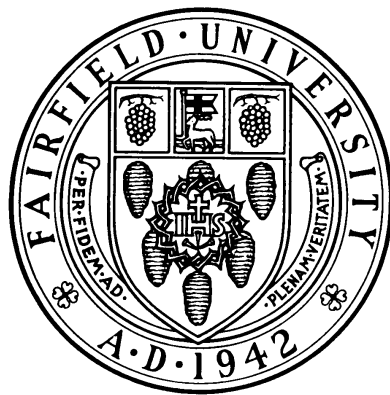


FAIRFIELD UNIVERSITY

FACULTY HANDBOOK



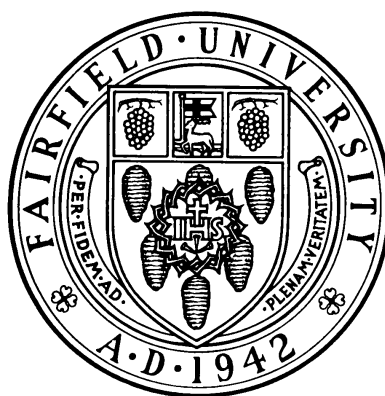
Ninth Edition

(Updated)

2002

FAIRFIELD UNIVERSITY

FACULTY HANDBOOK



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FOREWORD

The last updated edition of the Faculty Handbook was published in 1993. The present edition incorporates Handbook changes since then.

To facilitate keeping this Handbook up-to-date, a pocket has been provided inside the back cover for any future additions or revisions.

Aloysius P. Kelley, S.J.
President

January 2002

I. FACULTY ORGANIZATION

I. A. THE GENERAL FACULTY

1. Educational Policies

The successful attainment of the educational goals of an institution of higher education requires the best possible utilization of the varied competencies of all individuals who constitute it. The structure of this University as hereinafter described is ordained to relating and ordering these competencies while allowing the greatest possible interaction. Consequently, there is no place for the autonomous functioning of one segment of the University.

Furthermore, the structure of the University provides for the initiation and review of policies and practices by all segments of the University and decisions on these matters may come from any segment and are normally the result of reasonable consensus of all parties involved. In the rare instance in matters of major policy where agreement cannot be reached through normal channels, the problem shall be referred to the Board of Trustees whose decision, after hearing from all interested parties, is binding on all.

Accordingly, while subject in major considerations to review by the President and the Board of Trustees, the area of competence most appropriate to the General Faculty is educational policy. It is the General Faculty's special role to be concerned with excellence in this area which includes admissions, curriculum, courses of study, degrees, permanent educational policies, and other matters pertaining to the academic life of the University.

2. General Faculty

The General Faculty of the University is composed of all full-time University faculty members with the rank of Instructor or above, the President of the University, the Academic Vice President, the Academic Deans, and the University Librarian. Other persons may be appointed as members of the General Faculty by the President upon the recommendation of the Academic Council. All members of the faculty as described above have the right of vote at meetings of the General Faculty.

3. Meetings

The General Faculty shall meet at least once each semester and at other times upon call of the President or by request of the Academic Council or by petition of one-fifth of the faculty. Notice of faculty meetings with agenda shall, except in an emergency, be issued at least fifteen days in advance. *Robert's Rules of Order Revised* shall be used as authority for the conduct of meetings of the faculty.

4. Quorum and Voting Procedures

- a. A quorum of the General Faculty shall consist of twenty-five percent of the full-time members, and all votes shall be determined by a simple plurality except in the following cases: the election of Secretary of the General Faculty, Committee on Committees, and the Committee on Rank and Tenure - each of which requires a majority of those members voting at a regular faculty meeting.

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- b. Faculty on leave do not have the right to vote on matters being considered at a meeting of the General Faculty except as noted in “c” below.
 - c. An absentee ballot may be cast by a faculty member on leave in any election or for any unchanged proposal that appears on the agenda. A record of those who have submitted absentee ballots shall be included in the minutes of the meeting.
 - d. Faculty members have a contractual obligation to attend meetings of the general faculty. An active faculty member who is prevented from attending the faculty meeting may designate another voting member as a proxy to vote on his or her behalf at a specific General Faculty meeting. No one may hold more than two proxies in a general meeting. Proxy votes shall be counted separately. A record of those who designate and those who are designated as proxies shall be included in the minutes of the meeting in question.
 - e. At a General Faculty meeting at the request of any faculty member a roll call may be required in determining a quorum.

5. Chairperson

It is the privilege of the President of the University to appoint the chairperson at his discretion. The chairperson votes only in case of a tie.

6. Secretary of the Faculty

a. Election

A Secretary of the General Faculty shall be elected by the General Faculty from a list of nominees drawn from the voting members of the faculty by the Academic Council, which list may be added to by nominations from the floor. The Secretary shall serve for a three-year term and be eligible for reelection. The Secretary shall also be the chairperson of the Committee on Committees and be ineligible to serve on any other standing committee.

b. Duties

- i. to set the agenda for meetings of the General Faculty. Such meetings shall be scheduled twice each semester, with other meetings to be called by the President, upon the request of the Academic Council, by petition of one-fifth of the faculty, or at the discretion of the Secretary. Agendas must be published ten days in advance for the four regularly scheduled meetings, and fifteen days in advance for special meetings.
 - ii. to distribute to the General Faculty minutes of their meetings.
 - iii. to prepare annually a list of voting members of the General Faculty.
 - iv. to coordinate the operation of the standing committees, by receiving and publishing, where appropriate, agendas, minutes, and annual reports.
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- v. to chair the Committee on Committees, which will be consulted in the coordination of the standing committees.
 - vi. to receive and preserve the minutes and annual reports of standing (and special) committees.
 - vii. to publish to the General Faculty, at least monthly, a calendar of the agendas and resolutions of standing and special committees, for purposes of information.
 - viii. to coordinate communication between the Academic Council and the standing committees.
 - ix. to maintain a Journal of Record which will include all policy decisions of the Academic Council and the General Faculty.
 - x. to be the official correspondent for the General Faculty in communications with the President and the Board of Trustees.
 - xi. to represent the General Faculty in matters of protocol and courtesy.

c. Schedule

The Secretary by reason of office shall receive each semester compensation equivalent to that received by faculty responsible for the major curriculum areas in the several schools. An appropriation will be included in the budget to cover the Secretary's operating expenses.

d. Recall

Recall of Faculty Secretary will be considered by the Academic Council on receipt of a petition signed by one-fourth of the General Faculty. After the Academic Council has made its report, the General Faculty will then make the final determination by a two-thirds majority of those present and voting.

7. Policies and the Academic Council

Normally the Academic Council speaks for the General Faculty in proposing, reviewing and deciding matters of academic concern but its enactments may be appealed to the General Faculty as described below.

8. Provisions for Amendment

The General Faculty or the Board of Trustees may propose amendments to the Faculty Handbook by submitting said amendments to the Academic Council for its review and recommendation. The President or his officially designated representative shall report in writing to the Academic Council either agreement or disagreement with the proposed amendments within thirty days after the Academic Council considers the amendments as an agenda item. All amendments must be accepted by both the Board of Trustees and the General Faculty. General Faculty approval is obtained by a two-thirds vote of those present and voting at a regularly scheduled meeting of the General Faculty.

Duly ratified amendments to, and new editions of the Faculty Handbook, will be published by the President or his designee after their texts have been reviewed for accuracy by the Academic Council or its designee(s).

In the event that a proposed amendment is not accepted by the Board of Trustees, the President or his designated representative shall communicate the Board's reasons in writing to the Faculty Secretary within thirty days. In the event that a proposed amendment is not accepted by the General Faculty, the Faculty Secretary shall communicate the faculty's reasons in writing to the President or his designated representative within thirty days.

Matters of practical information may be amended by the Academic Council as circumstances change.

I. B. THE ACADEMIC COUNCIL

1. Purpose

The Academic Council shall be the executive arm of the General Faculty. As such, it is empowered to consider, make decisions and make recommendations on any matter of academic concern that falls within the purview of the faculty, except for matters specifically reserved to the General Faculty. It shall also provide the opportunity for exchange of opinion between faculty and administration in the ordinary working of the University.

