23/2015)*

3.11.1. Qualifications

The academic qualifications of all faculty are reviewed at the time of original hiring by the appropriate academic officer. For faculty in the bachelor's programs in Indianola, the Senior VP & Academic Dean must approve all faculty hires, both full-time and part-time. The Dean for C&G and Online Learning must approve all faculty hires in the Continuing and Graduate Programs.

It should be noted that the qualifications of all full-time faculty are reviewed by the Academic Program Improvement Committee and the outside program evaluators as part of regular academic program reviews.

Faculty qualifications are published regularly as part of the annual College Catalog.

3.11.2. Hiring Procedures

Department chairs and others seeking to hire teaching faculty must follow the policies and procedures outlined at: <https://simpson.edu/internal/faculty-resources-home-page/governance/resources-chairs>

3.11.3 Higher Learning Commission Guidelines: "Determining Qualified Faculty Through HLC's Criteria for Accreditation and Assumed Practices (March 2016)

(added 11/21/2019)

HLC Accreditation standard for qualified faculty: Faculty who "possess an academic degree relevant" to the teaching assignment (discipline and/or subfield) and "at least one level above" above the teaching assignment.

Faculty who do not meet the standard for qualified faculty may be employed by an institution if they hold a Master's degree or higher in another discipline and have completed 18 graduate credit hours in the discipline or subfield of the teaching assignment.

An institution may further define minimum thresholds of experience to establish "equivalent experience" or "tested experience" in lieu of degree and graduate credit requirements of standard qualifications (see above). The institution must also define a process for review of the alternative credentials/qualifications.

3.11.4 Simpson College Policy for Equivalent or Tested Experience *(added 11/21/2019)*

Policy and procedure for hiring adjunct instructors with master's degree or higher who have experience in the field:

A candidate who holds a master's degree, or higher, in a field that is different from the discipline in which they will teach but lacks 18 graduate, credit hours within the discipline to be taught, may be considered to teach as an adjunct instructor at Simpson College.

The candidate must have a master's degree in any area, a minimum of 3 years professional experience in the field/subject to be taught, and a demonstrated level of accomplishment equivalent to acquiring a master's degree (or higher) in the field. Level of accomplishment can be demonstrated with reference to items such as a current professional certification, a senior management position, professional portfolio, related graduate certificate (under 18 hours), etc.

In order to propose such a candidate, the department chair will provide the Academic Dean with the following:

1. A list of Course Objectives for the course that the candidate will teach.
2. Resume from the candidate that demonstrates level of accomplishment in the discipline that lists experiences and education related to successful delivery of course objectives.
3. A written statement or cover letter from the candidate explaining how their experience/education prepares them to successfully deliver the course objectives.
4. The candidate may also provide documentation, in addition to the resume, that demonstrates level of accomplishment in the discipline to be taught.

3.11.5 Policy and Procedure for Hiring Adjunct Instructors with Experience Only *(added 11/21/2019)*

A candidate who does not hold a master's degree or higher, but has tested experience, may be considered to teach as an adjunct instructor at Simpson College. Per HLC guidelines, the tested-experience qualification is limited to pre-professional, and technical fields. The candidate must have tested experience that includes a "breadth and depth of experience outside of the classroom in real-world situations relevant to the discipline in which the faculty member would be teaching."

The candidate being considered in this situation must have at least a bachelor's degree in any area (preferably within the discipline), a minimum of 5 years, real-world experience, and must be able to clearly demonstrate that they have tested experience in the discipline. Tested experience refers to a knowledge-level and/or skill-set pertinent to the discipline of the course. The level of tested experience can be demonstrated by evidence such as a current professional certification, professional portfolio, finished products that demonstrate professional competency, etc.

In order to propose such a candidate, the department chair will provide the Academic Dean with the following:

1. A list of Course Objectives for the course that the candidate will teach.
2. Resume from the candidate that lists experiences and education as related to tested experience and course objectives.
3. At least one item of documentation that demonstrates tested experience in the discipline of the course to be taught.
4. A written statement or cover letter from the candidate that explains how real-world experiences and education will allow the candidate to successfully fulfill the course objectives.

