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# FACULTY HANDBOOK

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This Faculty Handbook supersedes all previous copies of the Faculty Handbook and is posted online.



# **Faculty Handbook**

## **Preface**

The purpose of this Faculty Handbook is to provide faculty members a clear picture of the privileges, opportunities, and responsibilities of the faculty at Kentucky Wesleyan College. The Handbook contains policies and procedures describing the College's expectations and a wealth of information about how the faculty works, individually and collectively, to form the academic heart of the College. The Faculty Handbook is intended as a codification of existing administrative policy governing appointment, retention, and tenure approved by the Board of Trustees. Operational policies stated in this document do not derogate the respective administrative and governing powers of the Board of Trustees or the President of the College.

Kentucky Wesleyan College is committed to keeping information current. The Board of Trustees and officers of the College reserve the right to make changes to the Handbook as necessary to keep its provisions current; to comply with the ever-increasing regulation of high education; to bring the College into line with best practices for private liberal arts colleges; and, most importantly, to advance the College's mission. Future changes to the Handbook will involve collaboration among Faculty, Administration, and Trustees.

Date of next review: 2027

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# **THE FACULTY**

## **BY-LAWS OF THE FACULTY**

### **Kentucky Wesleyan College**

#### **1.1.1 Purpose and Jurisdiction**

The Faculty has primary responsibility for the content, quality, and effectiveness of the curriculum and for instruction. The Faculty shares responsibility for faculty promotion, tenure, aspects of student life relating to the educational process, and all other aspects of the academic life of the College.

#### **1.1.2 Membership**

The Faculty consists of Full-time Professors, Associate Professors, Assistant Professors, Instructors, and Visiting Faculty.

#### **1.1.3 Officers**

1. The Faculty Council shall be elected officers of the Faculty and shall exercise the duties and privileges herein prescribed in section 1.1.6.4, Faculty Council. Division Chairs are not eligible to be officers.
  - i. Chair (tenured)
  - ii. Vice-Chair
  - iii. Secretary (junior faculty member)
  - iv. Parliamentarian
  - v. Faculty Trustee
2. The Faculty Council shall be elected annually in the regular February meeting of the Faculty and shall take office at commencement. The terms of office shall be for one year and no longer than four successive years.

#### **1.1.4 Faculty Representatives**

##### **1.1.4.1 Faculty Council**

Membership of Faculty Council shall consist of the following: Faculty Trustee, Chair of the Faculty, Vice-Chair of the Faculty, Secretary of the Faculty, and Parliamentarian.

Requirements for service in each of these roles are described below. Further duties of the Faculty Council members can be found in section 1.1.6.4

#### **1.1.4.1.1 Faculty Trustee**

- a. A tenured member of the Faculty shall be elected annually in February to serve for the subsequent academic year.
- b. Shall preferably serve, in an ex-officio capacity, on the Finance Committee and attend the Student Life and Academic Affairs Committee of the Board of Trustees as needed. The Faculty Trustee shall represent the Faculty on the Institutional Budgetary Advisory Committee.
- c. Shall serve as a consultant to the College's Administration on matters which do not fall within the responsibilities of a specific committee.
- d. The Faculty Trustee shall have such powers, duties, and committee assignments as may be provided by the action of the Board, the By-laws, the Articles of Incorporation or state law.

#### **1.1.4.1.2 Chair of the Faculty**

- a. A tenured member of the Faculty shall be elected annually in February to serve for the subsequent academic year.
- b. Will preside at Faculty Business meetings and shall preside at Administration/Faculty Joint meetings when the President of the College or the Vice-President of Academic Affairs are absent.
- c. May accept agenda items from the administrative officers, committee chairs, or individual faculty members. Shall call meetings of the Faculty Council for consultation and creating meeting agendas.
- d. Shall distribute the agenda for the Faculty Business meeting.

#### **1.1.4.1.3 Vice-Chair of the Faculty**

- a. A member of the Faculty shall be elected annually in February to serve for the subsequent academic year.
- b. Shall upload Faculty Council documents onto the appropriate electronic portal in a timely fashion.
- c. The Vice- Chair shall assume the duties of the Chair when the Chair is absent or unable to perform his/her duties.

- d. Shall oversee process of maintaining committee membership. With the assistance of the office of the Vice-President of Academic Affairs, shall compile a list of committee officers and make the list available to faculty in a timely fashion.

#### **1.1.4.1.4 Secretary of the Faculty**

- e. A junior member of the Faculty shall be elected annually in February to serve for the subsequent academic year.
- f. Shall be responsible for the minutes of faculty meetings, in which the Secretary shall record the significant points of faculty discussion and debate and all actions taken. The Secretary shall upload minutes of faculty meetings to the appropriate electronic portal in a timely fashion.
- g. The Secretary shall receive the petitions of faculty members calling for special meetings of the Faculty and for faculty forums.
- h. The Secretary shall preside at meetings when the Chair and Vice-Chair of the Faculty are absent.
- i. The Secretary shall send committee election results to the Vice-President of Academic Affairs and the President of the College for confirmation.

#### **1.1.4.1.4 Parliamentarian**

- a. A tenured member of the Faculty shall be elected annually in February to serve for the subsequent academic year.
- b. Shall use Robert's Rules of Order Newly Revised, when they are not inconsistent with Faculty By-Laws and any special rules of order the Faculty may adopt, to govern procedures of faculty meetings.

### **1.1.5 Meetings**

The Faculty shall exercise its voting privileges on matters of academic policy and procedure at regular and special meetings. The meetings also serve to keep members of the Faculty informed of activities of individuals and committees, administrative plans and policies, and provide an opportunity for offering opinions and recommendations regarding policies of the College. The Secretary of the faculty shall upload minutes of Faculty business meetings to the appropriate electronic portal in a timely manner.

#### **1.1.5.1 Time of Meetings**

##### **1.1.5.1.1 Administration/Faculty Joint Meetings**

- a. The joint meeting shall be called by the President or his or her designee at the beginning of the academic year. Thereafter, joint meetings shall be at the end of the fall semester, beginning of the spring semester, and end of the academic year.
- b. Special meetings of the Administration/Faculty may be called by the President, the Vice President of Academic Affairs, or Faculty Chair.
- c. The President, the Vice President of Academic Affairs, or five members of the Faculty by written request to one of the officers of the Faculty may call meetings of the Faculty during summer.

#### **1.1.5.1.2 Faculty Business Meetings**

- a. Business meetings will be held on the second Monday of each month (September, October, November, February, March, and April) at noon.
- b. Divisions must caucus in February in person to elect their representatives for faculty committees.
- c. The Chair of the Faculty may call additional meetings.
- d. Adjunct faculty shall be invited to and have floor privileges at regular meetings of the Faculty but shall not have voting privileges.
- e. Administrative personnel may be invited to faculty meetings; when so invited, they shall have floor privileges but shall not have voting privileges.

#### **1.1.5.2 Privilege of Meetings**

##### **1.1.5.2.1 Administration/Faculty Joint Meetings:**

A representative of the Board of Trustees, adjunct faculty, and administrative personnel shall have attendance and floor privileges at regular meetings of the Faculty but shall not have voting privileges.

##### **1.1.5.2.2 Faculty Business Meetings:**

Adjunct faculty shall have attendance and floor privileges at regular meetings of the Faculty but shall not have voting privileges. Administrative personnel may be invited to faculty meetings; when so invited, they shall have floor privileges but shall not have voting privileges.

#### **1.1.5.3 Meeting Management**

##### **1.1.5.3.1 Administration/Faculty Joint Meetings:**

The President of the College, shall preside at meetings of the Administration/Faculty, or designate the Vice President of Academic Affairs to do so. In the absence of both of these officers, the Chair of the Faculty shall preside. A Chair may be elected from the floor in the absence of Faculty Officers.

#### **1.1.5.3.2 Faculty Business Meetings:**

The Chair of the Faculty Council will preside at Faculty Business meetings. In the absence of the Chair of the Faculty Council, the next appropriate member of the Faculty Council will preside, as identified in 1.1.4.3 and 1.1.4.1.4.

#### **1.1.5.4 Visitors**

Visitors may attend an Administration/Faculty Joint Meeting upon invitation of the President, the Vice President of Academic Affairs, or by vote of the Faculty. Visitors may attend the Faculty Business Meeting *by vote of the Faculty and* upon the invitation of the Faculty Council. If a confidential issue arises, visitors may be asked to leave by the chair of the meeting.

#### **1.1.5.5 Quorum**

Members of the Faculty are expected to attend the regular and special meetings of the Faculty. Two-thirds of the members of the Faculty, not including members on leave, shall constitute a quorum at any meeting. Attendance rolls shall be kept.

#### **1.1.5.6 Rules of Order**

The parliamentarian shall use *Robert's Rules of Order Newly Revised* to advise the Faculty Chair of meeting procedure. The Chair's determination shall be final unless the faculty, by majority vote, overturns the Chair's ruling.

