

**SIMPSON COLLEGE FACULTY HANDBOOK
PART II: PERSONNEL POLICIES**

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SIMPSON COLLEGE FACULTY HANDBOOK PART II: PERSONNEL POLICIES

Simpson College expects of its faculty members sound scholarship, competent teaching, creativity, concern for students, responsibility in committee assignments, interest in student activities and college events, respect for regulations voted by faculty and trustees, and cooperation in the achievement of the declared purposes of the institution.

In order to assist in the achievement of these objectives, the college faculty, administration and trustees seek to provide clear guidelines to each faculty member in areas of criteria for evaluation of performance, promotion, tenure, and special conditions pertaining to the continuation or termination of employment. Therefore, the policies governing Simpson faculty are those stated in the following sections as approved specifically by its board of trustees.

SECTION 1: ACADEMIC FREEDOM

Every faculty member shall enjoy the privileges and accept the obligations of academic freedom. The college faculty, administration and trustees subscribe to the guidelines for the understanding of academic freedom set forth in the 1940 Statement of Principles on Academic Freedom and Tenure (see Simpson College Faculty Handbook Part VII, Appendix A) formulated by the Association of American Colleges (AAC) and the American Association of University Professors (AAUP). The following information from the 1940 Statement of Principles on Academic Freedom and Tenure express the Simpson College's faculty core understanding of academic freedom:

- The teacher is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of his/her other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.
- The teacher is entitled to freedom in the classroom in discussing his/her subject, but he/she should be careful not to introduce into his/her teaching controversial matter that has no relation to his/her subject. Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of the appointment.
- The college or university teacher is a citizen, a member of a learned profession, and an officer of an educational institution. When he/she speaks or writes as a citizen, he/she should be free from institutional censorship or discipline, but his/her special position in the community imposes special obligations. As a person of learning and an educational officer, one should remember that the public might judge the profession and the institution by his/her utterances. Hence, he/she should at all times be accurate, should exercise appropriate restraint, and should make every effort to indicate that he/she is not an institutional spokesperson.

The relationship of the college to The United Methodist Church imposes no limitations upon the academic freedom of the faculty as outlined in the above statement. It is expected, however, that those serving the college – faculty or administration – understand and accept this relationship and fulfill their respective professional functions in general

sympathy with the nature and objectives of the institution as a church-related college of liberal arts, which is non-sectarian in academic requirements and program.

SECTION 2: COMPOSITION OF THE FACULTY

2.1.0 Types of Faculty Contracts

All faculty members at the college will have a written contract for their work. The contract describes the employment relationship between the faculty member and the college.

2.1.1 Full-Time Contracts

2.1.1.1 Full-Time Regular Contract *(revised 02/07/2020 board meeting)*

These positions have teaching assignments that normally consist of 24 course credits or the equivalent during an academic year. Additional faculty duties ordinarily include:

- Attendance and participation in department meetings and events.
- Attending faculty meetings and convocations.
- Service on committees or other special assignments if eligibility rules allow such service.
- Holding regular office hours and advising students.

Faculty members with regular contracts may choose to supervise independent and directed studies.

At the time of the hire, academic rank (instructor, assistant professor, associate professor, professor) will be assigned as appropriate to their academic credentials.

These faculty members are considered to be on a probationary contract until they receive tenure.

2.1.1.2 Full-Time Term Contract *(added 02/07/2020 board meeting)*

Full-time term contracts may be used in cases where the college administration believes a full-time contract is warranted, but is unsure about the stability of student demand for the course offerings associated with the position.

These positions are oriented toward teaching, and have teaching assignments that normally consist of 24 to 28 course credits or the equivalent during an academic year. Additional faculty duties ordinarily expected include:

- Attendance and participation in department meetings and events.
- Attending faculty meetings.
- Service on committees, if the eligibility rules of the committee allow such service.
- Holding regular office hours.

If related to new programs, these positions may also be assigned duties related to the recruitment and advising of students in those programs.

At the time of the hire, academic rank (instructor, assistant professor, associate professor, professor) will be assigned as appropriate to their academic credentials.

Three years after the creation of these positions, the administration shall determine if student demand for the courses associated with the position are strong and that the institution sees an ongoing need for the position. At this point, there are three options:

- 1) the position shall become tenure-track.
- 2) the position shall be renewed for up to two years for final evaluation and determination of on-going institutional need.
- 3) the position shall be discontinued.

The second option may only be taken once. The administration must then select either option 1 or 3.

2.1.1.3 Full-Time Teaching Specialist Contract *(revised 02/07/2020 board meeting)*

Teaching Specialists are faculty hired primarily for the purpose of providing specialized instructional support outside of the traditional classroom. Ordinarily, they are not expected to teach traditional credit-bearing courses.

If Teaching Specialists do teach traditional courses as a part of their contract they must have appropriate qualifications for doing so and the assigned traditional teaching load must not exceed 12 credits per academic year. If the position demands more than 12 credits of teaching as part of the normal load, the academic dean and department chair shall convert the position to a Full-Time Term contract (see 2.1.1.2).

Full-time Teaching Specialist faculty may be elected to committees, if the eligibility rules of the committee allow such service.

Academic rank (instructor, assistant professor, associate professor, professor) for Teaching Specialist faculty will be assigned as appropriate to their academic credentials at the time of hire. They are not eligible for tenure. If originally hired at the rank of instructor, teaching specialists are not eligible for promotion beyond the rank of assistant professor. Provisions regarding review criteria, notice of renewal or termination will be specified at the time of appointment.

2.1.1.4 Full-Time Joint Contract in a Single Department

A joint contract divides between two faculty members the rights and responsibilities equivalent to one full-time position, and may be negotiated after consultation with the department. Each faculty member sharing a joint contract is eligible individually for promotion and tenure in accordance with the regular criteria and procedures. A provision may be included in the initial contract that if one member of a joint appointment ceases for any reason to be a member of the faculty, the remaining member may assume the responsibilities of one position at the rank and tenure status of the remaining member. If that provision is not included in the initial contract, the remaining member retains tenure, if tenured, and may negotiate a full-time position by mutual agreement among the remaining member, the department, the Faculty Personnel Committee and the academic dean. If mutual agreement cannot be reached, at the discretion of the academic dean, the faculty member may be issued a one-year terminal contract.