The purpose of these policies and procedures are to find and hire the most qualified and most diverse faculty available.

3.12.0 Procedures for Requesting Full-Time Replacement and Full-Time Non-Faculty Academic Staff and Full-Time New Faculty *(added 09/18/2015)*

As chief academic officer of the college, the Senior VP & Academic Dean is responsible to make recommendations to the President of the College regarding staffing the academic program. The following provides a general description of the process by which decisions are normally made. All academic staffing decisions must be approved by the President of the College.

3.12.1 Non-Faculty Academic Staff *(revised 01/27/2017)*

Non-faculty academic staff includes non-faculty employees in the following offices:

- International Education
- Registrar's Office
- The Center for Academic Resources
- Writing Center
- Culver Center for Public Policy
- Continuing and Graduate Division
- Academic Building Assistants
- Non-faculty staff in Dunn Library

Note: Some individuals in these offices may have faculty rank when they teach. They are not considered full-time faculty as defined by the Faculty Handbook.

Decisions about adding and replacing non-faculty academic staff members are made solely at the discretion of the Senior VP & Academic Dean. Supervisors in the above academic

support offices who seek to replace a staff member when a vacancy occurs or add a new staff position should make their request directly to the Senior VP & Academic Dean.

3.12.2 Teaching Specialist Faculty *(added 09/18/2015)*

Teaching Specialist Faculty (Faculty Handbook, Part II, Section 2.1.1.3) include librarians, speech and debate directors, assistant technical director, theatre costumer, athletic trainers, placement coordinator in the education department, and others so designated by the Senior VP & Academic Dean in consultation with the Faculty Personnel Committee.

Decisions about adding and replacing teaching specialists are made solely at the discretion of the Senior VP & Academic Dean in consultation with the appropriate departmental supervisor and the Faculty Personnel Committee. Supervisors who seek to replace a teaching specialist when a vacancy occurs or add a new teaching specialist position should make their request directly to the Senior VP & Academic Dean.

3.12.3 Full-Time Term Faculty and Full-Time Tenure-Track Faculty in the Continuing and Graduate Program *(revised 09/10/2020)*

Decisions about adding and replacing full-time term and full-time tenure-track faculty who teach primarily in the Continuing and Graduate Program are made solely at the discretion of the Senior VP & Academic Dean in consultation with the appropriate academic department chair, the Dean for C&G and Online Learning who supervises the Continuing and Graduate Program, and the Faculty Personnel Committee. Department chairs who seek to replace a full-time term or full-time tenure-track faculty member who teaches in the Continuing and Graduate Program when a vacancy occurs or add new full-time term or a full-time tenure-track faculty member should make their request directly to the Senior VP & Academic Dean.

3.12.4 Full-Time Term Faculty and Full-Time Tenure-Track Faculty at the Indianola Campus *(revised 09/10/2020)*

Decisions about adding and replacing full-time term faculty and full-time tenure-track faculty who teach primarily at the Indianola campus are made solely at the discretion of the Senior VP & Academic Dean in consultation with the Faculty Liaison Committee. Department chairs who seek to replace a full-time term or a full-time tenure-track faculty member who teaches primarily at the Indianola campus when a vacancy occurs or add new full-time term or full-time tenure-track faculty member should make their request directly to the Senior VP & Academic Dean using the appropriate forms located on the [department chairs resources web page](#).

3.13.0 Guidelines for the Review of Adjunct Faculty *(revised 09/10/2020)*

Department chairs are responsible for the regular review of adjunct faculty members who teach in their department. This should include classroom visits, review of student evaluations of teaching and discussion about performance. *Normally, the review of part-time adjunct faculty will be conducted by the department chair. The department chair may delegate this responsibility to another full-time member or ask that another full-time member of the department participate in the review process. In extraordinary cases, the adjunct faculty member may ask the Senior VP & Academic Dean (for the day program) or*

Dean for C&G and Online Learning (for the continuing and graduate program) to have someone other than the department chair conduct the review.

Review of adjunct faculty who teaches in the Continuing and Graduate Program should be coordinated with the Dean for C&G and Online Learning.