#### **1.1.5.7 Meeting Agenda**

##### **1.1.5.7.1 Administration/Faculty Joint Meeting**

Any administrative officer, committee chair, or individual faculty member may submit agenda items to the Vice President of Academic Affairs five working days prior to the faculty meeting. The agenda shall be given to the Faculty three working days prior to the convening of the meeting.

##### **1.1.5.7.2 Faculty Business Meeting**

Any *administrative officer or* faculty member may submit agenda items to the Faculty Council five working days prior to the faculty meeting. The agenda shall be set by the Faculty Council. The agenda shall be given to the Faculty three working days prior to the convening of the meeting.

### **1.1.5.8 Advance Notice and Amendment and Suspension of By-Laws**

#### **1.1.5.8.1 Advance Notice**

Any proposed policy or curricular change shall be distributed to the Faculty three working days in advance of meetings. Urgent items may be addressed by suspension of the By-laws.

#### **1.1.5.8.2 Amendment to the By-Laws**

Proposed Amendments to the By-Laws shall be circulated in written form at least five working days prior to submission for adoption. An affirmative vote of two-thirds of the members present shall be required to have amendments considered for approval.

#### **1.1.5.8.3 Suspension of the By-Laws**

By a vote of two-thirds of the members present, the By-laws may be suspended for the transaction of business at that meeting.

### **1.1.5.9 Voting Procedures**

- a. Questions before the Faculty shall be decided by voice vote or by a show of hands at the option of the Chair. If the ruling of the Chair on a voice vote is challenged, voting shall be by a show of hands.
- b. Upon request by any two members present, the Faculty shall use a written ballot. Elections on questions involving a choice of persons by name shall require a written ballot unless there is but a single nominee for an office.
- c. All questions and elections shall be decided by a majority vote of those present and voting, with the exception that motions to suspend the rules or the By-laws or to amend the By-laws shall be decided by a two-thirds majority vote *or unless a greater majority is required by these By-laws*.
- d. Members of the Faculty Council shall serve as tellers.
- e. The Chair of Meetings will vote only in the case of a tie.

#### **1.1.5.10 Records**

Permanent minutes of the Faculty Meeting shall be kept in a secure file in the Vice President of Academic Affairs' Office. Any member of the Faculty may have access to the permanent minutes during regular office hours. Members of the Faculty may reproduce minutes of the meetings. Such persons, however, shall be responsible for the confidentiality and security of these records.

#### **1.1.5.11 Proceedings Confidential and Binding**



- a. The proceedings of all meetings of the Faculty are confidential. Neither expressions by individuals nor divisions of opinion shall be divulged to nonmembers. However, this shall not preclude the appropriate dissemination of information concerning the actions of the Faculty as are deemed necessary to conduct business of the College.
- b. Every member of the Faculty has a professional obligation to comply with the rules, regulations, and actions of the Faculty.
- c. No information concerning any confidential actions taken by the Faculty or the Administration of the College shall be released to the public except by the President, the Vice President of Academic Affairs or through the Secretary upon written instruction from the President or Vice-President of Academic Affairs. E-mail communications are not confidential.

#### **1.1.5.12 Forums**

Members of the Faculty may meet together in forums for worthy purposes of common interest or concern. Any two members of the faculty may call a forum of the Faculty by written request to the *Secretary of the Faculty Council*. The Faculty Chair will chair forums or initiate the process of selecting a chair. Faculty business shall be conducted only in regular or special meetings of the Faculty as prescribed above (See section 1.1.5, Meetings).

#### **1.1.6 Faculty Committees**

Faculty representatives who serve on committees shall report relevant activities to faculty at regular business meetings or forums as necessary.

##### **1.1.6.1 Function**

The committee system is one of the best means known by which a college faculty can effectively discharge its collective responsibilities. Certain responsibilities have to do with policy, the remainder with implementation. It is to be understood that the proper place for the transaction of faculty business is in the monthly faculty meeting, and committees not only will be given the opportunity to report but will be expected to report to the Faculty at these prescribed times.

The following definitions apply to faculty committees:

For the purposes of definition “ex officio” members make motions, second motions, and speak in committees. “Ex officio” members have neither voting privileges nor count as part of quorums.

Quorum threshold for any committees will require a majority of voting members of that body to be present.

No appointed or elected member of any committee will serve more than four consecutive years on any given permanent committee with the following exceptions:

1. Permanent members of committees;
2. Ex officio members of committees;
3. Members of the Teacher Education Committee *who come from programs with only a single faculty member*.

Visitors may be invited to committee meetings for consultation as needed.

#### **1.1.6.2 Appointment**

- a. Faculty members shall serve on committees as elected by the Faculty.
- b. To be fully constituted, the membership of the committees shall be confirmed by the President upon election.
- c. Not all members of the Faculty shall necessarily serve on committees at any one time.
- d. Each committee may invite any person for consultation in relevant committee business, and all members of the College community are encouraged to cooperate upon receipt of such invitation.
- e. Committee appointments shall be made annually. The committee membership of Academic Policies, Educational Program Review, and Tenure and Promotion shall be elected in divisional caucuses prior to the March Faculty Meeting. Faculty Professional Interest Committee, two at large for Academic Policies, and the at large tenured member of Tenure and Promotion will be elected from the floor during the March Meeting. Committee appointments shall become effective at commencement. In the fall, the Faculty Council shall submit nominations to the Faculty for any vacancies on the committees.
- f. At any time, interested parties may make suggestions to the Faculty Council with reference to committee preference, assignment, or nomination.
- g. Election procedures shall always provide for the privilege of nomination from the floor. The Chair of Faculty Council shall provide adequate time for additional nominations.
- h. *Ad hoc* Faculty Committees may be requested by the President or the Vice President of Academic Affairs; the appointment of the members will be approved by the Faculty Council. *Ad hoc* Faculty Committees shall not duplicate the functions and authority of standing committees. Other ad hoc committees may be appointed by the President and/or his designee, as stated in the by-laws.

#### **1.1.6.3 Organization**

- a. Within two weeks of the March committee elections, the senior faculty member<sup>1</sup> of each committee shall convene the committee for its first meeting, at which time a chair, a vice-chair and a secretary shall be elected to serve for that year. Any faculty member of the committee may serve as chair except in the case of the Teacher Education Committee. With the assistance of the office of the Vice-President of Academic Affairs, the Faculty Council will compile a list of committee officers and make the list available to faculty in a timely fashion.

<sup>1</sup> In determining seniority, rank comes first. Within a given rank the ordering principles are: longevity within the College; if a tie, the longevity within the rank; if a tie, then highest degree held; if a tie then alphabetical.

- b. Each committee shall keep regular minutes, which shall be uploaded to the appropriate electronic portal in a timely fashion. Copies of committee minutes shall be made available on request to the Faculty Council and the Vice President of Academic Affairs.
- c. Committees shall maintain a working relationship with the Vice-President of Academic Affairs, providing a channel of communication in which information for effective and productive committee work can be exchanged. Committees should notify the Vice-President of Academic Affairs of principle committee concerns and invite him/her to meetings as appropriate for the effective exchange of information.
- d. Each committee shall report to the Faculty annually and at other times as may be appropriate. Committee recommendations and reports to be presented to the Faculty shall be distributed three working days prior to the Faculty meeting.
- e. With the exception of the Faculty Assessment Committee, committees are encouraged to avoid meetings during the summer. Committees will meet on call during the summer only when there is business to conduct which should not wait until fall. If a meeting is needed in the summer, the Chair will be asked to call the meeting. If the Chair is unavailable, the Vice-Chair or the Secretary (in that order) will call the meeting. Committee actions during the summer may be approved by the affirmative vote of two-thirds of the committee members taken by e-mail, telephone, or video conference (Skype, Google Hangout, etc.).
- f. In committee meetings, *Roberts Rules of Order, Newly Revised*, will prevail with the following exception: Chairs of all committees are allowed full privileges of the floor and the right to vote.

#### **1.1.6.4 Faculty Council**

The duties of the Faculty Council shall be as follows:

- a. Faculty Business Meetings:

1. The Faculty Council shall be responsible for the agenda.
  2. The Chair shall preside over Faculty meetings.
- b. To keep the committee structure of the Faculty under review.
1. Maintaining appropriate committee membership, including the approval of membership to ad hoc committees. If a required tenured member is not available for a committee, the Faculty Council will recommend two tenured faculty members, and the faculty will vote for one.
  2. To decide in uncertain cases to which committee a given subject should be referred and decide questions of jurisdiction.
  3. Oversight of the procedures for all committees and timely posting of committee minutes to the appropriate electronic portal in a timely fashion.

#### **1.1.6.5 Academic Policies Committee (Ac Pol)**

The Academic Policies Committee shall be concerned with the formulation and implementation of the educational program policies of the College. It shall review and make recommendations to the Faculty on matters affecting curriculum, revision of program offerings, introduction or elimination of courses, course requirements and credit hours, evaluation of independent and honors programs, development and curtailment of programs, and offerings in areas of general education and majors. It shall also be responsible for the distribution of Lyceum funds.