2.1.1.5 Full-Time Contract in Multiple Departments

Faculty members may teach courses in more than one department, but all regular faculty must hold an appointment in a single academic department.

2.1.2 Other Types of Contracts *(revised 02/07/2020 board meeting)*

These members of the faculty do not vote in faculty meetings.

2.1.2.1 Adjunct Contract *(revised 02/07/2020 board meeting)*

Faculty members on term contracts who are not teaching a full load (24 credits or its equivalent) but rather have been hired to address enrollment or other curricular needs of the college will be appointed as adjunct faculty. Academic rank (instructor, assistant professor, associate professor, professor) will be assigned as appropriate to their academic credentials. They are not eligible for tenure or promotion; provisions regarding notice of renewal or termination will be specified at the time of appointment.

2.1.2.2 Part-Time Teaching Specialist Contract *(added 5/13/16 board meeting contingent on faculty approval at the 5/23/16 faculty meeting)*

Faculty members providing service to the institution in a less than full-time capacity as described in Part II, Section 2.1.1.3 are considered part-time teaching specialists. Requirements for appointment will be consistent with those outlined for full-time teaching specialists, as will the assignment of academic rank.

2.1.2.3 Research Fellow *(added 05/13/2016 board meeting contingent on faculty approval at the 5/23/2016 faculty meeting)*

An individual appointed as a research fellow may conduct research, supervise students in research, supervise independent studies, guest lecture in classes and perform other tasks as determined by the institution. The term will be one calendar year. The appointment may be renewed upon mutual agreement. Compensation, if any, will be negotiated at the time of appointment and be included in a formal written agreement.

2.1.2.4 Full-Time Visiting Faculty Contract *(added 02/07/2020 board meeting)*

Full-time visiting faculty contracts may be used to fill a specific short-term vacancy (late resignation, sabbatical replacement, grant-funded scholar, etc.) if the courses associated with the position cannot be filled through the use of adjuncts and overloads.

These positions are oriented toward teaching and have teaching assignments that ordinarily consist of 24 to 28 course credits or the equivalent during an academic year. Additional faculty duties ordinarily expected of full-time visiting faculty members include:

- Attendance and participation in department meetings and events.
- Holding regular office hours.

At the time of the hire, academic rank (instructor, assistant professor, associate professor, professor) will be assigned as appropriate to their academic credentials.

These contracts may be issued for one or two years. If the administration and department determine that there is a need beyond that, the position should be covered by a full-time term or tenure-track contract.

2.2.0 Types of Appointments

Whereas the term *contract* is used to describe the employment relationship between the college and the individual, the term *appointment* is used to describe the status of the relationship between the college and the individual.

2.2.1 Term Appointments

Faculty members on teaching specialist and adjunct contracts will be appointed for terms of one year or other stated periods. Term appointments may be renewable or non-renewable as stipulated at the time of appointment. Persons with term appointments are not eligible for tenure or promotion beyond the rank of assistant professor

2.2.1.1 Visiting Appointments

Faculty members on term contracts filling a specific vacancy (late resignation, sabbatical replacement, grant-funded scholar, etc.) will be appointed as *visiting* faculty. Academic rank (instructor, assistant professor, associate professor, professor) will be assigned as appropriate to their academic credentials.

2.2.2 Probationary and Tenured Appointments

Faculty members with regular or joint appointments will be on probationary appointments or on appointments with continuous tenure.

2.2.2.1 Probationary Appointments

Probationary appointments may be made for one year, or for other stated periods up to a maximum of six years; a probationary appointment may be renewed, but no such appointment implies a presumption of renewal. Appointment to a probationary contract does not guarantee tenure.

Previous service at Simpson College and other institutions of higher education may be included in the probationary period subject to limitations agreed upon in writing at the time of appointment. If not previously agreed upon in writing, a person with more than three years previous probationary service completed after the terminal degree has been earned will be appointed for a probationary period of not more than four years, even though the person's total probationary period in the academic profession is thereby extended beyond the normal maximum of seven years.

2.2.2.2 Appointments with Continuous Tenure

Appointments with continuous tenure are made after a probationary period of not more than six years. Time spent on leaves of absence will not be included in the six years of probationary service, unless the faculty member and the college agree in writing to the contrary at the time the leave is granted. Tenure may be granted earlier, but not later, than the expiration of the probationary period. The appointment to continuous tenure will follow the policies outlined in Simpson College Handbook Part II: Personnel Policies, Section 8 and the procedures described in Simpson College Handbook Part III: Personnel Procedures, Section 5.

SECTION 3: APPOINTMENT

Simpson College defines its policies for appointment, promotion and tenure as stated herein. These policies are regularly administered by appropriate faculty, administrative and trustee groups. **The procedures for the implementation of these policies can be found in Simpson College Faculty Handbook Part III: Personnel Procedures, Section 2.**

Faculty appointments, promotions and tenure are governed by the force of the currently approved policies and procedures. Faculty who sign a contract for the ensuing year tacitly agree to the policies and procedures in force for that year.

3.1.0 Degree Criteria for Initial Appointment

The following minimal degree criteria have been established for initial appointment in the various types of faculty contracts.