Documentation of these regular reviews should be created and filed with the academic dean's office, in the case of adjunct faculty who teach on the Indianola campus, and with the Dean for C&G and Online Learning for faculty who teach in the Continuing and Graduate Programs.

All adjunct faculty members will be expected to understand and complete the ECC designations and other learning objectives for the classes they teach, and also participate fully in all ECC and other assessments of student learning objectives. Non-compliance and/or poor performance in these areas may be grounds for dismissal or non-reappointment.

3.14.0 Research Fellow *(added 5/23/2016)*

In addition to privileges outlined in the contract of hire or letter of agreement, and those listed in Part V, Section 3.1.0 (Emeritus Status) of the Faculty Handbook, other areas of agreement for research fellow include the following:

- Listing by name and title in the college catalog.
- The Senior VP & Academic Dean will provide, as appropriate, letters of introduction or affirmation of status at the institution for the purposes of access to libraries, archives, or other resources needed for research.
- Travel support as negotiated.
- Access to the services of the office of foundation and governmental support for the purpose of obtaining ongoing grant support.

3.15.0 Two-Hour Delay *(added 04/13/2016)*

Based on the MLK Day Schedule, the adjusted schedule allows all classes to meet for 50 minutes (MWF) or 75 minutes (TTH). The modified schedule is for Administration to employ during such times as weather-related events and MLK day.

Providing a structure for a Two-Hour Delay is an advantage for many course structures in our current Daily Schedule:

- A class that meets TTH would only lose 15 minutes of instructional time, compared to losing 90 minutes of instructional time when classes are canceled.
- A class that meets MWF would only lose 10 minutes of instructional time, compared to losing 60 minutes of instructional time when classes are canceled.
- A class that meets once per week for 3 hours (ex. Labs) would only lose 30 minutes of instructional time compared to losing the entire 3 hours. This is of particular note for courses that run multiple parallel sections per week.

Normal Class Schedule

8:00 – 9:00 a.m.
 9:10 – 10:10 a.m.
 10:20 – 11:20 a.m.
 11:30 – 12:30 p.m.

A two-hour time block will be created for lunch and a special MLK, Jr. Day observance. This event will begin at 1:00 p.m. in Smith Chapel.

1:00 – 2:00 p.m.
 2:10 – 3:10 p.m.
 3:20 – 4:20 p.m.
 4:30 – 5:30 p.m.

Altered Class Schedule

8:00 – 8:50 a.m.
 9:00 – 9:50 a.m.
 10:00 – 10:50 a.m.
 11:00 – 11:50 a.m.

2:00 – 2:50 p.m.
 3:00 – 3:50 p.m.
 4:00 – 4:50 p.m.
 5:00 – 5:50 p.m.

Weather-related two-hour delay and two-hour early out schedule:

Monday/Wednesday/Friday**Two-Hour Delay (50min)**

Normal Schedule (60min)

M-F labs that are from 2:10 to 5:10pm
 will be from 3:00 to 5:30pm

Normal	Altered
8:00-9:00	10:00-10:50
9:10-10:10	11:00-11:50
10:20-11:20	12:00-12:50
11:30-12:30	1:00-1:50
1:00-2:00	2:00-2:50
2:10-3:10	3:00-3:50
3:20-4:20	4:00-4:50
4:30-5:30	5:00-5:50

Two-Hour Early Out (40min)

Normal Schedule (60min)

M-F labs that are from 2:10 to 5:10pm
 will be from 12:10 to 2:30pm

Normal	Altered
8:00-9:00	8:00-8:40
9:10-10:10	8:50-9:30
10:20-11:20	9:40-10:20
11:30-12:30	10:30-11:10
1:00-2:00	11:20-Noon
2:10-3:10	12:10-12:50
3:20-4:20	1:00-1:40
4:30-5:30	1:50-2:30

Tuesday/Thursday**Two-Hour Delay (75 min)**

Normal Schedule (90min) except the 1:00 class
 is normally just 60min

T/Th labs that are from 8:00 to 11:00am
 will be from 10:00 to 12:40
 labs that are 2:10-5:10pm
 will be from 3:15-5:55pm

Normal	Altered
8:00-9:30	10-11:15
9:40-11:10	11:25-12:40
11:20-12:50	12:50-2:05
1:00-2:00	2:15-3:05
2:10-3:40	3:15-4:30
3:50-5:20	4:40-5:55