2. Membership

The Academic Council shall be composed of faculty, elected by their colleagues, from the undergraduate and graduate schools and of *ex officio* members. Only faculty who are full-time and who devote more than seventy-five percent of their academic year's duties to teaching and/or research may be members of the Council. The term of a faculty member is two academic years. No more than two consecutive terms may be served.

Ex officio members of the Council are the Academic Vice President, the Deans of the Schools and the Secretary of the General Faculty. Additional *ex officio* positions may be accorded membership on the Council by appointment of the President and Council. Faculty members of the Council are elected to represent the interest and orientations of the various Schools of the University.

The number and distribution of Council members shall be established by the General Faculty. Only faculty members who have the rank of Assistant Professor or higher and who have been full-time members of the faculty for a period of at least three consecutive academic years are eligible to stand for election to the Council. Candidates for election may represent only one School.

Only full-time faculty members who have completed one academic year of service in a School are eligible to vote for Council representatives in a School. Faculty who share appointments among Schools are eligible to vote in each School election for Council.

The Committee on Committees shall arrange to supervise the election, by each School, of its representatives to the Council. Newly elected members shall take office at the first meeting of the new academic year.

Only the elected faculty members on the Council have the right to vote and/or to make and second motions. *Ex officio* members do not have these rights. All Council members have the right and privilege of discussion. Additionally, the opportunity for direct communication from the President of the University to the members of the Council is afforded at all meetings in the Order of Business.

3. Function

The Academic Council shall have the following functions:

- a. To carry out the mandates given it by the General Faculty.

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- b. To facilitate the operation of the entire committee system and to make decisions on the recommendations of the Committees of the Faculty; i.e., to reject, approve or forward them to the appropriate body for implementation.
 - c. To make recommendations on the general educational policies of the University; to study and make recommendations concerning any new schools, permanent institutes or programs; to consider and advise on the granting of all honorary degrees.
 - d. To provide communication between Faculty and Administration.
 - e. To arrange for faculty membership on Search Committees for the offices of the University President, Academic Vice President, Academic Deans, and the University Librarian.
 - f. To convoke a Review Board, as necessary, to act upon charges calling for the recall of faculty elected to positions by the faculty.

4. The Academic Council and Meetings of the General Faculty

Any decision of the Academic Council may be placed on the agenda of the next regular or called meeting of the General Faculty by a petition signed by not fewer than thirty members of the General Faculty.

5. The Board of Trustees and Measures Passed by the Academic Council

In the unusual circumstances that a major disputed matter must go to the President and the Board of Trustees, they shall within thirty (30) calendar days inform the Academic Council by written message of their disposition of the measure. If they have vetoed, they shall, in writing, give the reasons for their action. If they choose, they may designate one of their members to present orally to the Council or General Faculty an elaboration of their written message. If the Council or General Faculty so requests, a committee from either body may meet with a committee of the Board of Trustees for further discussion of the proposal, abiding by the Board of Trustees' final decision. If the President and the Board of Trustees approve the measure, they shall determine the date on which the policy becomes effective. If no date is specified the policy becomes effective at the beginning of the next regular University semester.

6. Position of Chairperson of the Council

The Academic Council shall, at its first meeting of the year, elect from its current membership a Chairperson for the ensuing year. The term of office is fixed for one year. The functions of the Chairperson are:

- a. To serve as presiding officer during the course of Council meetings and to enforce the operating procedure adopted by the Council. In the absence of the Chairperson the Council shall designate a substitute from its membership, *ex officio* or elected.
 - b. Serve as its official representative to outside groups.
 - c. With the Executive Secretary establish the agenda for the meetings.
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7. Position of Executive Secretary

The Executive Secretary is elected from the membership of the Council. The Executive Secretary is responsible for the following: (a) implementation of the actions of the Council; (b) arranging meetings, and in conjunction with the Chairperson, establishing the agenda; (c) communicating the work of the Council to the President and the General Faculty; (d) distributing Council-approved minutes to all members of the General Faculty; (e) overseeing committees of the Council; (f) designating the Recording Secretary before the next meeting of the Council; (g) whatever other executive function the Council may delegate.

The term of office for the Executive Secretary is fixed at one year, to be filled at an election by the Academic Council at the first meeting of the academic year.

8. Position of Recording Secretary

The position of Recording Secretary shall rotate alphabetically* among the members of the Council. The Recording Secretary shall be responsible for the preparation of the minutes in consultation with the Executive Secretary. The minutes of the Academic Council shall indicate the votes of members (i.e., tally or roll call) as well as major proposals and their proponents and opponents.

*The starting member will be drawn by lot at the first meeting, to avoid unfairness to either end of the alphabet.

9. Meeting

The first meeting of the Academic Council shall be on the Monday of the first full week of the academic year, and subsequently the first Monday of every month. Otherwise the Council shall determine the frequency of additional meetings and the duration of its meetings, as dictated by the nature and volume of its work, consistent with speedy action on all outstanding issues.

Additional meetings may be convoked by the President or the membership of the Council. Meetings of the Academic Council are open to observation by members of the faculty and administrators, except when a specific future meeting is declared closed by a two-thirds vote. Other members of the academic community may be admitted by vote of the Council. A quorum shall be fifty percent plus one of the voting membership.

10. Agenda

Any member of the University community may suggest topics for the Council's consideration. However, the Council, subject to specific instructions by the General Faculty, shall determine which items to accept for placement on the agenda.

11. Order of Business

The Council shall adhere to *Robert's Rules of Order Revised* as amended by the Academic Council at the beginning of each academic year in order to expedite its proceedings and to

make the most effective use of its time. The following topics and order shall be used in the conduct of the meetings:

1. Presidential courtesy
2. Report from the Secretary of the General Faculty
3. Executive Secretary's report
 - a. approval of minutes
 - b. correspondence
 - c. oral reports (non-debatable)
4. Council committee reports
5. Petitions for immediate hearing
6. Old business
7. New business
8. Adjournment

I. C. THE COMMITTEES OF THE FACULTY

a. PRINCIPLES

1. Committees and the General Faculty

In order to reduce discussion time and to focus more clearly upon specific problems without sacrificing the principle of representation, the General Faculty through the Academic Council delegates certain functions to committees.

2. Standing and Special Committees

Committees are either standing or special. Standing committees are continuing committees. The number and scope of these standing committees are determined by the General Faculty. The Academic Council may make minor adjustments in the work of committees, but any important changes must be returned for decision to the General Faculty. The General Faculty shall be empowered to appoint special committees on any issues of its concern. The members of said committees shall be determined by the General Faculty. Special committees are usually terminated at the close of their academic year.

3. Procedures for Elections to Committees

Candidates for the various committees shall be nominated by the Committee on Committees and presented to the General Faculty two weeks before the last spring meeting. Nominations may also be made from the floor of the General Faculty meeting.

4. Terms of Committee Members

The term of a member of the Committee on Committees and of all standing committees shall be three years, starting in September, and there shall be no reappointment to the same committee except after an interval of one year. Exceptions to this shall be decided by the Academic Council. One-third of each committee shall be elected each year.

5. Number of Committees on Which a Faculty Member May Serve

No faculty member, including members of the Academic Council, may simultaneously serve on more than two standing committees, or one standing committee and one special committee. Service by a faculty member on a subcommittee that meets with regularity and carries a continuing responsibility shall be considered the equivalent of service on a standing committee or a special committee.

6. Committee Reports

Faculty committees shall present by May 1 an annual written report to the Academic Council which may be referred to the General Faculty at one of its meetings.

7. Chairpersons of Committees

Standing committees and special committees shall elect their own chairpersons. The organizational meeting may be called by any member of the committee.

8. Votes in Committees

Decisions in all committees shall be reached by majority vote of the committee.

9. Committee Records

All committees, through their chairpersons or secretaries, shall record and keep on file their minutes and other data relevant to their business. These records shall contain minority as well as majority opinions.

10. Observers in Committees

Committee chairpersons, with the consent of their committees, may invite observers to participate in the discussion but not vote.