This committee shall review and make recommendations to the Faculty on all matters relating to degrees offered and graduation requirements, including total number of hours, quality points, distribution of courses, requirements for majors and the minimum and maximum number of hours a student may schedule per semester. It shall study and recommend course offerings in relation to the aims of the program and the present and long-range educational policies of the College. \*The Committee shall hear student academic appeals.

When a course is to be added or deleted, such a proposal shall be distributed to all program coordinators for consideration prior to review by the Committee. For all major curriculum changes, including additions, deletions, and major modifications, the appropriate program coordinator or other faculty member in that subject area shall be invited to attend the meeting with privileges of the floor, given that they are not a current member of the Committee. The Committee shall periodically compare the academic standards of Kentucky Wesleyan College with other comparable colleges in an effort to improve the academic program of the College. It shall receive individual petitions to waivers or exceptions to the stated regulations of the College. It shall make recommendations on the following:

- a. The admissions policies of the College.
- b. The policies relating to readmission of students previously excluded for academic reasons.

- c. The policies relating to probation, exclusion, and retention of students.
- d. Policies relating to academic awards and honors.
- e. The program of academic advising.

By October, Academic Policies shall oversee the process of soliciting nominees from the faculty for honorary degree candidates to be awarded at commencement for the current academic year.

The voting membership of the Committee shall be composed of one representative elected from each division and two additional members of the faculty elected at large. The Vice President of Academic Affairs, the Associate Dean and Director of Online and Adult Education, Dean of Student Success, Director of Institutional Effectiveness and Research, and the Registrar shall be non-voting ex-officio members with privileges of the floor. Except for the Vice-President of Academic Affairs and the Associate Dean and Director of Online and Adult Education, no member of this committee may serve simultaneously on the Educational Program Review Committee.

The Academic Policies Committee will engage in Long-Range Academic Planning and consider new program proposals. It will provide a clear structure with proposal guidelines and submission deadlines posted on the College's intranet site. The committee reserves the right to suspend the timeline by unanimous vote and consider new program proposals when necessary.

As per SACS requirement, faculty will participate in the approval and planning of new academic programs with a clear timeline for the new program development process. All procedures will be followed with items brought before the full faculty for a vote.

\*See levels of appeal in Academic Bulletin.

#### **1.1.6.6 Educational Program Review Committee (EPR)**

The Educational Program Review Committee shall set up a schedule for programs to be reviewed; any changes will be made by this committee as circumstances warrant. Ideally, no more than 1 program from each division shall be scheduled for simultaneous review. Within a ten-year period, each major will be reviewed at least once by off-campus consultants, who will interview the program's faculty and a select number of majors, study the curriculum, review student competency, analyze an alumni survey of majors, and assess physical facilities/equipment. The Committee shall make a written report on each reviewed program to the Vice President of Academic Affairs.

The membership of the Educational Program Review Committee shall be composed of division chairs and one faculty member from each division, each having at least two years of full-time employment at Kentucky Wesleyan College. The Vice President of Academic Affairs, the Associate Dean and Director of Online and Adult Education, and the Director of Institutional Effectiveness and Research shall be ex-officio, nonvoting members. Before the March Faculty Meeting, these divisional representatives shall be elected by their respective divisions. Except for

the Vice President of Academic Affairs and the Associate Dean and Director of Online and Adult Education, no member of this committee may serve simultaneously on the Academic Policies Committee.

#### **1.1.6.7 Faculty Assessment Committee**

This committee will work with the Director of Institutional Effectiveness and Research to ensure that assessment documents meet accreditation requirements.

Members of the Faculty Assessment Committee shall review the program assessment reports of student outcomes at Kentucky Wesleyan College and report to the Educational Program Review Committee. This Committee will evaluate the General Education Program. An annual report of the Committee's findings shall be made to the general faculty.

Committee membership shall be composed of one faculty member from each division. The Vice President of Academic Affairs, the Associate Dean and Director of Online and Adult Education, and the Director of Institutional Effectiveness and Research shall be ex-officio, nonvoting members. Elected committee members shall serve a minimum of three years on the Committee, and the Committee must retain two members from the preceding year's membership to provide continuity to the work of the Committee.

#### **1.1.6.8 Faculty Professional Interests Committee (FPIC)**

The Faculty Professional Interests Committee shall be concerned with the growth, financial benefit, and improvement of the Faculty, both as a body and as individuals. It shall keep under review matters that influence and determine professional growth and professional security, and it shall present appropriate recommendations to the Administration and to the Faculty on matters relating to professional development and Faculty well-being. In addition, the Faculty Professional Interests Committee will review policies regarding Faculty Grants every two years and suggest improvements, if appropriate (See 1.7.3.13). In particular, this Committee shall keep under review criteria for salaries offered, for faculty appointments and promotions in rank, for policies related to sabbatical leave and graduate study, for the policy of tenure, for policies concerning academic freedom, and for policies relating to fringe benefits.

The Committee will oversee the distribution of restricted Faculty Development funds.

This Committee shall serve as the official agency of the Faculty in any situation in which the Administration seeks consultation with the Faculty on matters of professional interests, salary and benefits.

In order to ensure recruitment and retention of faculty, the Committee will invite any full-time faculty that resign from their position to participate in an exit interview prior to their departure from the College. The purpose of the interview is to gather data to make informed decisions as to continued improvement efforts within Academic Affairs. Any departing faculty member may elect not to participate in the exit interview process or may request a

faculty representative outside of the Committee to be in attendance. Members of the Committee who were involved in supervising the departing faculty member's work shall recuse themselves from the exit interview. All individuals who engage in exit interviews shall maintain confidentiality of any information provided during the exit interview, unless the content reveals violation of College policy that requires immediate action.

The tenured members of this Committee shall serve as the Faculty Grievance Committee. No member shall serve in this capacity, however, if the case being heard involves a conflict of interest, such as a case involving a member of the same division or familial relationship with no fewer than three Committee members serving on the Faculty Grievance Committee.

All faculty proposed material for inclusion in the Faculty Handbook and/or proposals for deletions shall be submitted to the Committee, which will begin the process of collaboration. The Committee shall share its responsibility with other appropriate committees, all sitting as one committee as necessary. Once an amendment is approved by the committees in collaboration, the proposed amendment shall go to the Faculty for voting. Upon approval by the faculty, the amendment shall be forwarded to the Vice-President of Academic Affairs. If the amendment is not approved by the administration, it shall be returned to FPIC with comments on its denial.

It is the responsibility of the Committee to evaluate the President and to assist in the evaluation of the Vice President of Academic Affairs (VPAA). Every three years, the Committee will provide appropriate materials to the faculty for the evaluation of the Vice President of Academic Affairs and the President. The results of the President's evaluation shall be sent directly to the Faculty Trustee for distribution to the Board. The results of the VPAA's evaluation will be sent directly to the President for their review. An informal evaluation of the Vice President of Academic Affairs or President may take place prior to the third year of service, as deemed appropriate by the Committee.

The membership of this Committee shall be composed of five tenured faculty members elected by the Faculty. To ensure continuity on the Committee, the Faculty shall conduct the election so that at least two of the five members shall have held membership on the Committee the previous year.

#### **1.1.6.9 Tenure and Promotion Committee**

The Tenure and Promotion Committee shall evaluate the effectiveness of all faculty and recommend to the Vice President of Academic Affairs and the President of the College full-time faculty members for promotion, tenure/post tenure review, leave and reappointment. The Committee shall review all pertinent material concerning each faculty member being considered for any of these academic milestones. If a member of the Committee is eligible for election to promotion, tenure, or leave, he/she will recuse him/herself during deliberations and decisions.

The Committee shall notify and request personal interviews with faculty members being considered for tenure. When considering tenure decisions, the Committee may also request interviews with other faculty members. Anyone who wishes may appear before the Committee to speak on his/her own behalf when he/she is being considered for promotion, tenure/post-tenure review, leave, or reappointment. A committee member must recuse him/herself when a conflict of interest exists. See 1.5 for a description of the post-tenure review process.

The Committee shall be composed of members as follows: one tenured faculty member from each division of the College and *two* tenured faculty members to be elected at large from the floor at the regular March meeting. *The two members serving at large shall always be from different divisions.* To ensure continuity on the Committee, at least two of the members shall have held membership on the Committee previously; however, no member will serve more than four consecutive years on the committee.

#### 1.1.6.9.1 Duties of the Promotion & Tenure Committee

The Tenure and Promotion Officers will hold weekly to twice a week meetings to discuss the observation, evaluation, and interviews of faculty members.