Two-Hour Early Out (60min)

Normal Schedule (90min) except 1:00 class
 is normally just 60min

T/Th labs that are from 8:00 to 11:00am
 will be from 8:00 to 10:00am
 labs that are normally 2:10 to 5:10pm
 will be from 12:30 to 2:30pm

Normal	Altered
8:00-9:30	8:00-9:00
9:40-11:10	9:10-10:10
11:20-12:50	10:20-11:20
1:00-2:00	11:30-12:20
2:10-3:40	12:30-1:30
3:50-5:20	1:30-2:30

SECTION 4: ACADEMIC OPERATION ISSUES

4.1.0 Institutional Review Board—Academic Dean *(revised 12/14/2007)*

Download an [Application](#) for Approval of Research Involving Human Participants

The Simpson College Institutional Review Board (IRB) was established in September 2002. The board's mission is to ensure that research involving human participants at Simpson College is conducted in an ethical manner that minimizes risks to participants. Simpson College requires research projects covered by this policy to be approved by the IRB before the research begins. Projects are approved for a period of up to one year. Annual reports are required for projects lasting longer than one year. The IRB is expected to act on proposals in a timely manner. If concerns are raised during a review, the IRB will provide guidance to the investigator so the proposal can be revised and approved.

The following research activities require IRB approval:

- 1) Research utilizing human participants and conducted with the intent or expectation of presenting or publishing the results.
- 2) Research utilizing human participants that is conducted by undergraduate or graduate students.
- 3) Data collected outside of the classroom.

Not all research is covered by the IRB policy. The following research activities do not require IRB approval:

- 1) Research that does not utilize human participants.
- 2) Research a Simpson College instructor might conduct within his or her own classes to evaluate the effectiveness of various learning tools or methods of instruction.
- 3) Research conducted as an educational activity during a regularly scheduled class and directly supervised by a Simpson College instructor.
- 4) Journalistic reporting.

The board utilizes a review plan that is consistent with federal guidelines for research involving human participants, Title 45, Code of Federal Regulations, Part 46. These guidelines permit the initial screening and classification proposals into two categories based on the level of risk to the potential participants.

Category 1: Studies in Category 1 are judged to provide no more than a minimal risk to the participants and are referred for an expedited review. The proposed study will be reviewed by a designated board member and returned to the board chair with a recommendation. If the evaluator recommends approval, the chair will send an approval letter to the investigator. In the unlikely event the evaluator does not recommend approval, the proposal will be submitted for a full review. Estimated turnaround time 1 week.

Category 2: Studies in Category 2 are judged to be of more than minimal risk to participants or involve special populations such as minors. Copies of the proposal will be

distributed to all board members and the proposal will be discussed at a meeting of the full board. Investigators will be invited to attend the meeting to answer questions about their study. Following the meeting, the board chair will inform the investigator in writing of the board's decision. Estimated turnaround time is two weeks.

4.2.0 Petitions—Academic Dean

In limited cases, students may be able to petition out of various academic requirements. Students seeking to file such petitions should contact the College Registrar for more information.

4.3.0 Withdrawal from College—Academic Dean

Students who wish to withdraw from the college, either during or at the end of any semester or term, should be referred to the office of the dean of students to initiate the process. Students are also urged to keep their records with the college active by filing a withdrawal in the registrar's office. When the withdrawal process has been completed, the registrar notifies the student's instructors, academic counselor, and appropriate administrative offices.

Students withdrawing from college prior to the completion of any final examinations receive the designation of "W" for each course in which they were enrolled. The "W" carries no credit or quality points.

4.4.0 Epsilon Sigma

Epsilon Sigma is the honorary scholastic fraternity at Simpson. Ten percent of the graduating class is elected each year. Incomplete grades may lower grade point averages that would otherwise make students eligible for election.

4.5.0 Catalog—Academic Dean

The official catalog of the college provides a general overview of college policy, although student handbooks, faculty actions, and administrative decisions supplement this from time to time. Academic policies can be found in the official catalog of the college, the Simpson College Faculty Handbook, Part IV and in other documents approved by the faculty. Students and faculty seeking assistance with college academic policy, should contact the College Registrar.