11. Vacancies on Committees

When a vacancy occurs in a committee, the members shall request the Committee on Committees to appoint a temporary replacement if the absent member intends to return, or to appoint a replacement to serve until the next election.

b. STANDING COMMITTEES

1. Committee on Committees

Membership

Six members shall be elected by the General Faculty for three-year overlapping terms from a list of candidates submitted to it by the Academic Council as well as from the nominations from the floor; one member to be elected from each of the following electoral divisions: Behavioral and Social Sciences and School of Business; Natural Sciences and Mathematics; the Graduate School and Nursing; two members from two different departments in the Humanities; and one member elected at large without restriction as to curriculum area or school. This list shall be drawn from those members of the faculty who have completed at least two years of service at Fairfield.

The Secretary of the General Faculty shall be the chairperson of the Committee on Committees and has a voice in all discussions but has the power to vote only in case of a tie.

General Purpose

- i. to assist the Secretary of the Faculty in coordinating the operation of the standing committees and in facilitating communication between the committees and the Academic Council.
- ii. to assure that the committees have full membership.

Specific Duties

- i. to prepare, after due consultation, a slate of candidates for all committee positions or other positions filled by election at large from the faculty, for submission two weeks before the last meeting of the General Faculty in the spring.
- ii. to appoint replacements to committees when vacancies occur.
- iii. to recommend to the faculty any changes that may seem desirable in the modes of selection or terms of service of the committees of the faculty.
- iv. the Committee on Committees shall set the date for the election of members to the Academic Council before the end of the academic year and to arrange for election of members of the Academic Council in accordance with I.B.2 above.
- v. to prepare guidelines for the preparation of annual reports by standing committees.
- vi. to oversee the removal of members of standing committees for nonfeasance. If a committee member has missed three consecutive meetings without indications of illness or *bona fide* institutional conflicts, that member may be replaced by a majority vote of the Committee on Committees.

2. Rank and Tenure

Membership

The Academic Vice President, *ex officio*, and seven tenured faculty members who have completed at least three years of service at Fairfield and who hold the rank of Associate Professor or Professor. Faculty members shall be elected by the General Faculty with overlapping three-year terms, four members elected from the College of Arts and Sciences, and one member from each professional school (the School of Business, the School of Nursing, and the Graduate School of Education and Allied Professions). No two members shall be from the same department or curriculum area. The composition of the Committee shall always include a minimum of two faculty members holding the rank of Professor.

Voting rights shall be given to the *seven* elected faculty members. A member shall not be present during the discussion of a candidate from his/her own department or curriculum area; however, the member shall leave a sealed vote on the candidate and must have written a recommendation for the candidate. No member of the Committee may apply for promotion during his/her tenure on the Committee. Members must disqualify themselves from all consideration of a spouse, other relative, or in a case of serious conflict of interest. In any such eventuality the Rank and Tenure Committee shall enlist as an alternate a faculty member who has served on the Committee within the prior three years. Abstentions not for reason of disqualification shall count as a negative vote. A majority of positive votes shall be necessary to carry a decision.

General Purpose

To receive and make recommendations to the President and the Board of Trustees regarding promotions and tenure of faculty, including new faculty being hired at a rank of Associate Professor or Professor, unless they held that rank at their immediately previous institution.

Specific Duties

- i. to solicit from all proper sources recommendations for faculty promotions and tenure and after due consideration to make recommendations to the President and the Board of Trustees.
- ii. to make recommendations to the Academic Council and the General Faculty regarding changes in the norms for promotion and tenure.

3. Research

Membership

Five members elected from the faculty for overlapping three-year terms. The Director of Research shall be an *ex officio* member with the right to vote. No member of the Committee may apply for research grants and/or summer stipend awards during his/her tenure on the Committee; however, members may apply for sabbatical leaves and/or extraordinary research leaves concurrent with a term on the Committee.

General Purpose

To make recommendations concerning the allocation of University resources in the areas of faculty research and professional development.

Specific Duties

- i. to develop consistent and effective policies to promote research and professional development by the members of the faculty.
- ii. to make recommendations concerning the allocation of funds to assist research and professional development and curricular enhancement.
- iii. to make recommendations for sabbatical and other leaves of absence for research, professional development or creative endeavors; and to review reports of the results.

4. Undergraduate Curriculum

Membership

Representation on the Undergraduate Curriculum Committee shall follow the same pattern as representation from the undergraduate schools on the Academic Council, with the addition of one member of the professional staff from the School of Continuing Education, and one student member (the Director of Academics from the Fairfield University Student Association) with voting rights. The student representative shall serve for a one year term. Other representatives shall be elected for three-year overlapping terms, not simply as representative of their curriculum areas, but as resource persons to oversee the total curriculum. The highest ranking Academic Officer of the University shall be a member with voting rights. The Dean of the School whose interests are under discussion by the Committee shall be an advisory member.

General Purpose

To keep under continual review the current curriculum patterns, to assess proposals from any source, and to make recommendations to the faculty, and appropriate agents.

Specific Duties

To review and evaluate undergraduate curriculum: (a) the structure and content; (b) special programs; (c) summer school and continuing education programs; (d) academic requirements for, and quality of, undergraduate degrees.

In these areas it shall encourage and receive reports and recommendations from all sources. It shall also look into such questions on its own initiative.

Meeting

The first meeting of the Undergraduate Curriculum Committee shall be on the Tuesday of the first full week of the academic year, and subsequently the first Tuesday of every month. Otherwise, the Undergraduate Curriculum Committee shall determine the frequency of additional meetings and the duration of its meetings as dictated by the nature and volume of its work, consistent with speedy action on all outstanding issues.

5. Admission and Scholarships

Membership

Four members elected from the faculty for three-year overlapping terms. The Associate Academic Vice President for Enrollment Planning shall be a member *ex officio*.

General Purpose

To study problems and recommend policy dealing with admissions and scholarships.

Specific Duties

- i. to formulate and review standards for the admission of undergraduate students.
- ii. to study and make recommendations on allocating scholarships, and to oversee the methods of making them known and effective.
- iii. to act on questions of readmission and transfer with the appropriate academic office.
- iv. to be aware of student attitudes concerning admissions and financial aid.

6. Conference with the Board of Trustees

Membership

Five members elected for three-year overlapping terms.

General Purpose

To represent the faculty, in any of their concerns, with the appropriate committee of the Board of Trustees.

Specific Duties

- i. to confer with the appropriate committee of the Board of Trustees at the direction of the Academic Council or the faculty, or at the request of the Board of Trustees.
- ii. to suggest to the Academic Council matters that in the Committee's judgment should be referred to the Board of Trustees.
- iii. to report results to the Academic Council and to the faculty.

7. Student Life Membership

Four full-time faculty members who have completed at least two years of service at the University and who hold the rank of Assistant Professor or higher, elected for two-year overlapping terms.

General Purpose

To study and make recommendations concerning nonacademic aspects of student life: extracurricular activities, student health and welfare services, food services, dormitories, undergraduate conduct and life style. The Committee will normally carry out its duties through the University Council but will also report to the Academic Council and the General Faculty as appropriate.

Specific Duties

A. Student Activities

- i. to evaluate the total program of student activities and facilities, and the activities schedule, with special emphasis upon the amount of student participation.
- ii. to recommend appropriate standards of academic performance for participation in student activities.

B. Student Health and Welfare

To keep under continuing review and to recommend policies concerning the student health program and infirmary services, and food service.

C. Student Life

- i. to discuss and make recommendations concerning the quality of dormitory life on campus and the well-being of off-campus boarders.
- ii. to cooperate with other segments of the University in the maintenance of morale and in the development of guidelines for undergraduate conduct.

-
- iii. to recommend to the appropriate agencies policies concerning dismissals and other penalties, including suspension.

8. Library

Membership

Six members elected from the faculty for three-year overlapping terms; one member to be elected from each of the following electoral divisions: Behavioral and Social Sciences and School of Business; Behavioral and Natural Sciences and Mathematics; the Graduate Schools and Nursing; two members from two different departments in the Humanities; and one member at large without restriction as to curriculum area or school. The Director of the Library or his or her delegate shall be a voting member.