1. At the beginning of the Fall semester, the committee will schedule classroom visits for Promotion & Tenure candidates, following the 2+ year faculty in the biennial year. The committee will submit a Classroom Observation Form to the Assistant to the VPPA to be filed in the faculty member's confidential academic file for future review.
2. The committee shall bring in for interview any candidate up for tenure or promotion and all 2+ year tenure-track faculty in their biennial year to evaluate effectiveness. First year faculty (defined as any faculty member, regardless of years in rank, at their first year with the College), non-tenured 2+ year faculty, and/or visiting professors may also be interviewed to evaluate effectiveness if deemed necessary by the committee.
3. At the beginning of the Spring semester, the committee will schedule a classroom visit for 1<sup>st</sup> year and the non-tenure track/ visiting professors in their biennial year and submit a Classroom Observations Form to the assistant to the VPAA for the purpose of filing in the faculty member's confidential academic file.
4. Any items pertinent to evaluation and review that are missing from a faculty member's academic folder at the time of review will be noted in a letter, with the appropriate individual mentioned (not necessarily the faculty member under review) for failure to submit. Such items include, but are not limited to: official transcripts, biennial self-report, classroom observations, student evaluations, letters of support, supporting scholarship materials, examples of syllabi/assignments, documentation of service, documentation of committee work, and other such notable items. A copy of the letter will also be housed in the file of the Program Coordinator, Division Chair, or other personnel for those who failed to submit work in a timely manner, so the committee is aware of ongoing duties not being met to report to the VPAA. In the event that the committee does not have enough



information to evaluate by October or November, the VPAA will step in to render a decision so the committee might meet their deadlines.

5. The committee will review and vote on the effectiveness of teaching, scholarship, and service to the program, College, and community for all faculty members under review. Based on the outcome of this vote, with majority rule decision (allowing for abstentions and vetoes), the committee will submit a recommendation to either confer or deny tenure, promotion, or continuation of appointment, to the Vice President of Academic Affairs and the President of the College for each faculty member under review.
6. The outcome of the vote shall be defined in an official and confidential letter to be submitted to the VPAA/President. Letters for faculty reviewed in the Fall term should be submitted by the end of the term in December, while letters for faculty reviewed in Spring term should be submitted by the end of January.
7. Each February, during the meeting of the Board of Trustees, a vote will be held to confer or deny tenure and/or promotion for all candidates. The decision will be reported to candidates within two weeks of the vote.
8. If found in favor for tenure and/or promotion, a Post-tenure contract shall be offered by the VPAA. If a faculty member was denied tenure and/or promotion, that individual may appeal the decision (see appeal process in 1.4). Notification of non-renewal of appointments should be distributed by the VPAA by March 1<sup>st</sup> (see 1.9.2).
9. The conferred tenure and/or promotion will take effect at the start of the following academic year, at which time the faculty member is free to use any new titles appointed.

#### **1.1.6.10 Faculty Grievance Committee**

The Faculty Grievance Committee shall be composed of the tenured members of the Faculty Professional Interests Committee. No member of the FPIC Committee from the same division as the grievant shall serve on the Grievance Committee.

The Faculty Grievance Committee is the path of appeals for all grievances except those concerning promotion and tenure decisions and those concerning disability accommodations, worker's compensation, benefits, compensation, or illegal harassment/discrimination, which must be directed to the Director of Human Resources. See Section 1.10 for more details about the grievance procedure.

#### **1.1.6.11 Faculty Athletic Representative**

The FAR will be a Faculty member chosen by the President. This person will serve as the Faculty's voice on the Compliance Committee. The FAR will make a report at faculty meetings

as appropriate. The faculty may request the President choose another FAR by a 2/3 vote held during a faculty meeting.

#### **1.1.6.12 Teacher Education Committee**

The Teacher Education Committee membership includes education faculty and program coordinators from the academic areas involved in Teacher Education at the College.

This committee shall hear and act on student requests for admission to the Teacher Education Program, Admission to Student Teaching and student appeals, and keep under review academic policies relating to teacher education.

The TEC is a subcommittee of Teacher Education Advisory Committee, which is required by the Educational Professional Standards Board and the Southern Association of Colleges and Schools Commission on Colleges.

#### **1.1.6.13 Faculty Scholarship Committee**

The Faculty Scholarship Committee shall serve as an advisory committee to the Vice President of Admissions and Financial Aid, and Director of Financial Aid with regard to Kentucky Wesleyan College Competitive Scholarship Program. The Director of Financial Aid screens all applicants for aid, scholarships, loans, and work study. The Faculty Scholarship Committee recruits other faculty members to participate in the Kentucky Wesleyan College Competitive Scholarship Program. In the area of specific grants for special skills and talents (music, drama, science, athletics, etc.), recommendations should originate with faculty/staff members charged with overseeing recruitment of such activities. These recommendations shall then be submitted to the Director of Financial Aid, who will then process these along with other forms of financial aid. The membership of this Committee shall be composed of the Vice President of Admissions and Financial Aid, Director of Financial Aid, and three elected faculty members.

#### **1.1.6.14 General Education Committee**

The General Education Committee shall serve as an advisory committee to the Vice President of Academic Affairs with regard to Kentucky Wesleyan's General Education program. The Committee shall have the responsibility of recommending changes to the general education program, developing a strong rationale for the general education program, assuring that approved general education course learning outcomes align with the general education program learning outcomes, assessing the effectiveness of the general education program, and ensuring that any changes to the general education program meets SACSCOC standards. In carrying out their responsibilities the General Education Committee will work collaboratively with the Academic Policies and the Assessment Committees.

Committee membership shall be composed of one faculty member from each division and three members elected at large at the March meeting. The Vice President of Academic Affairs, the Associate Dean and Director of Online and Adult Education, the Dean of Student Success, and the Director of Institutional Effectiveness and Research shall be ex-officio, nonvoting members. *The members serving at large shall always be from different divisions.* To ensure continuity on

the Committee, at least two of the members shall have held membership on the Committee previously; however, no member will serve more than three consecutive years on the committee.

### **1.1.6.15 Ad Hoc Committees**

#### **1.1.6.15.1 Faculty Search Committees**

A Faculty Search Committee shall have the responsibility of representing the Faculty in the search process for the appointment of new faculty members. Typically, as a faculty vacancy arises, a search committee, composed of a minimum of three appropriate faculty members, shall be established. The Chair of the Search Committee shall be the Program Director of the affected program, or if that is the position sought, the division chair shall assemble a minimum of three members to serve on the Search Committee. Ordinarily, the committee is expected to bring in three candidates for consideration. The Search Committee will make its final recommendation to the Vice President of Academic Affairs. When the vacancy is filled, the Search Committee shall be dissolved.

In order to increase cultural diversity in the Faculty, the following shall guide the Search Committee:

1. Consideration of the goals of the College, which includes enhancement of the cultural diversity of the Faculty and of the College community as a whole.
2. Adherence to federal and state equal opportunity guidelines.
3. A candidate's potential contribution to the cultural diversity of the program, division, and College should be recognized as a crucial asset, along with his or her education, personal character and work experience. Although a small college cannot count every segment of society among its members, the committee shall consider seriously candidates from racial, ethnic, and/or gender groups which will enhance diversity in the program, division, and/or College as a whole when such a qualified candidate is among the pool of applicants.

#### **1.1.6.15.2 Tenure and Promotion Appeals Committee**

The Ad Hoc Tenure and Promotion Appeals Committee shall be constituted to review decisions of denial of tenure and promotion when requested by the faculty member. In all cases which it reviews, the Committee's task is to determine: (1) whether the evaluation procedures and policies of the College have been implemented fairly and reasonably; (2) whether the decision being reviewed was reasonable in view of the evidence on which it was based. The Faculty Trustee, in collaboration with the Vice-President of Academic Affairs and FPIC, will appoint three tenured faculty members to serve on the Tenure and Promotion Appeals Committee (see Section 1.4.1).

#### **1.1.6.16 Institutional Committees**

Faculty representatives who serve on institutional committees shall report relevant activities to faculty at regular business meetings or forums as necessary.

#### **1.1.6.16.1 Institutional Budgetary Advisory Committee**

The officers of the College, the Director of Budget/Controller, the Dean of Student Services, Associate Dean and Director of Online and Adult Education, the Director of Information Technology, the Athletic Director, the Chair of the Faculty Council, the Faculty Trustee, and the Chair of the Staff Council shall comprise this committee.

#### **1.1.6.16.2 Admissions Committee**

The Admissions Committee shall serve as an advisory committee to the Vice President of Admissions and Financial Aid in order to address admissions policies and matters concerned with the admission of students. The Admissions Committee makes recommendations to the Vice President of Admissions and Financial Aid on individual cases which do not meet standard admissions criteria. The Committee also may make recommendations to the Academic Policies Committee concerning needed policy changes in admissions. The Committee will abide by the admissions standards approved by the Board of Trustees and implemented by the Vice President of Admissions. The Admissions Committee will review annually operational guidelines, policies, and procedures.

The membership of this Committee shall be composed of the Vice President of Admissions and Financial Aid, Vice President of Academic Affairs, Vice President of Executive Initiatives and Retention, Associate Dean and Director of Online and Adult Education, and three elected faculty members. The Vice-President of Academic Affairs will report annually to the Faculty on the retention rates of students admitted below the official admissions requirements.