4.6.0 Commencement—Academic Dean

Commencement is a ceremonial event celebrating the conclusion of a course of study. Graduating seniors at Simpson College are expected to be present for commencement exercises. All full-time faculty members are likewise expected to attend the May commencement. Faculty members who will not attend are expected to contact the academic dean's office. Faculty attendance at the December commencement is optional. College policy determines the requirements for students who will be permitted to participate in commencement. Although a student may participate in commencement, students will not graduate or receive their degree from the College until they have completed all appropriate requirements and the student's official college transcript reflects such completion.

4.6.1 Academic Attire at Commencement *(added 03/07/2016)*

Academic attire worn by students and others during commencement at Simpson College is determined by general academic practice and the traditions of the college. Participants in the college's commencement ceremony will be expected to abide by the college's traditions in regard to appropriate academic attire.

Graduating B.A. and B.M. students will wear the traditional black bachelor's gown and black mortar board with gold and red tassel. Masters students will wear the traditional black master's gown, black masters hood with college colors and mortarboard.

Accessories associated with all college honor societies will be permitted. Honors students will wear an honors medallion provided by the college. Members of the three all college honor societies (Omicron Delta Kappa, Epsilon Sigma and Alpha Sigma Lambda) will wear honor cords or pins. Military veterans will be permitted to wear a college provided Simpson Veteran pin.

4.7.0 Opening Convocation and Honors Convocation—Academic Dean

Fall Opening Convocation is held at the beginning of the fall semester. Honors Convocation is held at the end of spring semester. All faculty members are expected to attend and process in academic regalia. Faculty members who will not attend are expected to contact the academic dean's office.

4.8.0 Enrollment, Attendance, and Participation—Academic Dean *(revised 03/06/2012)*

A student must be officially enrolled at the college to register for classes and participate in college activities.

A student enrolled at the college with outstanding payments due the college will be prohibited from registering for classes. A student with outstanding payments due the college may seek a waiver for the purpose of conditional registration by contacting the Business Office. Student waiver requests will be reviewed by a committee comprised of a representative from the Business Office, Financial Aid Office, and Student Development Office.

A student will not be allowed to attend class and participate in other class activities past the Drop/Add period unless the student is officially registered in the course.

A student not attending at least one meeting for a class in which she or he is registered by the end of the Drop/Add period, will be dropped from the class roster by the College Registrar.

Based on the recommendation of the instructor, the Academic Actions Committee may withdraw a student from courses and the rolls of the college for cause, which includes but is not limited to, excessive absences impacting the academic progress of the student. If this action occurs after the last date to ADD/DROP courses but prior to the last date of withdrawal according to the college calendar, a grade of "W" is recorded. If this action occurs after the last date of withdrawal, the instructor(s) will assign the appropriate grade.

In cases of extended illness or other emergency situations, the Academic Actions Committee may approve a grade entry of “W” on the transcript. The student will be notified by the registrar of the college of the action taken by the college. If a student wishes to appeal this decision, he or she may request a hearing before the Academic Appeals Committee. The student shall present to the registrar of the college within three days following the notification of the decision a written appeal stating clearly what is being appealed and the rationale.

Individuals must be enrolled at the college and be registered and regularly attend class to live in college housing and participate in the dining service board plan. Individuals who are not officially registered and attending class after the Drop/Add period will be required to vacate college housing.

4.9.0 Start and End of Term Policy *(added 11/11/2013)*

Due to federal regulations, all course activity performed by a student must fall within the academic term in which the student is registered. The start and end date of academic terms are established by the institution.

Faculty should not enter into an arrangement with a student whereby the student performs work in one semester and receives credit for the work in a subsequent semester. All work performed by a student that is entered to the calculation of a final grade for a course must be performed during the semester for which the grade is entered. Students may be asked to do preparation, previous to the start of the semester (read texts, journal articles, attend training, etc.), but the preparatory work should not be entered into the grade for the course.