General Purpose

To study and make recommendations concerning library policies and utilization of funds.

Specific Duties

- i. to review the apportionment of the total library funds among the individual departments of instruction and the General Library Fund.
- ii. to make suggestions concerning the administration of library policies.

9. Public Lectures and Events

Membership

Four members elected from the faculty with three-year overlapping terms, and two students elected by the Student Legislature. The Director of the Quick Center shall be a member *ex officio*.

Specific Duties

- i. to assist faculty in planning and organizing public lectures and events on campus.
- ii. to help heighten the promotion of student-organized public lectures and events on campus.
- iii. to facilitate faculty inclusion of campus public lectures and events into their curriculum and syllabi.

10. Athletics

Membership

Five members elected from the faculty for three-year overlapping terms. Two students elected by the Student Legislature. The Director of Athletics shall be a member *ex officio*.

General Purpose

To periodically review the objectives and policies of the athletic program at Fairfield University.

Specific Duties

- i. to review on behalf of the faculty proposed athletic schedules.
- ii. to make recommendations about the availability of athletic recreational opportunities for the students.
- iii. to bring to the attention of the appropriate personnel problems arising from the general athletic program of the University.

11. University Advancement

Membership

Three members elected from the faculty for three-year overlapping terms. The Vice President for University Advancement shall be an *ex officio* voting member.

General Purpose

To inform and make recommendations to the faculty concerning the programs of the Division of University Advancement and to act as a liaison between the faculty and the Division in developing programs of public and community relations, alumni and alumnae relations, annual and capital fund raising.

Specific Duties

To participate in the planning and program development activities of the Division of University Advancement as they pertain to community relations, fund raising and faculty/alumni and alumnae relations.

12. Educational Planning

Membership

Nine members elected from the faculty for three-year overlapping terms, one member to be elected from each of the following electoral divisions: School of Nursing; School of Business; Graduate School of Education and Allied Professions; Behavioral and Social Sciences; Natural Sciences, Mathematics and Engineering; two members from the Humanities; and two members at large without restriction as to curriculum area or school. The Academic Vice President and two Academic Deans, appointed annually from among the academic deans by the Academic Vice President, are voting *ex officio* members.

General Purpose

To review and evaluate initiatives in long-range planning and, when deemed necessary, to evaluate the status of schools, educational programs, and permanent institutes.

Specific Duties

- i. to review and evaluate periodic long-range planning initiatives on the part of faculty and administration.
- ii. to initiate, when appropriate, further educational planning that promotes the academic mission of the University.
- iii. to review and evaluate proposals for the establishment of schools, educational programs, and permanent institutes, with regard to their possible integration into current academic structures, and with special attention to the resources such proposals and their integration would require.
- iv. to evaluate, on the recommendation of the faculty or Academic Vice President, the present status or, when necessary, viability of schools, educational programs, and permanent institutes.

Meeting

The first meeting of the Educational Planning Committee shall be on the Thursday of the second full week of the academic year, and subsequently the third Thursday of every month. Otherwise, the Educational Planning Committee shall determine the frequency of additional meetings and the duration of its meetings, as dictated by the nature and volume of its work, consistent with speedy action on all outstanding issues.

13. Salary Committee

Membership

Five members of the faculty who are to serve as the Faculty Salary Committee shall be full-time faculty members who have completed at least two years service at the University. They shall be elected, through nominations from the floor, at the last regularly scheduled faculty meeting of the year. Term of service is to be the same as for all standing committees. Committee membership shall include at least one Assistant Professor, one Associate Professor, and one Professor.

General Purpose

To receive and make specific recommendations each year to the appropriate administrative officers regarding faculty salaries and other wage benefits.

Specific Duties

- i. to keep under continuous review the whole question of faculty salaries and scale.

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- ii. to keep abreast of available fringe benefit programs relating to matters such as retirement, health insurance, life insurance, education for dependents, etc.

14. Committee on Faculty Development and Evaluation

Membership

Eight members elected from the faculty for three-year overlapping terms, according to the following electoral divisions: four from the College of Arts and Sciences, one each from the School of Nursing, the School of Business, the Graduate Schools, and the School of Continuing Education. The Academic Vice President or the appointed representative of the same shall be an *ex officio* member with a right to vote.

General Purpose

To promote excellence in classroom teaching and act as a resource for faculty development.

Specific Duties

- i. to coordinate the activities of all University sectors in the promotion of teaching excellence.
- ii. to collect and make available to the faculty information concerning faculty development programs.
- iii. to design a regular system of classroom evaluation for all University faculty.
- iv. to provide supervision and guidance in the administration of the evaluation procedure.

15. Committee on Continuing Education

Membership

Six members elected from the faculty for three-year overlapping terms as follows: three from the College of Arts and Sciences to include one each from the areas of Humanities, Natural Sciences and Mathematics, Behavioral and Social Sciences; one from the School of Business; one from the School of Nursing; and one from the Graduate School. The Dean of the School of Continuing Education or the Dean's delegate shall be a voting member.

General Purpose

To act as a formal communication link between the faculty and the undergraduate component of the School of Continuing Education on matters of educational and administrative policies.

Specific Duties

- i. to study and make recommendations on academic policies for the undergraduate program.
 - ii. to maintain liaison with the standing committees on Undergraduate Curriculum, Educational Planning and Student Life.
 - iii. to advise the Administration on policies.
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16. Educational Technologies Committee

Membership

Seven members elected from the faculty for three-year overlapping terms; one member to be elected from each of the following electoral divisions: Behavioral and Social Sciences, Natural Sciences and Mathematics, the Graduate School, Business, and Nursing, and two members from two different departments in the Humanities. The Directors of the Library, Computer Center, Media Center, and the Director of Academic Computing shall be *ex officio* members.

General Purpose

To study and make recommendations concerning computer and media facilities and service for academic activity and research.

Specific Duties

- i. to review faculty needs and uses of educational technologies and to make recommendations concerning media and computer resources as these pertain to faculty teaching and research needs.
- ii. to review and make recommendations regarding the process for informing and educating faculty in the use of the available facilities and services.
- iii. to recommend policies regarding the development of computer and media facilities and services, and the education of faculty in their use.

I. D. SCHOOLS OF THE UNIVERSITY

1. School

A School is a body of the faculty responsible for that portion of the curriculum assigned to it by the Faculty, the President and the Board of Trustees. All full-time and part-time faculty so assigned shall be members of the School.

2. Educational Policy

a. Schools as a Whole

Schools shall determine their own educational policy, including the conduct of courses and methods of instruction, within the framework of principles laid down by the General Faculty and the Academic Vice President.

Matters of concern to specific Schools proposed by the President, the Academic Vice President or the Academic Council shall be acted upon only after the School in question shall have had reasonable opportunity to discuss them and to make recommendations.

b. Individual Professors

The individual faculty members shall have freedom of course instruction within the scope of the courses assigned to them so far as is compatible with the interest of the School as a whole and the framework of general principles as noted in paragraph (a) above.

3. Governance

Each School's faculty shall determine its own structure of governance, subject to the approval of the Board of Trustees. The faculty of a School or the Board of Trustees may propose amendments to a School's initial governance document. All amendments must be accepted by both the Board of Trustees and the faculty of the School in question. Faculty approval of the initial governance documents and of subsequent amendments is obtained by a two-thirds vote of those present and voting at a regularly scheduled meeting of the faculty of the School in question.

II. FACULTY POLICIES

Introduction - Academic Freedom

The statement on academic freedom, as formulated in the 1940 Statement of Principles endorsed by the Association of American Colleges and the American Association of University Professors, is the policy of Fairfield University. Academic freedom and responsibility are here defined as the liberty and obligation to study, to investigate, to present and interpret, and to discuss facts and ideas concerning all branches and fields of learning. No limitations are implied other than those required by generally accepted standards of responsible scholarship and by respect for the Catholic commitment of Fairfield University. This commitment delimits any professor only to the extent of restraining him or her from attempting to undermine the basis of that commitment just as university professors anywhere are expected to respect the principles upon which the university at which they teach is founded.