#### **1.1.6.16.3 Athletic Committee**

The Faculty Athletic Representative will serve on the Athletic Committee, as will one Faculty member elected at large.

#### **1.1.6.16.4 Online Education Committee**

The Online Education Committee exists to facilitate high quality online teaching and learning. This committee will work with the Director of Online and Adult Education to oversee curriculum development, ensure academic rigor, and provide faculty governance of online teaching and learning at Kentucky Wesleyan College. Committee membership shall include the faculty advisor for each of the Online Degree Programs and three additional members of the faculty elected at-large, the Director of Online and Adult Education, and the Vice-President of Academic Affairs or designee. Preferably, all Academic Divisions would be represented on the Online Education Committee.

#### **1.1.6.16.5 Faculty Institutional Review Board**

The Faculty Institutional Review Board (IRB) is an appropriately constituted group formally designated to review, approve, and monitor research involving human subjects, including biomedical and behavioral studies. The IRB has the authority to approve, require modifications in (to secure approval), or disapprove research. This purpose of group review is the protection of the rights and welfare of human research subjects. To accomplish this, the IRB group process reviews research protocols and related materials, such as informed consent documents, to ensure these safeguards.

The IRB will be comprised of at least five members with varying backgrounds and expertise to provide complete and thorough review of research activities commonly conducted by the institution. This will include one faculty representative from each division, or four voting members, and the Director of Institutional Effectiveness and Research, who serves ex officio, as a non-voting member. A committee chair will be elected annually from among the voting members. Respective duties and responsibilities are outlined below. IRB members serve two-year terms and may request one additional term at the discretion of the chair. In the case of any tie in committee votes, the Vice President for Academic Affairs will provide the tie-breaking vote.

##### **Duties and Responsibilities of Committee**

- Reviewing research study proposals and evaluating regarding relevant ethical, scientific, or compliance considerations, including informed consent documents;
- Evaluating the risk level (i.e., minimal or greater than minimal) of proposed research;
- Participating in IRB deliberations concerning issues inherent to proposed research and making recommendations for reducing risk and improving the informed consent process and otherwise for improving human subject protections;
- Voting for full approval, approval subject to modification(s), reconsideration, or disapproval of human subject research;
- Informing the IRB Chair of human subject research noncompliance problems or ethical issues of which they become aware;
- Conforming, at all times, their behavior to be within legal and ethical principles accepted by the IRB; including, but not limited to, maintaining confidentiality/non-disclosure of human subject research submitted for IRB review and approval, and good faith participation in IRB deliberations without appearance of discrimination or conflict-of-interest;
- Securing an appropriate faculty alternate if unable to attend any meeting where a vote is necessary.

##### **Duties and Responsibilities of Chair**

- Leading administrative functions of the committee, including organization of meeting times and facilitating timely review of proposals;
- Notifying IRB proposal requestors of committee decisions;
- Ensuring appropriate records are kept regarding IRB meetings and decisions;
- Reviewing credentials of committee members to ensure appropriate committee composition.

## **Appointment, Rank, Promotion, Probation, and Tenure**

### **1.2.0 Definitions**

1. A full-time faculty member teaches the equivalent of no more than 24-28 contact hours per academic year (typically a 4/4 load), advises students, maintains office hours, actively participates in the faculty committee systems and attends monthly faculty meetings. Librarians with a graduate degree may also be given faculty status. Full-time faculty members with annual contracts are entitled to regular full-time employee benefits. Full-time faculty members are selected by Search Committee and appointed by the Vice-President of Academic Affairs.
2. Adjunct faculty members are appointed to teach specific courses. For example, an attorney may teach Business Law once a year. Adjunct faculty are interviewed at the program/divisional level and appointed by the Vice President of Academic Affairs.
3. When Kentucky Wesleyan College offers an online course(s) that an adjunct is qualified to teach, the office of the Vice-President of Academic Affairs, upon direction by the Director of Online and Adult Education after consultation with the Program Coordinator, will issue a contract to the individual.

### **1.2.1 Appointment**

Regular appointments to the instructional staff carry one of the following ranks: instructor, assistant professor, associate professor, or professor. Special appointments which are clearly limited to no more than three successive academic years with the College may be designated by other appropriate titles, such as “Visiting Professor.”

All new full-time teaching appointments to the rank of instructor or higher are of two kinds: (1) tenure-track appointments and (2) non-tenure track appointments. Each major program must have at least one full-time faculty member, with the goal that these appointments be tenured or tenure track positions if possible.

All faculty appointments are made by written agreement. The Vice President of Academic Affairs shall provide two copies of the employment agreement to each faculty member who is being offered an appointment. The agreement shall state the terms and conditions of the appointment, including rank and/or title, the basis and term of the appointment, compensation, period of service, and assignment of work.

The offer of an appointment will remain open for two weeks from the date the appointment offer is extended. Acceptance of the appointment occurs when the faculty member signs one copy of the employment agreement and returns it to the Vice President of Academic Affairs within the two-week period. Any amendments to the employment agreement must be made in writing and signed by the Vice President of Academic Affairs and the faculty member.

Appointments to administrative positions (such as a division chair) may be offered along with a faculty employment agreement; however, all administrative appointments are “at will” appointments which may be terminated at any time, with or without cause, by either party. Upon the termination of an administrative appointment, any salary supplement or decrease in class load associated with the appointment shall end immediately, but the underlying faculty employment agreement shall continue in full force and effect. A faculty member who holds an administrative appointment may have tenure as a member of the faculty, but tenure is never applicable to an administrative appointment.

The College normally will provide appointment agreements to faculty members by March 15, but the failure to provide an agreement does not extend an existing employment agreement or create contract rights for the faculty member or the College.

### **1.2.2 Rank and Promotion**

The criteria listed below shall serve as guidelines for determining rank for faculty appointees. Prior collegiate and career experience may be considered in determining rank when that experience reflects/demonstrates exceptional expertise for the position to which an individual is appointed following the Years in Rank criteria established by the VPAA’s written rationale to the Tenure and Promotion Committee. Terminal degrees for all academic areas shall be an earned doctorate or those terminal degrees recognized by the Southern Association of Colleges and Schools Commission on Colleges.

#### **1.2.2.1 Instructor**

1. Shall hold the master's degree or a minimum of 18 graduate hours in the discipline or the equivalent; and
2. Shall have evidence of ability or of promise as a college teacher.

#### **1.2.2.2 Assistant Professor**

1. Shall hold a doctorate or other terminal degree or be a candidate for a doctoral degree (in either case consideration will be given to the appropriateness of the degree); or
2. Shall hold a master's degree (or equivalent) and have four or more years as a full-time collegiate teacher; and
3. Shall have demonstrated ability as a college teacher; and shall have evidence of dependable and useful service to the College.

#### **1.2.2.3 Associate Professor**

1. Shall hold a doctorate or other terminal degree (consideration will be given to the appropriateness of the degree) and have rendered effective service as a full-time college

teacher for six or more years; or shall have completed significant graduate study beyond master's degree and have demonstrated effectiveness as a college teacher for ten or more years; and

2. Shall have demonstrated ability to do substantial scholarly work as evidenced by scholarly publications/presentations, significant research, creative work, or other pedagogical contributions, including community educational services.
3. Shall have continuing evidence of dependability and usefulness to the College.

#### **1.2.2.4 Professor**

1. Shall hold a doctorate or other terminal degree (consideration will be given to the appropriateness of the degree) and have demonstrated superior ability as a full-time college teacher for ten or more years; or shall have completed significant graduate study beyond master's degree and have demonstrated effectiveness as a college teacher for fifteen or more years; and
2. Shall have demonstrated continuing ability for superior scholarship in his or her academic discipline, as evidenced by outstanding teaching, research, publications, participation in learned societies, creative endeavor; and/or educational contributions to the community and
3. Shall have continuing evidence of dependability and extraordinary usefulness to the College, and
4. Shall demonstrate faculty leadership.

#### **1.2.2.5 Visiting Faculty**

Visiting faculty members may be appointed at any of the above ranks based on their educational background and experience. The length of employment by Visiting Faculty will be stipulated in their contract and may vary according to circumstances with a maximum appointment of three years. Visiting Faculty positions are non-tenure track appointments, but in the event a Visiting Faculty member moves into a tenure track position all time as a Visiting Faculty member may be counted for tenure and promotion purposes.

#### **1.2.2.6 Emeritus Relationship**

Retirees who have given at least twelve years of continuous service to Kentucky Wesleyan College may be granted the emeritus status upon the vote of the faculty confirmed by the vote of the Board of Trustees. Emeriti shall continue to receive such faculty privileges as library services, e-mail accounts, receipt of the publications of the College, participation in



convocations and academic processions, attendance at College events, including athletic contests, and other such privileges as the College may be in a position to bestow.