For example, a student is not allowed to complete an internship during the summer without officially enrolling during the summer. The student may not enroll in the spring or fall semester for an internship completed during the summer. However, a student may be asked to read a book over the summer and be prepared to discuss the book during a course or internship upon starting school in the fall.

4.10.0 Use of Student Assistants *(added 01/28/2015)*

From time to time, advanced undergraduate students at Simpson College assist faculty members in the performance of their duties. Appropriate activities for such students include:

- Assisting with class preparation
- Helping with lab supervision
- Presenting class material with the faculty member present
- Tutoring
- Leading discussions
- Proctoring exams
- Creating quizzes
- Conducting rehearsal in the temporary absence of the supervising instructor
- Facilitating class discussion, showing movies, providing reviews, etc. in the temporary absence of the supervising instructor

The supervising faculty member is responsible for making sure students assisting with class and other activity are appropriately trained.

Having students grade the work of other students should only be done under careful supervision by the faculty member and limited to instances where the instructor has provided a key or template. The supervising faculty member is ultimately responsible for all graded work.

Students who have access to the work of other students must be instructed in the confidentiality of such work and sign a confidentiality statement. Examples of such statements are available on the Resources for Department Chairs web page at: <https://simpson.edu/internal/faculty-resources-home-page/governance/resources-chairs>

Faculty members who use advanced students in their courses are encouraged to provide rationale and expectations of conduct for student assistants in the syllabi they provide to students.

4.11.0 Academic Actions Committee (*revised 01/27/2017*)

The Academic Actions Committee serves to advise the Senior VP & Academic Dean in matters of probation, suspension, dismissal, and other academic matters as requested. The composition of the Academic Actions Committee is at the discretion of the Senior VP & Academic Dean, but normally includes the:

- College Registrar (who serves as committee secretary)
- Associate Dean for Academic Affairs
- Director of The Center for Academic Resources
- Dean of Students
- Director of Student Support Services
- One faculty member from the Academic Appeals Committee

4.11.1 Classification of Credits and Determination of Grade Point Average (GPA)

4.11.2 Earned Credits (those credits that result from the successful completion of credit bearing activity listed on the student's transcript) will be used to determine the classification (freshman, sophomores, juniors, and seniors) of students. Earned credits do not result from work graded F or in the case of a W.

4.11.3 Completed Credits (those credits that result in a grade being posted to the student's transcript) will be used to determine a student's GPA. Grades A-F, I, are included in the computation of GPA.

4.11.4 Attempted Credits is the sum of all credits a student has enrolled in during a given period of time. It includes earned credits, completed credits, and credits for which the student has received NP, P, and W.

4.12.0 Class Attendance and Off-Campus Activities—Academic Dean (the policy is listed in Part II, 2.3) (*added 03/28/2019*)

1. This policy applies to any class in any location in any format. We have students who participate in college-sponsored activities that take courses on the West Des Moines campus, online, and during full semesters and terms.

2. This policy applies to all faculty. If your department asks adjuncts to teach courses, please be sure that they are aware of the policy.
3. Requiring attendance outside of class hours that conflict with college sponsored events, with no alternative, and enforcing a penalty, is not in accordance with our policy.

Here are a few ways that you may consider handling absences when an absence is necessary:

1. Students could complete work prior to, or shortly after, their absence.
2. If they are missing a discussion, students could answer the questions individually, and get notes from a classmate.
3. Students could review videos and presentations (PowerPoints, Prezis, etc.) on their own.
4. If a student will miss a guest speaker (or you are requiring attendance at a forum) you could ask to video record the speaker, or a student could read an article by the speaker or on the topic.
5. If the student will miss a test in class, an alternate testing time could be arranged for testing. Some professors are requiring students to take exams in the evening with no alternate testing time. This **is not** in line with our policy.

Our student-athletes, and their coaches, take education seriously. We have more athletes on the conference academic team than any other college. Our athletes regularly receive national academic recognition. Coaches use our strong academic programs as a recruiting tool and work diligently to make sure that athletes are in our classes as much as possible. Some practices are happening at 5:00 a.m. or 9:00 p.m. and other coaches are running multiple practices with parts of their team.

Thank you for supporting our students' learning outside the classroom. If you have questions, please feel free to contact the Sr. VP & Academic Dean or the faculty athletic representative.