3.1.1 Degree Criteria for Initial Full-Time Appointments *(revised 02/07/2020 board meeting)*

The appropriate academic degree required for full-time appointment to a probationary and term contract will be the earned doctorate except in the following cases:

- Accounting: Masters, plus C.P.A.
- Athletic Training: Master's in field related to area of teaching, plus significant professional experience
- Communication and Media Studies: Ph.D., or Master's in field related to area of teaching, plus significant professional experience
- Computer Science: Ph.D., or a master's in a field related to area of teaching, plus significant professional experience
- English-Creative Writing: Master of Fine Arts
- Library: Master of Library Science
- Management: Doctorate in Management or Doctorate in another field (including J.D.) plus a Master's in business-related area, or an MBA plus relevant professional experience.
- Physical Education: Master's in field related to area of teaching, plus significant professional experience
- Social Work: Master of Social Work (MSW)
- Studio Arts: Master of Fine Arts
- Theatre-Acting/Directing: Master of Fine Arts
- Theatre-Design: Master of Fine Arts

The above listed degrees are considered to be terminal degrees for the purpose of tenure and promotion. In some cases, a faculty member may be hired in a tenure-track position before the terminal degree is complete. Expectations for degree completion will be included in the original contract. The academic dean, after consultation with the department and the Faculty Personnel Committee, may approve alternate degrees for initial appointment, tenure, and promotion. The approval of alternate degrees for appointment, tenure, and promotion will be documented in writing and included in the faculty member's file.

3.1.2 Degree Criteria for All Adjunct and Teaching Specialist Faculty Initial Appointments

The appropriate degree and/or professional experience for adjunct and teaching specialist faculty appointments will be determined by the academic dean in consultation with the department at the time of original appointment.

3.2.0 Academic Rank *(revised 02/07/2020 board meeting)*

The college recognizes four academic ranks: instructor, assistant professor, associate professor and professor.

It is understood that the academic dean, after consultation with the FPC, may waive certain criteria for initial appointment.

3.2.1 Instructor *(revised 02/07/2020 board meeting)*

Faculty must have an appropriate degree or significant professional experience or expertise. See 3.1.1 for details.

3.2.2 Assistant Professor

Earned doctorate in the appropriate discipline or other appropriate degree as listed in 3.1.1.

3.2.3 Associate Professor

The earned doctorate in the appropriate discipline or other appropriate degree as listed in 3.1.1 and have achieved the rank of associate at another accredited institution or a meritorious record of achievement in another relevant way.

3.2.4 Professor

The earned doctorate in the appropriate discipline or other appropriate degree as listed in 3.1.1 and have achieved the rank of professor at another accredited institution or a meritorious record of achievement in another relevant way.

3.2.5 Professor Emeriti *(revised 02/02/2010 board meeting)*

A faculty member who retires from service at Simpson College is eligible to be considered for appointment to the status of professor emeritus and shall, if appointed, be so designated irrespective of the rank at retirement. A faculty member must be at least 55 years old and have held a full-time appointment at the college for at least ten of the preceding thirteen years. Procedures for appointment to professor emeriti may be found in Simpson College Handbook Part III: Personnel Procedures, Section 1.4.0. Current privileges of faculty emeriti status may be found in the Simpson College Handbook Part V: Information. Emeriti may be given additional contracts to teach part-time or to perform other part-time duties at the college.

3.2.6 Academic Rank for Full-time Administrators

Academic rank for administrators and other non-faculty employees will be determined at the time of hire by the president or academic dean in consultation with the Faculty Personnel Committee. Full-time administrators with faculty rank will not normally

receive appointment to an academic department unless their duties include significant teaching responsibility.

3.3.0 Faculty/Administration Appointments

3.3.1 Appointment of Faculty to Administrative Positions

A faculty member tenured at Simpson who accepts a non-faculty appointment shall retain tenure and faculty rank, and if negotiated in the initial administrative appointment contract and upon the approval of the department, may return to her or his department upon the conclusion of administrative service.

3.3.2 Appointment of Administrators to Regular Faculty

College administrators and other non-faculty employees appointed to regular faculty (tenure-track or tenured) positions must qualify on the basis of the same criteria as other faculty. As a general rule, such appointments are to be made at the discretion of the president of the college and with the approval of the academic dean, the Faculty Personnel Committee, and the appropriate department. Academic rank (instructor, assistant professor, associate professor, professor) will be assigned as appropriate to their academic credentials.

Non-faculty employees appointed to regular faculty may be promoted on the basis of total contribution to the college under the same standards of excellence in performance of assigned duties, time in rank, and degree requirements as other faculty members.

3.3.3 Appointment of Non-faculty Employees to Adjunct *Faculty* (revised 02/07/2020 board meeting)

Administrators and other non-faculty employees appointed to adjunct positions (teaching less than 24 credits or its equivalent) must qualify on the basis of the same criteria as other faculty. As a general rule, such appointments are to be made at the discretion of the academic dean upon consultation with the appropriate department. Academic rank (instructor, assistant professor, associate professor, professor) will be assigned as appropriate to their academic credentials. They are not eligible for tenure or promotion; provisions regarding notice of renewal or termination will be specified at the time of appointment.

3.4.0 Terms and Conditions of Appointment

Appointment to the faculty will be stated or confirmed in writing by the president of the college and a copy of the appointment document will be supplied to the faculty member. Any subsequent extensions or modifications of any appointment and any special understandings will be confirmed in writing and a copy furnished to the faculty member. An appointment to the faculty is not confirmed until a contract is issued, signed by both parties, and received by the college.

3.5.0 Degree Completion

Faculty members who are hired in regular (tenure-track or tenured) contracts without the appropriate terminal degree will have any conditions regarding the completion of the degree stated in the original contract of hire. If a faculty person does not complete the requirements for the appropriate terminal degree by the end of the period stated in the

initial contract, at the discretion of the academic dean the subsequent contract may include a notice of termination.

SECTION 4: EVALUATION

All full-time and part-time faculty will be subject to periodic evaluations. The procedures for evaluations are described in Simpson College Faculty Handbook Part III: Personnel Procedures.

SECTION 5: REAPPOINTMENT

Recommendation for reappointment will be submitted by the department through a process approved by the faculty and described in Simpson College Faculty Handbook Part III: Personnel Procedures. The decision to reappoint will be made by the president upon the recommendation of the academic dean. In addition to merit as a faculty member, enrollment and program needs of the college are proper considerations in deciding whether or not to renew any non-tenured appointment.