II. A. PERSONNEL POLICIES

1. Appointment: Procedure and Qualifications

Faculty members shall be selected on the basis of training, experience, teaching competence and research, and in accordance with the affirmative action and equal employment opportunity policies of the University.

a. Procedure

Schools shall publish their procedures for appointment. Procedures in all schools shall conform to the following guidelines: (1) all appointments shall be made upon the recommendation of the appropriate faculty; (2) the appointment procedure shall provide for separate evaluations of applicants to be submitted to the Academic Vice President by both the appropriate faculty and the Dean of the appropriate school; (3) appointments shall be made by the Academic Vice President upon the recommendations submitted by

the appropriate faculty and the Dean of the appropriate school; (4) the Academic Vice President may decline to appoint a recommended applicant, in which case the Academic Vice President shall state the reasons for doing so in writing to the faculty recommending appointment; (5) schools shall define “appropriate faculty” in adequate detail in the publication of their procedure for appointment.

b. Qualifications for Appointment to a Rank

(1) Instructor

The normal requirements for appointment to the rank of **Instructor** are: (a) enrollment in and near completion of a doctoral or other terminal degree program in the appointee's field and (b) demonstrated or presumed ability to teach effectively on the college level.

(2) Assistant Professor

The normal requirements for appointment to the rank of **Assistant Professor** are: (a) the doctorate or the terminal degree in the appointee's field; (b) demonstrated or presumed ability to teach effectively on the college level and (c) demonstrated ability to engage in scholarly or creative activity.

(3) Associate Professor

The normal requirements for appointment to the rank of **Associate Professor** are: (a) the doctorate or other terminal degree in the appointee's field; (b) four years experience in the rank of Assistant Professor; (c) a demonstrated record of teaching effectiveness on the college level; (d) demonstrated scholarly or creative activity that has been subjected to peer review; and (e) evidence of service to the academic community, a learned society or professional service to other organizations. The scholarly/creative accomplishment requirement at the Associate Professor level may be waived if the candidate demonstrates professional recognition through service to a learned society, or professional service in which the candidate is evaluated by his or her peers, and if the candidate clearly demonstrates that such professional service is a valid contribution to his or her field.

(4) Professor

The normal requirements for appointment to the rank of **Professor** are: (a) the doctorate or terminal degree in the appointee's field; (b) five years experience in the rank of Associate Professor; (c) a demonstrated record of sustained teaching effectiveness; (d) a record of sustained scholarly and/or creative accomplishments that have been subjected to peer review; and (e) evidence of leadership in service to the academic community, a learned society or professional service to other organizations.

2. Promotion: Procedure and Qualifications

Promotions are made at the discretion of the Board of Trustees and the President of Fairfield University. Promotions are made in accordance with the equal opportunity policies of the University as required by law.

a. Procedure

Schools shall publish their procedures for applying for promotion. Procedures in all schools shall conform to the following guidelines: (1) schools shall define "appropriate faculty" in adequate detail in the publication of their procedure for applying for promotion; (2) the burden of proof that the faculty member should be promoted rests with the faculty member. He/she shall supply information appropriate and sufficient to sustain the case. Appropriate faculty and the Dean shall be supplied with, and shall review, this information before writing their evaluations; the Dean should review the application and, when appropriate, make suggestions to strengthen it; (3) the application procedure shall provide for written evaluations of the applicant to be submitted by the appropriate faculty to the person responsible for the applicant's curriculum area and a separate written evaluation to be submitted by the Dean of the appropriate school to the Committee on Rank and Tenure; (4) faculty members and the Dean shall include in their evaluations a clear recommendation to grant or withhold promotions and these evaluations will become part of the candidate's Rank and Tenure file. (5) The applicant shall arrange for the submission of at least two letters from outside evaluators, who will address the quantity and quality of the applicant's scholarship.

The Rank and Tenure Committee shall review the applicant's Rank and Tenure file and decide whether to recommend promotion or not to the President and the Board of Trustees of the University.

A candidate whose promotion is not recommended by the Rank and Tenure Committee may appeal that recommendation to the Committee only if he/she has additional significant information that had not been submitted with the original application file. Before considering the appeal, the Rank and Tenure Committee shall ask the appropriate faculty in the candidate's curriculum area and the appropriate Dean to comment in writing on the additional material and to state whether their initial recommendation to grant or withhold promotion has changed. If, after considering the appeal, the Committee on Rank and Tenure reverses a preliminary decision to recommend against promotion, it shall state its reasons in writing as part of its recommendation to the President.

When any recommendation is sent to the President, the Academic Vice President shall append his or her written recommendation with a copy to the Committee on Rank and Tenure.

Before the applicant is informed of a decision contrary to the final recommendation of the Committee, the President shall state the reasons for the decision in writing to the Committee. Upon request of any faculty member denied promotion, the Administration shall furnish written reasons for the denial to the candidate.

In extraordinary cases the candidate may appeal in writing directly to the President and the Board of Trustees.

b. Qualifications and Conditions for Promotion

The normal criteria for promotion to any rank shall generally follow Qualifications for Appointment to a Rank as described under II.A.1.b. However, promotion to the next higher rank shall require evidence of continuing professional accomplishments which is found to be satisfactory by the Committee on Rank and Tenure.

i. Teaching

Fairfield University recognizes conspicuous success in teaching to be of paramount importance. Promotion to any rank shall require evidence of teaching effectiveness.

ii. Recognized Professional Competence

Fairfield University also recognizes that its faculty are members of a scholarly and professional community. Promotion to any rank shall require evidence that the faculty member contributes to the advancement of the community by engaging in scholarly research or creative activities. It is the expectation that the research or creative activities have been evaluated by peers.

Normally, such a contribution shall take the form of scholarly publication. However, any scholarly or creative work that has been subjected to peer review will be considered by the committee. In reviewing applications for promotion to the rank of Associate Professor, the Rank and Tenure Committee should seek the corroboration of the senior members of the curriculum area* involved for exception from the scholarly/creative accomplishment requirement noted in II.A.1.b.(3).

iii. Professional Services

Fairfield University also expects its faculty to serve the University through active participation in campus and faculty activities. Promotion to any rank shall require evidence that the faculty member has both participated in on-campus faculty committees, and either participated in scholarly associations or has pursued professional community activities related to the candidate's field. However, activities outside the University shall not relieve faculty of their obligations to serve the University as members of their curriculum area* and school, and as members of the General Faculty.

*Here and elsewhere in this *Handbook*, except as noted, "curriculum areas" are understood as the Departments and Programs in the College of Arts and Sciences, the Programs in the Graduate School of Education and Allied Professions, the Areas of the School of Business, the School of Nursing.

3. Tenure

Tenure is granted at the discretion of the Board of Trustees and the President. As one of the most important and far reaching commitments that the University makes, tenure is granted not merely when a candidate meets minimum qualifications for rank, but only when there is reasonable confidence that the candidate will continue to develop as an outstanding teacher, a practicing scholar or artist, and a contributing member of the campus community.