#### **1.2.2.7 Adjunct Faculty**

1. Adjunct faculty will be accorded office space when available and will be expected to keep sufficient office hours to make themselves available to students before or after the time their classes are scheduled.
2. Adjunct faculty will be accorded full use of the library-learning center's facilities and the services of the audio-visual center as needed for their classes.
3. Adjunct faculty will be eligible to request program or instructional funds for such expenditures as audio-visual rentals, field trips, and other materials necessary for their classes.
4. Adjunct faculty have the privilege of voluntary attendance at faculty meetings, with the right to speak. They do not have voting privileges. Adjunct faculty should also be invited to participate on a voluntary basis at all program and divisional meetings, all subject to faculty guidelines
5. Adjunct faculty are entitled to the title appropriate to qualifications listed above.
6. Adjunct faculty emails can remain active past the time of appointment by request of the program coordinator.
7. Adjunct faculty will be evaluated by students, program coordinators and/or division chairpersons at least once in every academic year in which they teach, and may be reviewed by the Tenure and Promotion Committee at its discretion.

#### **Special Faculty Designations and College Awards**

##### **1.2.2.8. Faculty Fellow**

1. Faculty Fellows bring expertise into regular or extraordinary campus activities. Fellows may be external faculty, but could also be independent artists, performers, scholars, public figures, or drawn from industry.
2. Fellows are not employees of Kentucky Wesleyan but may receive nominal compensation through honoraria.
3. Appointment length will vary but is generally no less than 1 month and no longer than 3 years. Appointments may also be cancelled at any time at the discretion of the Vice President of Academic Affairs (VPAA).
4. Activities of Fellows are similarly varied, being tailored to the individual, but may include:
  - Research involving campus collections

- Guest performances or exhibits
- Collaborative projects
- Preparation of internal reports
- Guest lecturing or public addresses

#### 1.2.2.9. Presidential Faculty Fellow

1. Presidential Faculty Fellow is awarded to individuals who exemplify the highest and best values of Kentucky Wesleyan College. Presidential Fellows are widely known for their contributions to the liberal arts and are recognized thought-leaders in their respective disciplines.
2. Although their educational backgrounds vary, Presidential Fellows will typically hold advanced degrees and have earned international reputations for scholarship or creative activity.
3. Presidential Fellows are not employees of Kentucky Wesleyan College but will be compensated for their appearances and engagements with the campus community.
4. Appointment length will be limited to 1 year but may be cancelled at any time at the discretion of the President. Activities of Presidential Fellows are varied but, at a minimum, include:
  - The annual commencement address,
  - Publication in College periodicals (including “Wesleyan Way Perspectives”), and
  - the insertion of “Presidential Faculty Fellow, Kentucky Wesleyan College” in all publications, biographical statements, and media descriptors.

#### 1.2.2.10 The College Service Award

The College Service Award recognizes extraordinary engagement and leadership within Kentucky Wesleyan College and/or across a variety of external interests. Awardees have records of involvement and are known by the results of their efforts. They are proven leaders with the ability to motivate and inspire others, problem-solve, take initiative, and see projects to their conclusion. This award is presented annually to 1 full-time faculty or staff member (within Academic Affairs).

##### *Eligibility*

Any Kentucky Wesleyan College full-time faculty or staff member (within Academic Affairs) may be nominated or may self-nominate for this award, however, recipients of this award are ineligible to be nominated again for the next 3 years.

##### *Selection Criteria*

The faculty/staff member selected for this award will have exhibited:

- 1) a long-running commitment to service at Kentucky Wesleyan College, within professional organizations, or within the community.
- 2) specific work products or demonstrable results.

#### *Procedures and Deadline*

Nomination packets will consist of the following elements:

- A letter of nomination (or self-nomination) outlining the nominee's qualifications.
- The nominee's current CV.
- Supporting information—this may include additional letters of support, documentation, press-clippings, or other information referenced in the original letter of nomination.

Nominations and self-nomination packets should be submitted electronically to the Vice President of Academic Affairs (VPAA) no later than March 1<sup>st</sup> of each year. The awards committee, consisting of faculty and staff representatives, shall be appointed directly by the VPAA. The committee will review nominations and make recommendations to the VPAA. Awardees will be notified by April 1 and will be honored at the year-end College Awards Ceremony.

#### **1.2.2.11 The Faculty Scholarship and Creative Activity Award**

The Faculty Scholarship and Creative Activity Award celebrates Kentucky Wesleyan College faculty who have distinguished themselves by their research, scholarship, or creative productions. Awardees are set apart by the significance of their efforts and by the impact of their work. This award also recognizes public-facing scholarship and/or creative activity as well as a sustained record of contribution. This award is presented annually to 1 full-time faculty or staff member (within Academic Affairs).

#### *Eligibility*

All Kentucky Wesleyan College full-time faculty may be nominated or may self-nominate for this award, however, recipients of this award are ineligible to be nominated again for the next 5 years.

#### *Selection Criteria*

The faculty member selected for this award will have exhibited:

- 1) a significant body of research, scholarship, or creative activity.
- 2) recognition at the local, state, or national level.

### *Procedures and Deadline*

Nomination packets will consist of the following elements:

- A letter of nomination (or self-nomination) outlining the nominee's qualifications.
- The nominee's current CV.
- Supporting information—this may include additional letters of support, documentation, press-clippings, or other information referenced in the original letter of nomination.

Nominations and self-nomination packets should be submitted electronically to the Vice President of Academic Affairs (VPAA) no later than March 1<sup>st</sup> of each year. The awards committee, consisting of faculty and staff representatives, shall be appointed directly by the VPAA. The committee will review nominations and make recommendations to the VPAA. Awardees will be notified by April 1 and will be honored at the year-end College Awards Ceremony.

#### **1.2.2.12 The Faculty Mentorship Award**

The Faculty Mentorship Award is awarded annually to the Kentucky Wesleyan College faculty member who is set apart by their dedication to students. This commitment is seen daily—in advising appointments, office hours, and out-of-class student interactions with majors and non-majors alike—but is also confirmed by their reputation for approachability, attention to detail, and their lasting connections with graduated students. This award is presented annually to 1 full-time faculty member (within Academic Affairs).

### *Eligibility*

Any full-time faculty member may be nominated or may self-nominate for this award, however, recipients of this award are ineligible to be nominated again for the next 3 years.

### *Selection Criteria*

The faculty member selected for this award will have:

- 1) a record of timeliness, accuracy, and accessibility in student advising,
- 2) a reputation for patience, care, and support in student interactions,
- 3) a demonstrated commitment to extra-mural student engagement (e.g. support of student groups, organizations, or activities).

### *Procedures and Deadline*

Nomination packets will consist of the following elements:

- A letter of nomination (or self-nomination) outlining the nominee's worthiness.

- Supporting information—this may include additional letters of support, aggregated comments from former students, or other information.

Nominations and self-nomination packets should be submitted electronically to the Vice President of Academic Affairs (VPAA) no later than March 1<sup>st</sup> of each year. The awards committee, consisting of faculty and staff representatives, shall be appointed directly by the VPAA. The committee will review nominations and make recommendations to the VPAA. Awardees will be notified by April 1 and will be honored at the year-end College Awards Ceremony.

### **1.2.3 Tenure-track**

Employment agreements for all tenure-track appointments will state that the appointment is for tenure-track and state the anticipated year for tenure review. Tenure review will normally not occur until the faculty member is in his or her sixth year of employment at the College. The President, upon the recommendation of the Vice President of Academic Affairs, and based on the criteria of Years in Rank, may award no more than three years credit for previous full-time service with the rank of instructor or higher in other institutions of higher learning with a rationale for Years in Rank criteria written by the VPAA for the Tenure and Promotion Committee to review. A faculty member on tenure-track shall have no right to reappointment and no right to a tenure review unless his or her appointment is continued through the year stated for the tenure review.

Tenure is a condition of employment which may be granted to an eligible faculty member (including a professional librarian with faculty rank) by the Board of Trustees at the conclusion of the tenure application process. Tenure is defined as the right to receive a continued appointment in the form of an employment agreement with the College.

### **1.2.4 Promotion**

Recommendations of the administration concerning promotions in rank and tenure are presented to the Board of Trustees for confirmation and approval. The Tenure and Promotion Committee will advise the administration in such matters. In making recommendations concerning these matters, the administration, with the help of the Committee, will solicit and consider the evaluations of Division Chairs, students, and faculty colleagues and other relevant information. Terminal degrees for all academic areas shall be an earned doctorate or those terminal degrees recognized by the Southern Association of Colleges and Schools Commission on Colleges.

Tenure track faculty shall not be awarded promotion prior to approval of tenure.

### **1.2.5 Philosophy of Tenure**

Institutions of higher learning have historically been in the vanguard of those who champion the free search for truth and its free exposition. Neither of these essential goals can be achieved in the highest degree unless the faculty member can devote all his/her energies to their realization,

free from a regularly recurring uncertainty as to the permanence of his/her position as a member of the Faculty.