SECTION 6: NON-REAPPOINTMENT *(revised 05/11/2012 board meeting)*

6.1.0 Non-Reappointment of Tenure-track and Tenured Faculty

In the absence of a letter of resignation, a faculty member holding a tenure-track position or a position with continuous tenure shall be notified in writing of non-reappointment not later than March 1 of the first academic year of service if the appointment expires at the end of that year. If it does not expire at the end of that academic year, then a notice of non-reappointment shall be given in writing at least three months in advance of the termination of the appointment.

In the absence of a letter of resignation, a faculty member shall be notified in writing of non-reappointment not later than December 15 of the second year of academic service, if the appointment expires at the end of the academic year. If it does not expire at the end of the academic year, then a notice of non-reappointment shall be given in writing at least six months before the termination of the appointment.

In the absence of a letter of resignation, a faculty member, after two or more years of full-time service to the college, will be notified in writing of non-reappointment not later than May 31 of the year prior to termination of the contract.

6.2.0 Non-Reappointment of Full-Time Term and Teaching Specialist Faculty

(revised 02/07/2020 board meeting)

In the absence of a letter of resignation, a faculty member holding a full-time term contract or a full-time teaching specialist contract will be provided notice of contract termination and/or non-reappointment according to the procedures outlined in Part III, Section 3.2.0 of the Simpson College Faculty Handbook.

SECTION 7: PROMOTION

Nominations for promotion may be made by the candidate on his/her own behalf or by colleagues within or outside the department or by the academic dean. The procedures for

promotion and indicators of successful achievement of the criteria can be found in Simpson College Faculty Handbook Part III: Personnel Procedures, Section 6. Promotion will be granted by the president and reported to the board of trustees. Promotion will commence in the following academic year.

7.1.0 Definitions and Expectations

The following section is provided to help define the criteria for tenure and promotion. The examples are not meant to be exhaustive, but serve to provide guidance to all involved in the tenure and promotion process.

7.1.1 Teaching (*revised 05/12/2023 board meeting*)

Teaching effectiveness may include but is not limited to the following five categories: competence in the content area; classroom performance; academic and professional standards; effective professional relations with students; and creativity and self-improvement. The following is an indication of the kinds of activities that might fall into these categories.

Competence in the content area is generally considered to be but is not limited to:

- Mastery and knowledge of the subject matter.
- Staying current with advances and changes within the field.
- Thoroughness of course content.
- Designing and implementing courses that meet the objectives of the department and the college.
- Incorporating course content that is inclusive of diverse perspectives.
- Acknowledging historical and contemporary barriers to women, BIPOC (Black, Indigenous, people of color), and other marginalized identities in the discipline.

Effective classroom performance is generally considered to be but is not limited to:

- Effective organization.
- Effective, clear and stimulating presentation and/or discussion.
- Enthusiasm for the subject matter.
- Encouragement of active learning and critical thinking.
- Stimulation of student research, scholarship, and creative projects.
- ~~Allowance for differing learning styles and/or cognitive abilities.~~
- Willingness to assist students academically inside and outside of the classroom.
- Allowance for and encouragement of the respectful interchange of ideas.
- Providing timely and effective feedback to students.
- Facilitation of student independent learning.
- Stating and meeting course objectives and standards.
- Incorporating best practices for supporting neurodivergent learners.

Maintenance of academic and professional standards is generally considered to be but is not limited to:

- Maintaining academic rigor.
- Providing clear statements of expectations, policies and grading criteria in a syllabus.
- Applying fair and uniform standards of evaluation.

- Adhering to academic rules and regulations of the college and the department.
- Designing tests and assignments that are drawn from course material.
- Providing students with the opportunity to evaluate instruction.
- Meeting classes at the time and for the duration assigned.
- Submitting book orders, grades and other administrative assignments complete and on time.

Effective professional relations with students are generally considered to be but are not limited to:

- Maintaining open communications.
- Posting and maintaining adequate office hours.
- Clearly stating expectations, policies and grading criteria.
- Maintaining a professional attitude and demeanor inside and outside of the classroom.
- Meeting special needs of students.
- Keeping student matters confidential.
- Creating a learning experience free of discrimination and harassment.
- Establishing and supporting a climate that fosters belonging for all students.
- Working explicitly to reduce the impact of exclusion, stereotypes, oppression, and microaggressions.
- Fostering an environment that minimizes the chances that differences in perspectives and experiences will threaten or isolate vulnerable individuals.

Creativity and self-improvement is generally considered to be but is not limited to:

- Innovation in course content, course design, methodology, assignments, or evaluation.
- Inter-disciplinary or cross-disciplinary interests.
- Introducing students to the creative processes of the discipline.
- Self-reflection on teaching.
- Efforts to improve teaching.
- Seeking creative ways to incorporate diversity, equity, and inclusion in teaching.

It should be noted that faculty at Simpson College are expected to be effective teachers with both major and non-major students, as well as beginning and advanced students.

7.1.2 Advising (*revised 02/08/2013 board meeting*)

Academic advising of students is an essential part of the faculty member's teaching responsibilities. An effective advisor is one who is available and accessible to students, who provides informed counsel on Simpson's curriculum, and who assists students to relate their goals to academic majors and specified courses. Effective advising requires knowledge of the rules, regulations, and procedures of Simpson College as established in its various handbooks and manuals. An effective advisor listens well, provides care and understanding, and assists students in making their own decisions. Advisors should assist students in developing strengths and identifying and improving areas of weakness in their intellectual development. Advising happens formally with assigned advisees as well as informally in normal day-to-day contact with students. Although effective advising may

happen in other ways, the faculty at Simpson College highly value advisors meeting in-person with advisees.

Experience in the advising process may include but is not limited to:

- A record of advisees who have graduated.
- Participation in Simpson Colloquium courses.
- Assisting students with internships.
- Assisting with directed or independent studies.
- Facilitating individual undergraduate research.

7.1.3 Professional Development, Scholarship and Achievement

Professional development, scholarship and achievement improve teaching effectiveness by encouraging the faculty member to keep abreast of new trends and ideas, to reevaluate ideas and theories, and to think seriously on a professional level about concepts and issues that are part of the body of knowledge to which students are exposed. The form of professional development, scholarship and achievement varies by discipline.