Tenure may be granted to those holding the rank of Assistant Professor or higher. After the expiration of a probationary period, faculty members under contract shall have academic tenure and their service shall be terminated only by retirement or under extraordinary circumstances due to the University's financial exigencies, or for the reasons stated in Section 5 below.

a. Procedure

Procedure for application for tenure shall be the same as that for promotion in II.A.2.a. *mutatis mutandis*.

b. Minimum Qualification for Recommendation to Tenure

- (1) That the Committee on Rank and Tenure find that the candidate clearly satisfies the criteria for his or her academic rank; and
- (2) That, because Fairfield University recognizes conspicuous success in teaching to be of paramount importance, the candidate shall have a demonstrated record of teaching effectiveness on the college level; that, because Fairfield University recognizes that its faculty are members of a scholarly community, the candidate shall have a demonstrated record of scholarly or creative accomplishments that have been subject to peer review; that the candidate shall have presented evidence of service to the academic community, a learned society or professional service to other organizations; and
- (3) That the candidate for tenure shall have served a probationary period of not less than five years in the academic profession, not less than two of which years shall have been served at Fairfield University. The minimum probationary period of two years served at Fairfield University shall be applicable even though the maximum probationary period hereinafter referred to shall thereby be extended. By mutual written consent of the faculty member and the University, years served in the academic profession at another institution may be omitted from the computation of the probationary period. Allowable conditions for the exclusion of prior service would be one or more of the following: the prior service was at a foreign University; the prior service was in a different discipline; there has been a significant gap in time since the prior service; the other institution was of a type which required significantly different teaching loads or had significantly different expectations of professional competence from Fairfield; the service at the other institution was prior to the receipt of the appointee's doctorate or terminal degree.

c. Other Matters

- (1) The normal maximum probationary period shall be seven years. Included in the maximum probationary period shall be years spent in full-time teaching at Fairfield prior to the receipt of the doctorate or the terminal degree in the candidate's field and/or years spent in full-time teaching at Fairfield on a temporary contract or with an appointment for a fixed term.
 - (2) Time spent on leave from Fairfield University will not count toward tenure except when such time is spent in teaching or research which has been approved by the appropriate academic officials, i.e., the applicant's academic Dean in consultation with the person responsible for the applicant's curriculum area.
 - (3) A candidate may be required to spend up to two years at Fairfield University after the expiration of a leave of absence, and immediately prior to the granting of tenure, even if the total number of years exceeds the normal maximum probationary period.
 - (4) If tenure is not granted, notice must be given at least one year prior to the expiration of the maximum probationary period.
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4. Exception to Normal Requirements for Appointment, Promotion, and Tenure

- a. Where a candidate possesses unusual qualifications, the normal requirements for appointment, promotion or tenure may be waived by the President upon the recommendation of the Rank and Tenure Committee.
- b. Where a candidate performs University assignments which prevent him or her from meeting the normal requirements for rank and tenure, such facts shall be taken into consideration.

5. Contract of Employment, Termination, Resignation or Dismissal

Appointment of a full-time faculty member shall be made by a formal contract signed by the faculty member and the President of the University. The contract and appendages shall state the rank, salary and benefits, duration of the contract and other conditions of appointment. (See Sec. II.B.4. - Consulting and Outside Employment.) A copy of all the terms of the appointment shall be presented to each prospective faculty member prior to his or her acceptance of appointment. The contract of employment is a bilateral obligation, and both faculty members and the University shall adhere to proper procedures in its termination.

- a. Termination by Mutual Consent

A contract of appointment to the faculty of Fairfield University may be terminated at any time by mutual agreement between the professor and the University.

- b. Termination by a Faculty Member

A faculty member who does not plan to continue in the employ of the University shall submit written notification to this effect to the Dean of the appropriate school by December 15 of his or her terminal academic year, except in the case of a first-year contract which may be terminated by either party by notification given by March 1 of that year.

- c. Non-Renewal of a Non-Tenured Faculty Member Contract

If Fairfield University does not intend to renew the contract of a non-tenured faculty member for the following academic year, it shall notify such member:

- (1) Not later than March 1 of the first academic year of service, if the appointment expires at the end of that year, or if a one-year appointment terminates during an academic year, at least three months in advance of its termination.
- (2) Not later than December 15 of the second academic year of service if the appointment expires at the end of that year or, if an initial two-year appointment terminates during an academic year, at least six months in advance of its termination.
- (3) At least twelve months before the expiration of the appointment after two or more years in the institution (cf. AAUP Policy Documents and Reports [1971 Edition, p. 13]).

d. Termination During Term of Contract

Subject to the requirements of due process hereinafter described, the University reserves the right to terminate a contract of a tenured faculty member or a non-tenured faculty member during the term of his or her contract if such faculty member has been convicted of a serious crime or has violated his or her contractual responsibilities to the University, or declines to renew a contract. Those contractual responsibilities include, but are not limited to, both fulfillment of the duties emanating from the educational commitment of the University (cf. II.C.1-2), and recognition of the institution's Catholic and Jesuit commitment (cf. II. Introduction).

6. Professor Emeritus

The title of emeritus professor is granted to an individual upon retirement from the University in recognition of laudable achievement in one of the following areas of professional activities: teaching, scholarly endeavors, service to the University. In order to qualify for this honor, a candidate must be a full-time tenured member of the Faculty. Emeritus is granted at the rank held by the candidate at the time of retirement. Application to the Committee on Rank and Tenure will be initiated in the final year of appointment prior to retirement by the person responsible for the curriculum area in which the faculty member served. The recommendation of the Committee on Rank and Tenure shall be forwarded to the President and the Board of Trustees.

7. Non-Tenured Positions

A Lecturer shall be a teacher carrying less than the normal teaching load and is appointed for a single semester or academic year.

A Graduate Assistant shall be a student of the University appointed to a curriculum area for one academic year and assigned duties as determined by the appropriate Dean and the faculty responsible for the curriculum area.

An Adjunct Professor, who may have any of the three grades - Assistant, Associate, or Professor - shall be an expert in a particular field whose main post is outside this or any other university and who shall be appointed to give part-time or discontinuous service. The title in any grade shall not imply tenure.

A Visiting Professor, who may have any of the three grades, shall come to give full-time service for one or two semesters. This may be renewed on an annual basis but not ordinarily for more than a total of three years. The title in any grade does not imply tenure.

The President of the University shall be granted *ex officio* the rank of Professor in a curriculum area appropriate to his doctoral degree and/or prior teaching experience. The granting of this rank does not of itself imply tenure.

Academic administrators who have held faculty rank at other institutions may be granted the same rank in an appropriate curriculum area upon the request of the President and approval of the faculty in the curriculum area. Such rank does not imply tenure nor does time spent in rank as an administrator count as part of a probationary period toward tenure. An appointment at a higher rank may be granted upon the request of the President, approval of the faculty in the curriculum area and the Committee on Rank and Tenure. Academic administrators granted the rank of Instructor or above are voting members of the General Faculty.

II. B. FISCAL POLICIES

1. Benefits

Enrollment in all benefits programs and requests for additional information are handled by the Office of Human Resources. The insurance programs may be effected by that department only and it is, therefore, imperative that anyone wishing new or changed coverage contact that office immediately. Changed coverage can include addition and cancellation of dependents, change of marital status, change of name, etc. Although the University shall provide all these benefits, it is incumbent upon the individual faculty member to contact the Office of Human Resources in order to effect his or her enrollment in these programs. Brochures and detailed information outlining each benefit plan are available in the Office of Human Resources.

a. Health Care Plans

BASIC MEDICAL COVERAGE

The University provides, at no cost to the faculty member, an enhanced Health Care Plan (as of July 1, 1996, a self-funded plan with benefits equivalent to the Blue Cross-Blue Shield Century Preferred Plan) which covers hospital and medical/surgical expenses for the faculty member and his or her eligible dependents.

If the University should offer a different plan to other University employees, the University will offer faculty members the option to elect alternative coverage under such plan, subject to the same terms and conditions applicable to other employees. If the University should offer a supplemental plan to other University employees, the University will likewise offer such supplemental plan to faculty members, subject to the same terms and conditions applicable to other employees.

If the Health Care Plan described above is discontinued or not available, the University shall continue to provide a comparable plan of benefits.

The faculty shall be advised at least 90 days prior to any proposed changes in the plan of benefits and any proposed comparable plan of benefits shall be submitted for approval to the General Faculty.

The Health Care Plan, while self-funded, provides all the mandated benefits required by state law applicable to insured plans.

For faculty members, new coverage usually starts on the first day of employment at the University if enrollment procedures are completed on a timely basis. Upon termination of employment, coverage can be continued according to prevailing regulations.

MAJOR MEDICAL PLAN

The University's Major Medical Plan shall be provided at no cost to the full-time faculty member and to his or her dependents. The coverage is effective on the first day of employment at the University. Upon termination of employment, coverage can be continued according to prevailing regulations.

b. Retirement Plan

Participation in the regular Retirement Plan is mandatory for all eligible tenured faculty members. Plans underwritten by the Teachers Insurance and Annuity Association (TIAA)

and the College Retirement Equities Fund (CREF) and Fidelity Investments are available. The faculty member who has completed one year of full-time service or its equivalent is eligible for this Plan and must initiate enrollment in this Plan through the Office of Human Resources. If the faculty member is already a member of a TIAA/CREF or Fidelity Investments retirement plan, the one-year waiting period may be waived. The eligible and enrolled faculty member is fully and immediately vested in the plan. The Employee Retirement Equities Act (ERISA) also calls for eligibility for someone who works at least 1,000 hours per year. A member's contributions may be tax-sheltered, if he or she so designates.