**Kentucky Wesleyan College values and subscribes to the concept of tenure as that concept has evolved and is maintained within the academic profession.**

The College believes that tenure provisions, adequately defined and interpreted, are mutually beneficial to the individual faculty member and the institution. The concept and meaning of tenure, however, are not infrequently misunderstood by persons both without and within the circles of higher education, and it is also true that the details and implementation of the concept vary somewhat among colleges. For these reasons, therefore, Kentucky Wesleyan College has formulated this statement of its philosophy of tenure, which it believes to be compatible with the general guidelines of the professional associations and with the practices which exist in leading institutions elsewhere.

Tenure, as defined by Kentucky Wesleyan College, means that the faculty member enjoys the continuous right to the renewal of his/her appointment unless the institution can bear the burden of dismissing or terminating the appointment with adequate cause subject to appropriate process. The central objective of tenure is to safeguard and maximize academic freedom. A subsidiary objective is to provide a reasonable amount of job security without the dispiriting risk of summary termination.

Put another way, the conferral of tenure means that the College, after observing the individual through an appropriate period of tenure track service with a minimum of six full-time collegiate years, has rendered a favorable judgment establishing a rebuttable presumption of the individual's professional excellence, and that the College is thereby willing to take upon itself the obligation of protecting the individual's academic freedom and professional security.

From this it should be clear that the conferral of tenure by no means implies or guarantees a lifetime appointment for the individual. Rather, tenure means that individuals will not be dismissed nor their contracts terminated without adequate cause and without the observance of appropriate process. Indeed, there are three possible contingencies which could arise against which even tenured faculty members of unquestioned excellence might not be able to protect themselves, i.e., medical disability, discontinuance of a program, and financial exigency within the College. Moreover, the rebuttable presumption of the tenured faculty member's professional excellence may be lost through their misconduct, neglect of duty, *or other misconduct which breaches the employment agreement.*

The understanding of tenure carries also certain implications for the nature of tenure track appointments. Persons appointed to tenure track status should not assume that the College thereby presumes their professional excellence, and that if they perform their routine tasks and avoid flagrant misconduct, they may then expect annual renewals and in due time elections to tenured statuses. Rather, the period of tenure track service is the opportunity given to appointees who shows promise to establish and demonstrate their excellence to the College. Under tenure

track appointment they may claim protection for their academic freedom and may assume that they will not be dismissed without adequate cause during their contract, but they have no right to assume renewal *until tenure has been conferred*.

With mutual good will and respect between Faculty and Administration, *the College can continue to enjoy the fruits of robust academic freedom and its historic commitment to a system of tenure*.

### **1.2.6 Process of Tenure Evaluation**

Untenured faculty will be evaluated yearly by Program Coordinator or Division Chair, as appropriate, Tenure and Promotion Committee, and Vice-President of Academic Affairs.

#### **1.2.6.1 Review by Program and/or Division**

Responsibility for progress towards tenure remains with Program Coordinators and/or Division Chairs, as appropriate. Program Coordinators and/or Division Chairs must provide mentoring for untenured program faculty. Program Coordinators and/or Division Chairs may elect to serve as mentors or may appoint a suitable mentor within the program for untenured program faculty.

Program Coordinators assist untenured faculty with Professional Development Plans, evaluate and approve Faculty Development Plans, annually observe untenured faculty in classrooms, review and evaluate Faculty Portfolio documenting progress in Professional Development, and write annual letters documenting faculty member's progress towards tenure. Letters should document areas of difficulty and Program Coordinators' suggestions for improvement. A copy of Program Coordinators' annual letters should be kept in program files, and copies must be sent to the untenured faculty member and to Division Chairs.

In consultation with the Program Coordinator, Division Chair, and the Vice-President of Academic Affairs first year, untenured faculty will receive reductions in committee and advising loads. In the case of first year, untenured faculty in one person programs, this consultation will take place with the Vice-President of Academic Affairs.

#### **1.2.6.2 Faculty Professional Development/Tenure Plan**

During the first year of employment, an untenured faculty will submit to the Program Coordinator or Division Chair a plan for development as a faculty member over the six years leading to the sixth year tenure review. The Faculty Professional Development/Tenure Plan should include the areas of faculty development identified in the Faculty Evaluation Guidelines:

Instructional Activities; Scholarly Activities and Professional Development; Service to the Program, the College, and the Profession; and Community Service. This plan will be used by Program Coordinators or Division Chairs to assist untenured faculty in meeting tenure goals. In collaboration with the Program Coordinator or Division Chair, a faculty member may revise his

or her Development Plan over the course of the probationary period. Materials supporting the achievement of goals should be kept in a tenure portfolio.

### **1.2.6.3 Tenure Portfolio**

Materials documenting a tenure candidate's progress must be kept in a tenure portfolio. Each untenured faculty member is responsible for the compilation of his/her tenure portfolio. This portfolio will be reviewed annually by the Program Coordinator or Division Chair, Tenure and Promotion Committee, and Vice-President of Academic Affairs during the six (6) years leading to tenure review.

### **1.2.6.4 Contents of the Tenure Portfolio**

The tenure portfolio must contain the following materials:

1. Well-organized supporting materials, confirming the achievement of goals of the Faculty Professional Development/Tenure Plan.
2. Well-organized, supporting materials, confirming accomplishment in the areas of Instructional Activities; Scholarly Activities and Professional Development; Service to the Program, the College, and the Profession; and Community Service, which are not included in the Faculty Professional Development/Tenure Plan.
3. Syllabi, course assignments such as papers or lab reports, student evaluations, and other pertinent documentation for every class taught during the six (6) year tenure process. These materials should be organized by academic year.
4. Evaluation reports – letters, forms, etc. – provided by the Program Coordinator, Tenure and Promotion Committee, and the Vice-President of Academic Affairs during the six (6) years of preparation for tenure. Tenure candidates should document, in writing, how they addressed any area identified by evaluators as needing attention during the six (6) year tenure process. Evaluation reports should be organized by academic year.
5. Letters of recommendation for tenure, one of which must be written by the Program Coordinator or division chair as appropriate. Such letters should provide support for the tenure candidate's accomplishment in the areas outlined in item #3 above. In order to maintain confidentiality, letters should be sent by the author directly to the Executive Assistant to the Vice President of Academic Affairs, who will place them in the tenure candidate's portfolio.
7. Awards and letters of recognition for service or performance.
8. A current CV.



9. Any additional materials tenure candidates wish to make available for tenure review, for example, recommendations from outside reviewers.

### **1.3 Faculty Evaluation Guidelines**

Each faculty member at Kentucky Wesleyan College should be committed to the goals of a liberal arts education. Faculty members should work productively individually, with students, and with colleagues in their own programs and across disciplines. They should be actively involved with students, both inside and outside the classroom. Each faculty member be able to articulate his or her goals, plans, and accomplishments.

All faculty members are expected to demonstrate excellence in three major areas:

- I. Instructional Activities
- II. Scholarly Activities and Professional Development
- III. Service to the Program, the College, the Profession, and the Community

Explanation of each of these three areas follows. Each section includes a definition of the area, some indicators of excellence, and a list of relevant activities. The list is intended not as a checklist but to indicate a range of activities valued by the College. Untenured faculty, in collaboration with the Program Coordinator, should develop a graduated plan of professional development that includes all three areas of responsibility.

A faculty member's primary responsibility is teaching; therefore, untenured faculty should give greater consideration to developing his or her teaching skills when creating a plan of professional development.

During the six-year period prior to tenure, untenured faculty may apply for a reduction in teaching load so that they may focus as teacher-scholars and progress towards the completion of tenure requirements. This reduction may take the form of reduced class sizes, a reduction in the number of course preparations, or a course reduction from the normal course load of tenured faculty.