Evidence of professional development, scholarship and achievement may be demonstrated by but is not limited to the following four categories: ongoing professional development; involvement in research and scholarly study; creative and artistic works; and service to professional organizations within the discipline.

Ongoing professional development may include but is not limited to:

- Attendance at discipline-based professional conferences
- Attendance at faculty development workshops and conferences
- The writing and submission of grants
- Regular participation in the college's sabbatical leave program

Ongoing involvement in research and scholarly study may include but is not limited to:

- Publications (especially peer-reviewed works).
- Presentations at state and national conferences.
- Professional consultation.

Creative and artistic works may include but is not limited to:

- Paintings.
- Sculptures.
- Performances.
- Scripts.
- Poetry.
- Other forms of aesthetic expression.

Service to professional organizations within the discipline may include but is not limited to:

- Serving on boards.
- Serving as a journal editor.
- Holding an elected office.
- Being sought out as an expert within the discipline.

7.1.4 Service to Colleagues and the College *(revised 05/12/2023 board meeting)*

Promotion to associate professor and professor requires that a faculty member provide service to the Simpson College community. Faculty members are expected to contribute to the governance, operational, and community activities of their departments and the college. Service applies a faculty member's knowledge, skills, and expertise to benefit students or the institution.

An important goal for the service requirement includes promoting a more comprehensive understanding of the various facets of campus life and governance while providing the opportunity to collaborate with faculty and administrators from across the campus.

Specific activities will vary, since they reflect such variables as the academic or professional expertise of the individual faculty member, the nature and needs of each department/division, and the faculty member's interests. Evidence of this service may include but is not limited to:

- Participation on standing faculty committees
- Participation on ad hoc committees, task forces, or working groups
- Work on departmental or divisional projects and assessment
- Serving on search committees
- Assisting students with service projects
- Advising student organizations
- Serving as department chair or division head
- Serving as a departmental liaison
- Serving as mentors for new faculty
- Participation in recruitment
- Involvement in furthering the mission, vision, and values of Simpson College on campus and beyond by helping students and/or others in their pursuit of diversity, equity, and inclusion.

To demonstrate effective service to colleagues and the college, the faculty member needs to reflect on the following:

- What was accomplished
- What role he or she played in it
- Its significance or impact

It is the expectation of the faculty that such service will be consistent and of increasing responsibility over one's career.

7.2.0 Promotion Criteria for Regular (probationary and tenured) Faculty

The following criteria will be considered in reviewing nominations for promotion to the designated rank for full-time probationary and tenured faculty. The procedures for the implementation of these policies can be found in Simpson College Faculty Handbook Part III: Personnel Procedures, Section 6.

7.2.1 To Assistant Professor

In most cases, faculty members with the appropriate terminal degree will receive the rank of assistant professor at the time of hire. When a terminal degree is not complete at the time of hire, the rank will be at the instructor level. The rank will be adjusted upwards by the academic dean to assistant professor upon the completion of the degree.

The following are criteria established for original appointment to assistant professor:

7.2.1.1 Terminal Degree

In addition, the candidate must show *promise of success* in the following areas:

7.2.1.2 Teaching

7.2.1.3 Advising

7.2.1.4 Professional Development, Scholarship and Achievement

7.2.1.5 Service to Colleagues and the College

7.2.2 To Associate Professor

All successful candidates for tenure are automatically nominated for promotion to associate professor. In addition to the appropriate terminal degree as required for the rank of assistant professor and at least a minimum of three years fulltime teaching at Simpson College, the candidate must show *demonstrated success* in the following areas:

7.2.2.1 Teaching

7.2.2.2 Advising

7.2.2.3 Professional Development, Scholarship and Achievement

7.2.2.4 Service to Colleagues and the College

7.2.3 To Professor

Promotion to professor may be made after at least six years of full-time service at the rank of associate professor. In addition to the appropriate terminal degree required for the rank of associate professor, the candidate must show *a sustained record of success* in the following areas:

7.2.3.1 Teaching

7.2.3.2 Advising

7.2.3.3 Professional Development, Scholarship and Achievement

7.2.3.4 Service to Colleagues and the College

7.3.0 Promotion for Adjunct and Teaching Specialist Faculty

Faculty in adjunct and teaching specialist contracts are not eligible for promotion except in the case of faculty hired at the rank of instructor without the terminal degree. Upon the completion of the terminal degree, the rank of assistant professor will be granted by the academic dean. Faculty members in adjunct and teaching specialist contracts at the rank of assistant or associate are not eligible for promotion. Promotion to associate and full professor is only available to tenured faculty.

SECTION 8: TENURE (*revised 05/15/2020 board meeting*)

The college will award tenure only to full-time regular faculty who have demonstrated excellence in teaching, advising of students, professional development, as assessed by

their peers both on and off campus, and service to the college, which typically includes work on standing committees of the faculty as well as special assignments that might emphasize recruitment, retention, or administration.

They must hold the necessary academic credentials specified in the Simpson College Faculty Handbook, Part II: Personnel Policies, Section 3.1.1.

Granting of tenure is also contingent upon an interest and involvement in the overall activities of the college. Tenured faculty members hold leadership roles across campus that preserve the institution and continually improve the experience of Simpson's students.

Tenure is customarily awarded to faculty members after six years of full-time service unless otherwise specified in the faculty member's contract of hire. A minimum of three years of full-time teaching at Simpson College is required to be eligible for tenure. During this probationary period, they receive annual evaluations by department chairs, division heads and student evaluations for every course, as well as extensive reviews by the Faculty Personnel Committee during their third and sixth years. The review process is overseen by the academic dean and the president of the college.

Election to appointment with tenure is by the board of trustees upon the recommendation of the president of the college. The nomination for appointment with tenure is initiated by the Faculty Personnel Committee. Tenure will not be granted to part-time faculty members.

Criteria for tenure and promotion are defined in Simpson College Faculty Handbook, Part II: Personnel Policies, Section 7.

Procedures for awarding tenure are in Simpson College Faculty Handbook, Part III: Personnel Procedures, Section 5.