The University contribution is ten percent of the base annual salary with a minimum faculty contribution of two and one-half percent.

An optional Supplementary Retirement Annuity Plan underwritten by TIAA/CREF which may provide tax shelter opportunities is available. Eligible faculty members wishing to enroll in this plan should do so through the Office of Human Resources once they are eligible.

c. Life Insurance

The University provides a term Life Insurance policy at no cost to the full-time faculty member. The base value of this policy is equal to one and one-half times the base annual salary. However, additional amounts of coverage are available through payroll deduction up to a combined policy maximum (base plus additional) of \$100,000. The faculty member must enroll within 31 days of employment or be required to furnish evidence of insurability for a later effective date. There is no dependent coverage with this policy. On the first day of the month in which a faculty member's 70th birthday occurs, an amount equal to 65% of the selected amount will be provided. Other reductions will occur at ages 75 and 80.

Although this policy terminates when the faculty member leaves the University's employment, the faculty member may purchase, without evidence of insurability and subject to certain policy provisions, a Personal Policy of Life Insurance at prevailing rates.

d. Illness/Disability Paid Absence Policy

Full-time faculty who are absent from work as a result of illness or disability due to childbirth or injury which is not work related are afforded regular salary, insurance and other benefits during the period of disability. In case of lengthy or recurring absences or disabilities, the University reserves the right to request a medical certification of disability or a second opinion at University expense. In cases of serious and long-term illness/injury, the University will provide salary up to six months. The University's Total Disability Plan provides benefits after six months subject to the terms of the Plan. The Plan provides benefits up to age 65 or beyond depending on the age of the eligible faculty member at the time total disability starts.

Temporary disability resulting from pregnancy is covered in the same manner as other disabilities during the period the full-time faculty member is absent from work. As soon as is feasible, a pregnant faculty member should provide a statement indicating the anticipated commencement and duration of the period of pregnancy disability. Barring complications the expected period of pregnancy disability would be six (6) weeks. If the period of disability extends beyond the six (6) weeks, documentation from a physician may be required.

Faculty whose maternity disability leave occurs at a time during the semester that would interfere significantly with their teaching (normally considered to be a period of absence of three or more weeks) shall be released by the appropriate Dean from teaching responsibilities for the semester. During that time, full pay and benefits will be continued. Faculty will be expected to work on projects and to fulfill other responsibilities congruent with their role at the expiration of their maternity leave.

e. Workers' Compensation

Work related injuries are covered by Workers' Compensation.

2. Leaves of Absence and Sabbaticals

The University may grant leaves of absence ranging from one to four semesters. Sabbatical leaves and faculty grants are awarded with financial support to increase the usefulness to the University of individuals as teachers and as scholars, and to contribute to their long-term effectiveness as members of the academic profession. Leaves of absence without pay are intended to allow individuals to benefit from outside grants for scholarly or teaching purposes, to gain experience within other groups or universities or to improve their academic status.

If within a curriculum area in a given semester there shall be more persons applying for leaves than is reasonable to have absent simultaneously, the faculty of the curriculum area should recommend an order of priority to the Research Committee and Academic Vice President.

Leaves shall be granted to individuals with the expectation that they shall return to Fairfield University at the completion of their leave.

a. Sabbatical Leaves

Sabbatical leaves are reserved for tenured faculty members who have served actively on the faculty of the University for at least twelve semesters since their last financially supported leave.

Financial support during the sabbatical is either full salary for one semester or half salary for two semesters.

Sabbatical leave may not be accumulated.

During the sabbatical, a faculty member may not accept a full-time teaching assignment elsewhere except under unusual circumstances and with prior approval of the Academic Vice President.

According to normal academic practice, any faculty member meeting the requirements for a sabbatical leave may apply. The applicant shall prepare a proposal delineating in some depth the proposed plan for the sabbatical. (Guidelines for the preparation of a proposal are available from the Research Committee.) The applicant shall submit this proposal and an application to the person responsible for his or her curriculum area. This person shall submit the application and proposal, with a recommendation, to the Research Committee which, following consultation with the appropriate Dean, shall pass on this

recommendation to the Academic Vice President. The Academic Vice President shall bring these recommendations, together with his or her own, to the President of the University for final action.

Since a curriculum area shall not normally expect a full replacement for a member on sabbatical leave, applications should be made early enough to allow rearrangement of courses, teaching loads, etc., to compensate for the member's absence.

Applications shall be made by November 15 for a leave for either or both semesters of the following academic year.

The applicant shall be notified of the disposition of his or her request as soon as a decision has been made by the committee.

Written reports shall be submitted upon the faculty member's return to the Academic Vice President, the Research Committee and the faculty member's curriculum area.

b. Faculty Grants

In addition to sabbatical leaves, faculty grants are salaried leaves of absence which may be awarded to those who have held full-time teaching contracts on the University faculty for at least three years. The norms for the award are: (1) the applicant's demonstrated competence in the area of his or her projected research or study; (2) the value of this research or study to the field of knowledge; (3) its benefit to the professional development of the applicant and his or her subsequent service to the University community.

Financial support, not to exceed full salary for one semester or one-half salary for two semesters, shall be determined by recommendations of the Research Committee and final agreement between the applicant and President.

The procedure for applying for the award is the same as that of applying for a sabbatical leave.

c. Leaves of Absence Without Financial Support

The University shall make every effort to encourage and cooperate with the faculty members who are in a position to secure from outside agencies or institutions funds for research, pre-doctoral or post-doctoral studies, or visiting professorships or governmental service.

3. Emergency and Personal Leaves

In cases where a faculty member requests leave for emergency reasons, arrangements for such leave may be worked out by the faculty member and the Academic Vice President, in consultation with the appropriate Dean and with the person responsible for his or her curriculum area, without jeopardy to the faculty member's academic status.

In cases where a faculty member requests leave for personal reasons of non-emergency nature, and not for academic purposes this leave may be granted; but such leave is subject to consideration on a priority basis with those leaves treated in Section II.B.2.

4. Consulting and Outside Employment

The primary commitment of the faculty is to the University. Full-time members of the faculty may not engage in other employment or private professional activity during the academic year except on a limited basis and only with the written approval of the appropriate Dean. Consulting work and other such activities of proper professional character may provide valuable experience and contribute to the enrichment of teaching and scholarship, but the total amount of time which may be given to such activities must be limited for each individual, in order that no interference may occur in the proper discharge of full-time faculty duties. Faculty members serving clients in a consulting capacity are retained as individuals and the University takes no responsibility for such service. Records of all such activities of each individual must be kept on file by the person responsible for his or her curriculum area and be subject to continuing review.

5. Travel Allowances

The University encourages faculty members to represent it at meetings of professional societies. Since funds available to help faculty members defray the expenses of attending such meetings are not unlimited, faculty members are urged to seek funds from learned societies or other granting agencies. The limited University funds shall be made available within the continental United States and Canada in accordance with the following general principles:

- a. A faculty member shall receive full travel expenses including meals and lodging, the transportation allowance not to exceed the cost of traveling by public carrier over the most direct route to his or her destination:
 1. who holds office in a major learned society,
 2. who reads a paper listed on the program at the meeting of the major learned society in his or her discipline,
 3. whom a curriculum area chooses to be the official University representative at a meeting in its discipline (this is to be understood as one person per curriculum area per year).
- b. A faculty member who holds a committee assignment which requires attendance at a meeting shall receive travel expenses equivalent to the cost of a round trip.
- c. A faculty member who attends a meeting, but not in the roles stated above, shall receive travel expenses equivalent to one-half the cost of a round-trip ticket.

All requests for travel expenses and assignments of funds are made by the persons responsible for curriculum areas to their Deans early in the year for prorating within the limitations of the budget.