SECTION 5: STUDENT EVALUATIONS OF TEACHING *(added 05/04/2016)*

5.1.0 Student Evaluations of Teaching

Student evaluations of teaching are conducted regularly for all faculty teaching at Simpson College.

5.1.1 Access to Student Evaluations of Teaching

5.1.2 Full-Time Faculty

Completed evaluations for full-time faculty are kept in the academic dean's office.

Access to the student evaluations of fulltime faculty is limited to:

- the individual faculty member
- members of the Faculty Personnel Committee
- the Senior VP & Academic Dean and the dean's administrative assistant
- the president of the college
- the faculty member's department chair

- the faculty member's division head
- members of any committee formed for the purpose of faculty evaluation, tenure, and promotion

5.1.3 Adjunct Faculty (*revised 09/10/2020*)

Completed evaluations for adjunct faculty are kept in the office of the dean for C&G and online learning.

Access to the student evaluations of adjunct faculty is limited to:

- the individual faculty member
- the academic dean and the dean's administrative assistant
- the dean for C&G and on-line learning and his/her assistant
- the president of the college
- the faculty member's department chair
- the faculty member's division head

Student evaluations of teaching are the property of the college.

SECTION 6: OTHER POLICIES

6.1.0 Administrative Policies Page—<https://simpson.edu/internal/faculty-resources-home-page/governance/policies> (*link added 02/22/2012*)

6.2.0 Simpson College Policy on the Awarding of Honorary Degrees: (*added 05/16/2014 board meeting*)

It is the policy of Simpson College to award honorary degrees (B.A., M.A., and Ph.D.) to individuals of significant merit, achievement, and association with the College. Only the Board of Trustees of the College is authorized to award honorary degrees. They do so under the power outlined in Article I, Section 4 of the Simpson College Bylaws.

6.2.1 Criteria

- An honorary degree may be awarded to a person who satisfies the following criteria:
 - Eminence, in the course of a career, in some field of scholarship, in public service, or in an artistic, literary, governmental, religious, financial endeavor; and
 - An appropriate and significant relationship with the College and/or the mission of the college.

6.2.2 Procedures

- Nominations for honorary degree may be made by faculty, the administration, or the students of the College.
- Nominations and rationale describing how the person meets the criteria for honorary degree and the type of degree (B.A., M.A., Ph.D.) to be awarded will normally be sent to the president of the College.

- C. If the president agrees that the degree should be awarded, she or he will send the nomination to the Faculty Personnel Committee (or other committee as designated by the faculty) with a letter of support and rationale.
- D. The Faculty Personnel Committee will review the president's request and forward it on to the full faculty with the committee's recommendation. The recommendation shall be positive or negative.
- E. The faculty will vote at its next regularly scheduled meeting, at a meeting specially called for the purpose of voting on the recommendation, or in some other manner to be determined by the Faculty Personnel Committee.
- F. The president will convey the vote of the faculty to the Board of Trustees of the College.
- G. The Board of Trustees will make the final decision at a regularly scheduled meeting, at a meeting specially called for the purpose of voting on the recommendation, or in some other manner to be determined by the Board of Trustees.

6.2.3 Expiration of the Board's Approval

Once approved by the Board of Trustees, the honorary degree must be awarded to the recipient within two years of its original approval. Should this time lapse, the Board of Trustees must reapprove awarding the degree.

6.2.4 Prohibition on Fees and Honoraria

Except under unusual circumstances determined by the Board of Trustees, an honorary degree recipient will not receive a fee or honorarium associated with receiving a degree. An honorary degree recipient may receive an honorarium or speaking fee for a speech or presentation at the event when the honorary degree is awarded.

6.2.5 Presentation of Honorary Degrees

Except in unusual circumstances determined by the Board of Trustees, recipients of honorary degrees must be present on one of the College's campuses to receive a degree.

*Parts of this document have been adapted from the policy of Georgetown University. See: <https://governance.georgetown.edu/honorary-degrees>

6.2.6 Potential Honorary Degrees (not inclusive) – Academic Dean (added 09/18/2015)

D.F.A.	Doctor of Fine Arts (also A.F.D.)
Arts.D.	Doctor of Arts
D.C.L.	Doctor of Civil Law
D.D.	Doctor of Divinity
D.Lit.	Doctor of Literature (also L.H.D.)
D.Sc.	Doctor of Science (also Sc.D.)