As a consequence of the investment that the college makes in reviewing, supporting, and developing tenure-track faculty, and the commitment that these faculty members exhibit toward the college as vested stakeholders, the college honors the value that tenure brings to the institution.

8.1.0 Criteria

8.1.1 Degree *(revised 05/17/2013 board meeting)*

The appropriate academic degree required for a tenured position will be the earned doctorate except as indicated in 3.1.1.

In order to be considered by the committee for tenure and/or promotion, Simpson College must have documentation that the appropriate degree has been awarded. Normally, this will be a transcript that denotes the completed degree. In cases where all degree requirements have been completed but the degree has not been posted to the transcript by the degree granting institution, Simpson College may accept a letter from the appropriate college official (typically the Registrar) that shows that all requirements have been

completed and that the degree will be posted to the transcript on a date certain. Documentation of the completion of the appropriate degree must be included in the candidate's file by the closure date.

In addition to the appropriate terminal degree as required for the rank of assistant professor, the candidate must show *demonstrated success* in the following areas:

8.1.2 Teaching

8.1.3 Advising

8.1.4 Professional Development, Scholarship and Achievement

8.1.5 Service to Colleagues and the College

8.2.0 Tenure for Employees with Faculty Rank

Employees with faculty rank whose assignment includes supervision and other non-teaching duties that are greater than half-time are not eligible to receive tenure. If a subsequent appointment results in a position with full-time teaching responsibility, the faculty member is then eligible for tenure consideration. Time spent in teaching as a non-tenured faculty member shall be credited toward time required for tenure on the basis of full-time equivalency.

8.3.0 Stopping the Tenure Clock

Tenure-track faculty members serve a probationary period between the time they begin employment and the tenure decision. Under appropriate circumstances this time-period, which is specified in the faculty member's offer letter, may be modified. At the request of the faculty member the college may agree to modify this time-period by not more than two one-year stops in the tenure clock. Any approved modification will result in a corresponding postponement of the tenure decision.

Tenure-track faculty members may request that the tenure clock be stopped for a one-year period under any of the following circumstances if the faculty member believes the circumstances would seriously impair the faculty member's capacity to build the record of accomplishment he or she judges appropriate for professional satisfaction and tenure review:

- i. Pregnancy, childbirth, adoption or foster child placement
- ii. Substantial caregiver responsibility for someone with whom the tenure track faculty member has a familial or household relationship/impairment.
- iii. Physical or mental illness or impairment
- iv. Military service
- v. Legal concerns, including but not limited to, the settling of estates or the processing of divorce, custody disputes, civil suits or the defense of felony criminal charges.

The above list of circumstances is not intended to be exhaustive, but instead is intended to be illustrative in nature. This policy recognizes that a variety of circumstances and conditions can occur that would make it beneficial to the faculty member and the College to temporarily stop the tenure clock.

Tenure clock stops are granted in one-year increments. A cumulative total of two years is normally the maximum period of time that the tenure clock may be stopped for any

combination of reasons. Requests should be made no more than 6 months after the commencement of the qualifying event or extenuating circumstance.

A request for a tenure clock stop must be submitted in writing to the academic dean. In determining whether the request will be granted the College shall determine if, in its opinion, the circumstances identified would seriously impair the faculty member's capacity to build the record of accomplishment necessary for successful tenure review: Approval of a request shall be automatic for any faculty member who has been granted a paid or unpaid leave of absence for one or more semesters and for any of reasons specified in paragraph (i), above. Documentation of medical reasons (other than childbirth) will be required prior to approval; documentation of other extenuating circumstances may also be required. The faculty member may appeal a denial of a request to the President of the College, whose decision on the matter shall be final. It should be noted that unless an exception is granted by the College, faculty members will serve the total number of probationary years as specified in the original contract at the time of hire (excluding any year(s) during which the tenure clock is stopped).

It is very important that all individuals and committees participating in tenure reviews understand that any individual whose tenure clock has been stopped must be held to the same standards -no lesser and no higher- as those to which all other candidates are held.

SECTION 9: DISCIPLINARY POLICY

The college respects, supports, and advocates the many academic freedoms granted to faculty with the understanding that academic freedoms include expectations and responsibilities. In the event that a faculty member exhibits inappropriate conduct, sanctions or more severe disciplinary action may be taken. Examples of inappropriate conduct include: violation of the college's sexual harassment or drug and alcohol policies; illegal conduct; failure to fulfill academic obligations; disruption of teaching, research, or other college business; violation of the college's statement on consensual relationships; academic dishonesty; or any other unprofessional behavior that renders a faculty member unfit in his or her professional capacity as a Simpson faculty member. Any charge that could lead to disciplinary action against a faculty member is a matter of utmost gravity, and the decision to pursue disciplinary action must be weighed with a serious regard for the academic freedom of all parties directly concerned, and indeed for the entire academic community. The faculty member has a right to know the charges and to appeal any decision using the process outlined in Simpson College Faculty Handbook Part III: Personnel Procedures, Section 9.

9.1.0 Sanctions

9.1.1 Minor Sanctions

Minor disciplinary sanctions may include but are not limited to an oral reprimand, a written reprimand, or a written agreement on the terms for continued appointment.

9.1.2 Severe Disciplinary Sanctions

Severe disciplinary sanctions may include but are not limited to suspension without pay for a specified time, reduction or change of assignment, reduction or change in salary, reduction in rank, or dismissal.

SECTION 10: APPEALS OF FACULTY PERSONNEL COMMITTEE RECOMMENDATIONS

The dean for academic affairs has the responsibility of conveying the reasons for a negative recommendation of the committee.

If the faculty member involved desires a fuller explanation of the reasons for the negative recommendation in his or her case, he/she will have the right to a hearing before the committee.

The faculty member always has the right of appeal to the president of the college who may, in exceptional cases and in the light of certain stated questions, ask the committee to restudy and reassess the case and subsequently to report its recommendations. Ultimately, the decision of the president to support or overturn the Faculty Personnel Committee recommendation is final.