6. Tuition Program for Children of Faculty

The University offers to immediate families of full-time faculty members one-half tuition at Fairfield College Preparatory School and full tuition at Fairfield University. The University

offers to immediate families of deceased faculty members one-half tuition at Fairfield College Preparatory School and full tuition at Fairfield University provided the faculty member was employed full time by the University for a period of seven years before his or her death.

II. C. INSTRUCTIONAL POLICIES

1. Faculty Duties

In addition to the satisfactory fulfillment of teaching schedules, the following are considered among the duties of full-time faculty members:

- a. All instructors should begin and end their classes on time as a courtesy to their students and fellow instructors. When, for any valid reason, they are unable to meet their classes, they should notify the appropriate Dean and, if possible, make arrangements for conducting the class. Students have been instructed to wait at least ten minutes after the beginning of the class period for the arrival of the instructor unless word has been sent in advance that class has been delayed.
- b. The preparation, proctoring, and grading of student examinations. The grading system set forth in the University catalogue is to be followed. Every effort should be made to submit grades at the time requested by the Academic Vice President.
- c. The direction, reading, correction, and discussion of student papers, reports, book reviews, examinations, etc.
- d. The educational counseling and direction of students, for which the faculty member is expected to maintain scheduled office hours which have been posted.
- e. Attendance at and participation in general faculty and curriculum area meetings.
- f. Attendance at commencement, convocations and other functions at which the Academic Vice President may request attendance.
- g. Service on, and cooperation with, University and curriculum area committees.
- h. Involvement in scholarly research or other professionally recognized creative activities.
- i. Cooperation with the appropriate authorities in the enforcement of University regulations.
- j. Active participation in professional societies and educational organizations.
- k. The responsibility of keeping abreast of current developments in one's field.

2. Textbooks

The choice of textbooks is at the discretion of the instructor. Instructors should inform those responsible for their curriculum areas of their choice of text well in advance of the semester in which it is to be used. If no unanimity of view exists, the matter may be brought to the atten-

tion of the appropriate Dean, who may submit the issue to the Undergraduate Curriculum Committee for investigation and final adjudication.

3. Final Examinations

Each instructor has wide latitude in determining how to test his or her students. So far as is practicable and desirable, a final examination is regarded as a part of the regular academic work for all courses. If a professor in extraordinary circumstances excuses a student from an examination, this may be done with the approval of the appropriate Dean and with the knowledge of the person responsible for his or her curriculum area.

4. Teaching Load

Individual workloads are determined by, or in consultation with, the curriculum area most familiar with the demands involved. Those responsible are allowed a measure of latitude in making individual assignments. All of the individual's services to the University are considered.

A teaching load of twelve hours, involving not more than three separate course-preparations in any term (but preferably not more than two), represents the maximum work-load and presumes no unusual additional expectations in terms of research, administration, counseling, or other institutional responsibilities.

Fair equivalents in work-load should be determined for those faculty members whose activities do not fit the conventional classroom lecture or discussion pattern; for example, those who supervise laboratories, offer tutorials, or assist beginning teachers. Consideration should be given to the number of different course preparations as well as the total contact hours per week and total number of students. Special adjustment may be appropriate for the faculty member introducing a new course or substantially revising an older course.

If research is to be considered a faculty responsibility, faculty workloads should be adjusted equitably in accordance with that expectation.

A heavy commitment of a faculty member with professional societies, in community or government service, and in certain administrative capacities, may impair the effectiveness of a faculty member as a teacher and scholar. A reduction in work-load is in order when the institution wishes to draw heavily on the services of an individual in this way.

III. FACULTY SERVICES

1. Offices - Office space is provided for every faculty member. This shall be assigned by the appropriate Dean.
2. Parking - The University provides parking stickers and places reserved exclusively for the faculty in appropriate areas.
3. Printing - A printing and duplicating service is available on campus.
4. Mail - Each faculty member is provided with a mail box. Intra-campus mail is delivered between buildings twice a day, morning and afternoon.

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5. Athletic Facilities - Members of the faculty have the use of the tennis courts and of the gymnasium, in which there is provided a special faculty shower and locker room.
 6. Tickets - Members of the faculty are provided with a ticket to all University sponsored events.
 7. Dining Facilities - A faculty dining room is provided in the Campus Center.
 8. Academic Gowns - The University shall provide academic gowns for all members of the faculty on official occasions.
 9. Library - Interlibrary loan privileges are provided for the faculty. Study carrels will be available in the library.

APPENDIX I

PROCEDURES FOR DUE PROCESS

1. Informal Procedures

When the University or a faculty member has accused a member of the faculty of violating his or her contractual agreement or of violating his or her professional integrity, there shall be an informal discussion among the Administration, the individual involved and any interested parties acceptable to both the Administration and the individual.

The same procedure *mutatis mutandis* shall apply where an individual considers that actions taken against him or her violate his or her academic freedom.

2. The Hearing - Tenured Faculty

Academic due process provides for summary suspension of a faculty member holding tenure only when serious violation of law or public immoral conduct is admitted, or proved before a competent court. If indictments by a grand jury or informations handed up by district attorneys are to lead to court trials, a faculty member may be suspended with full pay and protection of full rights pending final adjudication. All other charges shall first be heard in formal hearings based upon the preliminary action outlined above in Section "1".

The hearing should take the following forms:

- a. The hearing committee shall consist of three members: one chosen by the Administration, one by the faculty member, and the third by agreement between the two.
- b. The faculty member shall have the right to be present and to be accompanied by his or her personal advisor or counsel throughout the hearing.
- c. Both the faculty member and the Administration shall have the right to present and examine witnesses and cross-examine witnesses.
- d. The Administration shall make available to the faculty member such authority as it may possess to require the presence of witnesses.
- e. The principles of confrontation of witnesses and examination of evidence shall apply throughout the hearing.
- f. A full record shall be taken at the hearing; it shall be made available in identical form and at the same time to the hearing group, the Administration, and the faculty member. The cost shall be met by the University.
- g. The hearing committee shall promptly and forthrightly adjudicate the issues.

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- h. The full text of the findings and conclusions of the hearing committee shall be made available in identical form and at the same time to the Administration and the faculty member. The cost shall be met by the University.
 - i. In the absence of a defect in procedure, recommendations shall be made to the Board of Trustees by the ad hoc committee as to possible action in the case.
 - j. At any time should the basis for an informal hearing appear, the procedure may become informal in nature.
 - k. The Academic Council shall be informed of only the conclusions and actions taken in the case.
 - l. But in the event of a finding unfavorable to a faculty member, it is understood that normal legal procedures shall be available.

3. Policy for Non-Tenured Faculty

A non-tenured teacher cannot be dismissed during the term of a contract (as opposed to notification of non-renewal effective on the normal termination date) except according to procedures for tenured persons.

If a non-tenured person is notified of non-renewal of contract and believes that this action is related to professional integrity or academic freedom, the following steps are possible:

- a. The faculty member shall, with appropriate advice, determine whether adequate proof can be assembled in support of his or her contention.
 - b. The faculty member shall decide whether he or she is willing to hazard the possible disclosure of professional weaknesses which may have been displayed at an early point in the teacher's career.
 - c. If the faculty member's decisions under "a" and "b" are positive, the faculty member shall have an opportunity for informal procedures as set forth in Section "1" above.
 - d. If no mutually satisfactory agreement can be reached, the faculty member may then request a formal hearing, in accordance with the procedures mentioned above, and submit a written waiver of the traditional right of a non-tenured teacher to non-disclosure of the grounds upon which the teacher has been released.
 - e. The Administration shall grant to the teacher the entire procedure for adjudication set forth above.
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UNIVERSITY COUNCIL

The four members of the faculty who are to serve as the faculty representatives on the University Council shall be full-time faculty members who have completed at least two years service at the University and who hold the rank of Assistant Professor or higher. They shall be elected, through nominations from the floor, at the last regularly scheduled faculty meeting of the year. At the first of these elections the two candidates receiving the highest number of votes shall receive two-year terms. New members shall take office at the first meeting of the University Council of the succeeding academic year.

Faculty members of the University Council may serve on only one standing committee of the faculty.

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