J.S.D.	Doctor of Juristic Science
J.U.D.	Doctor of Canon and Civil Laws
L.H.D.	Doctor of Humanities
H.H.D.	Doctor of Humane Letters (also L.H.D.)
Litt.D.	Doctor of Letters
LL.D.	Doctor of Laws
Mus.D.	Doctor of Music
Ph.D.	Doctor of Pedagogy
D.C.S.	Doctor of Commercial Science
Ed.D.	Doctor of Education

6.3.0 Policies for External Grants (*added 03/08/2016*)

6.3.1 Before You Apply for a Grant

- Contact the college's director of foundation and government support (DFGS) in the office of college advancement to request assistance and/or to notify the DFGS of your interest in applying for a grant.
- Schedule a face-to-face meeting with the DFGS within one week to:
 - complete the proposal prior to the deadline
- Complete a grant agreement form and work with the DFGS to obtain approval to move forward.
- **The advancement office AND Senior VP & Academic Dean/President must approve the grant project prior to submission.**

6.3.2 While You are Composing a Grant

- Collaborate and stay in regular contact with the DFGS to complete all components of the grant.
- Work with the DFGS to keep key Simpson stakeholders informed of plans, gather input on the narrative, and obtain approval on the project and proposed budget.
- The target for all grant proposals is to submit them three days prior to the due date, preventing last-minute or unexpected challenges or technical difficulties.

6.3.3 After You Receive Notification of a Successful Grant Award

- Inform the DFGS, academic division head, and college controller immediately when notified about a successful grant award.
- Schedule a meeting with the DFGS, academic division head, and college controller within one week of award notification to:
 - Discuss the official grant agreement/grant contract
 - Set up accounts for the fund
 - Review the schedule for all required reporting (progress reports, financial reports, etc.) and determine who will be responsible for collecting information and completing the reports
 - Determine action steps to adhere to grant guidelines and expectations
 - Establish the process to have grant-related expenses approved by the academic division head

6.3.4 If You are Denied a Grant

- Inform the DFGS immediately once notified about the denial of a grant.
- The DFGS will send a letter to the grantor and request more information about the denial.
- Work with the DFGS to notify campus administrators, stake holders and partners.
- Restructure and resubmit proposal if allowed and seek other potential funding sources for the proposed project.

SECTION 7: NOTICE OF NONDISCRIMINATION & TITLE IX *(added 8/17/2020)*

NOTICE OF NONDISCRIMINATION: Applicants for admission and employment, students, parents of students, employees, sources of referral for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with Simpson College are hereby notified that this institution does not discriminate on the basis of race, color, national origin, sex, age, creed, religion, disability, genetic information, veteran or veteran disability status, sexual orientation, gender identity, or any other legally protected characteristic in admission, access to, treatment or employment in, its programs and activities. Any persons having inquiries concerning Simpson College's compliance with the regulations implementing Title VI, Title VII, Title IX – Section 504 or Americans with Disabilities Act are directed to contact Mary Ellen Bartley-Nancarrow, Director of Human Resources, Simpson College, 701 North C Street, Indianola, Iowa 50125-1299, **(515) 961-1511**. Persons may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education, regarding the institution's compliance with the regulations implementing Title VI, Title VII, Title IX – Section 504, or Americans with Disabilities Act.

TITLE IX: Simpson College does not discriminate in its employment practices or in its educational programs or activities on the basis of sex/gender. Simpson College also prohibits retaliation against any person opposing discrimination or participating in any discrimination investigation or complaint process internally or externally. Reports of misconduct, questions regarding Title IX, and concerns about noncompliance should be directed to the Title IX Coordinator. For a complete copy of the policy, more information, or to report an instance of sex or gender based discrimination, please contact the Title IX Coordinator (**titleix@simpson.edu**) and/or the Assistant Secretary of Education within the Office for Civil Rights (OCR)

<https://www2.ed.gov/about/offices/list/ocr/complaintintro.html>