SECTION 11: DISMISSALS FOR CAUSES OTHER THAN FINANCIAL THREAT OR RETRENCHMENT

A faculty member may be dismissed for causes, other than financial necessity or retrenchment while he/she is on tenure or prior to the end of a contract, but such dismissal shall be carried out only after prescribed procedures involving (1) an advisory committee consisting of the three professors of the faculty, senior in terms of service and not currently divisional chairpersons, (2) a hearing committee consisting of the divisional chairpersons and three members-at-large selected on the basis of seniority of rank and service not including advisory committee members, (3) the president, (4) and the board of trustees. The three senior professors on the advisory committee shall be selected on the basis of term in service in the professorial rank and if necessary the associate professorial rank, and in alphabetical order. The senior member of the advisory committee shall be its chairperson. The members of the advisory committee and the hearing committee who are in office when a case begins shall continue until the case is closed. The hearing committee shall elect its chairperson from among its members.

When reason arises to question the fitness of a faculty member who has tenure or whose term appointment has not expired, the president shall discuss the matter with him/her in personal conference. The matter may be terminated by mutual consent at this point. If, however, an adjustment does not result, the president shall charge the advisory committee with the function of rendering confidential advice and shall informally inquire into the situation in order to effect an adjustment. If none is affected, this committee shall determine whether in its view formal proceedings to consider dismissal should be instituted. If the advisory committee recommends that such proceedings should be begun, or if the president of the institution, even after considering a recommendation of the committee favorable to the faculty member, expresses his/her conviction that a

proceeding should be undertaken, action shall be commenced under the procedures that follow. Except where there is disagreement, the president and the advisory committee shall jointly formulate a statement with reasonable particularity of the grounds proposed for the dismissal. If there is disagreement, the president or his/her representative shall formulate the statement.

The formal proceedings shall be commenced by a letter addressed to the faculty member by the president informing the faculty member of the statement formulated, and informing him/her that, if he/she so requests, a hearing to determine whether he/she should be removed from his/her faculty position on the grounds stated will be conducted by the hearing committee at a specified time and place. In setting the date of the hearing, sufficient time shall be allowed the faculty member to prepare his/her defense. The faculty member shall be informed, in detail or by reference to published regulations, of the procedural rights that will be accorded to him/her. The faculty member shall state in reply whether he/she wishes a hearing, and, if so, shall answer in writing not less than one week before the date set for the hearing, the statements in the president's letter.

Suspension of the faculty member during the proceedings involving him/her shall occur only if immediate harm to himself/herself or others is threatened by his/her continuance, or if, in the judgment of the president of the college, considerable harm to the quality of the instructional program of the college is the prospect. Any such suspension shall be with pay.

The hearing committee shall proceed by considering the statement of grounds for dismissal already formulated, and the faculty member's response written before the time of the hearing. If the faculty member has not requested a hearing, the hearing committee shall consider the case on the basis of the obtainable information and decide whether the faculty member shall be removed. If any facts are in dispute, the testimony of witnesses and other evidence concerning the matter set forth in the president's letter to the faculty member shall be received. All such hearings shall normally be held in private.

The president shall have the option of attendance during the hearing. He/she may designate an appropriate representative to assist in developing the case; but the committee shall determine the order of proof, shall normally conduct the questioning of witnesses, and, if necessary, shall secure the presentation of evidence important to the case.

The faculty member shall have the option of assistance by counsel, whose functions shall be similar to those of the representative chosen by the president. The faculty member shall have the aid of the hearing committee, when needed, in securing attendance of witnesses. The faculty member or his/her counsel and the representative designated by the president shall have the right, within reasonable limits, to question all witnesses who testify orally.

The faculty member shall have the opportunity to be confronted by all witnesses adverse to him/her. Where unusual and urgent reasons move the hearing committee to withhold this right, or where the witness cannot appear, the identity of the witness, as well as his/her statements, should nevertheless be disclosed to the faculty member. Subject to these safeguards, statements may when necessary be taken outside the hearing and

reported to it. All of the proceedings shall be duly recorded. Unless special circumstances warrant, it shall not be necessary to follow formal rules of court procedure. In the hearing of charges of incompetence, the testimony may include that of teachers and other scholars, either from the college or from other institutions.

The hearing committee shall reach its decision in conference, on the basis of the hearing. Before doing so, it shall give opportunity to the faculty member or his/her counsel and the representative designated by the president to argue orally before it. If written briefs would be helpful, the hearing committee may request them. The committee may proceed to a decision promptly, without having the record of the hearing transcribed, where it feels that a just decision can be reached by this means; or it may await the availability of a transcript if its decision would be aided thereby. It shall make explicit findings with respect to each of the grounds of removal presented, and a reasoned opinion may be desirable. Publicity concerning the committee's decision may properly be withheld until consideration has been given to the case by the board of trustees. The president and faculty member shall be notified of the decision in writing and shall be given a copy of the record of the hearing. Any release to the public shall be made through the president's office.

The president shall transmit to the trustees' academic affairs committee the full report of the hearing committee, stating its action. The academic affairs committee may choose to review the case, or the faculty member may appeal to the academic affairs committee for review. In either event, the review shall be based on the record of the previous hearing, accompanied by the opportunity for argument, oral or written or both, by the principals at the hearing or their representatives. The decision of the hearing committee shall either be sustained or the proceedings be returned to the committee with the objections specified. In such a case the committee shall reconsider, taking account of the stated objections and receiving new evidence if necessary. It shall frame its decision and communicate it in the same manner as before. Only after study of the committee's reconsideration shall the academic affairs committee make a final decision.

Except for such simple announcements as may be required, covering the time of hearing and similar matters, public statements about the case by either the faculty member or administrative officer shall be avoided so far as possible until the proceedings have been completed.

SECTION 12: INSTITUTIONAL RETRENCHMENT UNDER CONDITIONS OF FINANCIAL THREAT AND/OR ENROLLMENT *(revised 05/17/2013 board meeting)*

12.1.0 Introduction

The board of trustees by law has ultimate responsibility for all programs of the college, including the academic programs and departments. (See Article VII of the Articles of Incorporation and Article I and Article XI of the By-laws of Simpson College.) By tradition and practice, the faculty of the college have "primary responsibility for determining the academic policies of the college." (See Article III of the Faculty Constitution.) As indicated in Article XI of the Simpson College Bylaws, the faculty and the administration "cooperate" with each other in making educational policies, requirements, courses of study, etc.

12.2.0 Discontinuance of Academic Programs and Majors in Conditions Other Than Financial Threat or Exigency

Academic programs and academic majors are added and deleted from the offerings of the college by vote of the faculty. At the same time, the administration of the college is responsible for providing resources for all programs of the college and the hiring of faculty. Working together through its various committees, the faculty and the administration determine funding levels for the college's various academic programs.

From time to time, the administration of the college may seek to eliminate an academic program, an academic major or an academic department for the purpose of reducing costs or reallocating resources outside of the conditions outlined in the Simpson College Faculty Handbook Part II: Personnel Policies, Section 12.3.0. As the AAUP suggests in its policy statement on the matter, such decisions should be "based essentially on educational considerations" and "must reflect long-range judgments that the educational mission of the institution as a whole will be enhanced by the discontinuance." (See AAUP Recommended Institutional Regulations on Academic Freedom and Tenure.) Should this be the case, administration will follow the procedures outlined in the Simpson College Faculty Handbook Part III: Personnel Procedures, Section 13.1.0.

12.3.0 Institutional Retrenchment Under Conditions of Financial Threat and/or Financial Exigency

12.3.1 Retrenchment

Retrenchment is a term used by the college to describe a need to significantly reduce expenditures in a given area or college-wide outside of the normal reshaping of the offerings of the college as described in the Simpson College Faculty Handbook, Part II: Personnel Policies, Section 12.2.0. It is a condition that by definition is temporary and as such has a beginning and end date. A period of retrenchment is formally declared and ended by the president of the college.

The board of trustees, through its own deliberations and recommendations by the president, reserves the right and assumes the responsibility to make decisions about retrenchment necessary to preserve the minimal requirements for the maintenance of institutional excellence and financial stability. Reductions in expenditures, including those in faculty or staff, may be necessary due to a serious financial threat to the college, resulting from financial reversals and observable or anticipated deficits. Such a condition may necessitate reductions in academic departments or programs and/or elimination of supporting administrative positions.

12.3.2 Financial Threat

A financial threat to the college may arise in a given academic year or emerge as an anticipated condition in the near future.

An existing or anticipated threat to the financial stability of an institution is defined as the presence of, or anticipation of, a significant budget deficit concluded to extend longer in length than the period of a single budget year. Such a threat may arise from continued and anticipated enrollment decline, serious reversals in endowment income, or the impact of serious budget reversals brought on by factors beyond the control of the college or its

administration.

The conditions of financial threat are to be distinguished from those of a single year budget imbalance brought about by a temporary drop in student enrollment, cyclical market reversals affecting endowment income, unanticipated expenditures in a given year or a temporary reduction of annual gift income.

In her or his position as the chief administrative officer of the college, the president has the responsibility to initiate discussions with the proper faculty committees, responsible administrative personnel, and appropriate committee or committees of the board of trustees, if he/she believes a financial threat exists.

The procedures to be used in the case of retrenchment under conditions of financial threat can be found in the Simpson College Faculty Handbook, Part III: Personnel Procedures, Section 13.2.1.

12.3.3 Financial Exigency

Financial exigency is defined by AAUP as "...an immediate financial crisis that threatens the survival of the institutions as a whole..." (See AAUP, Recommended Institutional Regulations on Academic Freedom and Tenure.) It differs from "financial threat" in its immediacy and scope. A financial threat may be built over time due to low enrollment, misjudgments, decrease in fundraising or other changing environmental conditions. A financial exigency is more likely to come about due to a cataclysmic event, i.e. a natural disaster, political disturbance or sustained period of financial loss.

The procedures to be used in the case of retrenchment under conditions of financial threat and/or exigency can be found in the Simpson College Faculty Handbook, Part III: Personnel Procedures, Section 13.2.0.

SECTION 13: FACULTY GROWTH AND DEVELOPMENT *(revised 05/15/2020 board meeting)*

13.1.0 Sabbatical Leave *(revised 02/03/2012 board meeting)*

As time and resources allow, all tenured faculty with at least six years of service at Simpson College, regardless of rank and including the president of the college and the deans of the college, who have not recently had extensive leave on any basis, may apply for sabbatical leave following procedures outlined in the Faculty Handbook Part III: Personnel Procedures, Section 8.

13.2.0 Leaves of Absence

The college administration and trustees endeavor, whenever possible, to grant leave of absence without pay upon request, but the time spent on the leave usually shall not count toward the time necessary for earning tenure and/or promotion. Staff benefits usually do not continue during a leave of absence. Medical insurance coverage, however, may be negotiated with the college administration.

Leaves of absence with partial pay may be granted if the circumstances warrant this action, but the time spent in this status usually shall not count toward the time required for tenure and/or promotion.

SECTION 14: AMENDING THE FACULTY PERSONNEL POLICIES SECTION

An individual faculty member, group of faculty members, the president of the college, or the board of trustees may propose an amendment to the faculty personnel policies. An amendment must be distributed to the faculty in writing, be presented to the faculty at the first regular faculty meeting following its distribution and voted on at the next regularly scheduled faculty meetings. During the twenty-eight-day wait, the Faculty Personnel Committee (FPC) will hold an open forum to receive faculty input on the proposed amendment. The chair of FPC will report on the findings of this forum prior to the faculty voting on the proposed amendment. Approval of the proposed amendment requires an affirmative vote by two-thirds of the faculty. Normally such an amendment shall carry the approval of the faculty, the administration, and the board of trustees. When agreement cannot be reached among these three groups, the responsibility of the president of the college to make an independent recommendation to the board of trustees and the prior and final authority of the board in all matters pertaining to the life of the college under the articles of re-incorporation are recognized. However, no changes to the policies will be enacted without faculty consultation and consideration of their recommendations.