#### **1.3.1 Instructional Activities**

Teaching-broadly defined-is the central responsibility of faculty members and the most important area of faculty evaluation. Faculty members should demonstrate excellence at each stage of evaluation. Early in their time at the College, faculty members should demonstrate significant potential and progress as excellent teachers. While standards may vary somewhat by discipline, certain characteristics of teaching are valued across the College: well planned, carefully organized courses; effective delivery of material; clear student outcome expectations; innovation in subject matter and pedagogy; courses that meet program and College objectives; sufficient opportunity for out-of-class contact between instructor and students; demonstrated effort to keep course content current; use of appropriate methods of feedback and student

assessment. Faculty must document annually progress towards, involvement in, or engagement with activities selected from among the activities listed below. Work and accomplishments in Instructional Activities may take a variety of forms, including:

**1.3.1.1 Teaching:**

- Classroom
- Studio
- Lab and field experience
- Online courses

**1.3.1.2 Guiding independent learning activities:**

- Student research
- Student creative performance
- Capstone projects
- Projects within courses
- Assisting students in other courses or fields
- Independent study, honors, tutorials
- Internships, Practica
- Service-learning experiences
- Presentation of student work to wider audiences
- Taking students to conferences

**1.3.1.3 Collaboration with colleagues:**

- Intra-program, inter-program, or interdisciplinary team-teaching
- Guest lecturing in a colleague's course
- Teaching a course for an interdisciplinary program
- Participation in Freshman Seminar

**1.3.1.4 Course development and improvement:**

- Designing and teaching new courses
- Revising and refining existing courses
- Improving pedagogical methods
- Updating course content
- Developing assessment techniques
- Instructing or attending workshops for faculty development

**1.3.1.5 Other Instructional Activities:**

- Work on curricular grant proposals
- Monitoring student teaching
- Instruction-oriented faculty development activity

**1.3.1.6 Advising and counseling:**

- Academic advising

### **1.3.2 Scholarly and Professional Development Activities**

Each faculty member is expected to be intellectually active and working. Faculty members should be able to explain their plans for professional development and to document their accomplishments. The results of scholarly activities may be apparent in new or revised courses or in dissemination of scholarship to a wider audience. Some characteristics of excellence in this area would include: developing new or expanded areas of expertise; demonstrating efforts to stay current in one's field; developing and conducting artistic performances; designing and conducting well-planned research projects; presenting ideas on and off campus; publishing one's work; receiving recognition from one's peers in the profession. Faculty must document annually progress towards, involvement in, or engagement with Scholarly and Professional Development Activities selected from among the activities listed below. Scholarly and Professional Development Activities may take many forms of active engagement in intellectual activities within one's own discipline and at points across the liberal arts spectrum, including:

#### **1.3.2.1 Individual reading, study, and development:**

- Reading, study, and writing
- Attending professional meetings, conferences, and short courses
- Attending seminars or workshops
- Completing advanced coursework related to the profession or discipline
- Attending faculty colloquia, guest lectures, and artistic events
- Developing new courses based on new scholarly activity
- Implementing a new method or piece of equipment into an existing course or laboratory

#### **1.3.2.2 Scholarly research or professional creativity:**

- Publication of articles
- Publication of a book
- Presenting a paper at an academic or professional conference
- Publication of a paper or abstract in conference proceedings
- Publication of working papers
- Participation in seminars and colloquia related to one's discipline(s)
- Presentations/showing works in the arts
- Unpublished research

#### **1.3.2.3 Collaboration:**

- Collaborating on research projects with students
- Interdisciplinary work with colleagues
- Development of research or instrumentation grants
- Collaboration with other professionals

### **1.3.3 Service to the Program, the College, and the Profession**

Faculty members should be actively engaged in areas of service and should take advantage of opportunities for leadership. Every faculty member should contribute significantly to the Program, to the College, and to the Profession in which he/she engages. As faculty at church-affiliated, liberal arts institution, faculty members should demonstrate the contributions of a liberal arts education within the context of a larger world through Community Service. Faculty members should include service as part of their ongoing plans for professional development. Characteristics of excellent service include: dependability; thoughtfulness; active participation and preparedness; collegiality; willingness to accept responsibility; willingness to accept leadership roles; effective leadership; helping the College and Program meet goals; helping professional organizations meet goals; helping student organizations meet goals; providing opportunities for students to interact with communities beyond the College; effectively advising and counseling students. Faculty must be able to demonstrate the contributions of community service to the College, the ways in which it promotes the institution within the community, and its contribution to the development of faculty as teachers/advisors/colleagues/leaders. Faculty must document annually progress towards, involvement in, or engagement with Service Activity selected from among the activities listed below. Service takes a variety of forms, including:

#### **1.3.3.1 Program:**

- Active participation in the life of the program and shared responsibility in program goals
- Participation in strategic planning, program assessment, curriculum development, search committees, teacher certification program reviews
- Leadership in program activities
- Representing the program at College events

#### **1.3.3.2 College:**

- Academic advising
- Service on College committees, which include institutional, faculty, and ad hoc committees
- Leadership on College committees
- Representing faculty on administrative committees or groups
- Participation in College activities, meetings and functions
- Service as program director, division director, member of program steering committee, or other program leadership role
- Grant writing and administration
- Offering workshops for students outside the usual class structure
- Offering workshops for faculty

Editing College publications  
Advising student organizations  
Presenting at College events  
Service to the larger community that draws on one's professional abilities, reflects well on the College, and builds College/community relationships

#### **1.3.3.3 Profession:**

Participation in a professional academic organization at the local, regional, or national level  
Leadership role or particular service to an academic organization  
Leadership regarding the planning and operation of professional colloquia, seminars, workshops and conferences  
Organizing an academic or professional conference  
Serving on the program committee for an academic or professional conference  
Serving as a respondent at an academic or professional conference  
Organizing or chairing panels at academic or professional conferences  
Work as a reviewer or editor of scholarly work

#### **1.3.3.4 Community Service:**

Working with humanitarian aid organizations  
Working with environmental organizations  
Working with arts and humanities charitable organizations  
Working with community-based services, such as rape crisis centers, homeless shelters, soup kitchens, etc.  
Working with community school populations as tutors, ESL instructors, etc.  
Providing charitable services for underserved populations  
Working as consultant for charitable organizations  
Working with museums, parks, libraries

### **1.4 Appeals of Denial of Tenure and Promotions Decisions**

The Ad Hoc Tenure and Promotion Appeals Committee shall be constituted to review decisions of denial of tenure and promotion when requested by the faculty member. In all cases which it reviews, the Committee's task is to determine: (1) whether the evaluation procedures and policies of the College have been implemented fairly and reasonably; (2) whether the decision being reviewed was reasonable in view of the evidence on which it was based.

**1.4.1** A request for an appeal must be made to the Faculty Trustee within twenty business days of receipt of notification of the denial of tenure or promotion. Upon receipt of a request for appeal, the Faculty Trustee, in collaboration with the Vice-President of Academic Affairs and FPIC, will appoint three tenured faculty members to serve on the Tenure and Promotion Appeals Committee.

**1.4.2** The Committee's initial presumption in each case shall be that the original tenure and promotion decision is reasonable and is therefore to be left standing. Thus the Committee shall find in favor of the original tenure and promotion decision, unless it is persuaded that the decision under review cannot be reasonably defended on procedural and/or substantive grounds.

**1.4.3** When a case is under review by the Tenure and Promotion Appeals Committee, the settling of contract terms may be delayed until a reasonable time after the Committee has issued its findings.

#### **1.4.4 Appeals Process**

The Committee shall have access to all materials contained in the permanent evaluative files of those faculty members whose cases it reviews. A faculty member may choose to make a statement (either oral or written, or both) to the Committee. The appropriate persons in the evaluation process (Chair of Tenure and Promotion, Vice-President of Academic Affairs, etc.) may choose to explain its recommendation in person before the Tenure and Promotion Appeals Committee.

**1.4.4.1** At least two votes are required to overturn a denial of a tenure and promotion decision.

**1.4.4.2** The Committee's review is to be completed within sixty days of its receipt of the faculty member's request.

**1.4.4.3** The Committee will review all relevant materials and make the decision to confirm or overturn the original tenure decision. With either decision, the Committee will write a detailed explanation of their findings for the Tenure and Promotion Committee, to the Vice-President of Academic Affairs, to the President, and to the faculty member.

**1.4.4.4** After reviewing the reasons for the decision by the Tenure and Promotion Appeals Committee, the President shall either change the decision or confirm its original decision, and, in either case, submit a written response to be included in the faculty member's permanent evaluative file. The final decision in the case rests with the President.

**1.4.4.5** The finding of the Tenure and Promotion Appeals Committee, together with any accompanying evidence or explanation, shall become a part of the faculty member's permanent evaluative file.

**1.4.4.6** Evidence of the faculty member's opportunity to review the Committee's finding, together with any written comment the faculty member might choose to append, shall be attached to the finding and be included in the faculty member's permanent evaluative file.

## **1.5 Post-Tenure Review**

To help keep tenured faculty strong and current, the Board of Trustees, the administration, and the faculty have developed the following review process. Post tenure review will be administered by the Tenure and Promotion Committee and the Vice President for Academic Affairs.

### **1.5.1 Post-Tenure Review Shall:**

1. Be aimed at faculty development and revitalization.
2. Be conducted in a manner that protects academic freedom and the quality of education at Kentucky Wesleyan College,
4. Ensure collegial responsibility for assessment,
5. Encourage professional growth in teaching and research,
6. Aid in an effective allocation of institutional financial support (i.e. teaching workshops, conferences and travel),
7. Not be a system that reopens the question of tenure,
8. Not be a system that is redundant or overly costly to the faculty and institution in terms of diverted time and energy to the process,
9. Not be a system that substitutes for administrative accountability,
10. Not be used exclusively as grounds for dismissal or other disciplinary sanctions,
11. Foster mutual respect and a sense of collective purpose; and
12. Includes supporting documents from Program Coordinator and/or Division Chair.

### **1.5.2 Standards and Guidelines**

1. The Post-Tenure Review has as its basic standard whether or not the faculty member, under review, discharges conscientiously and with professional competence the duties appropriately associated with his or her position.
2. The Post-Tenure Review is flexible enough to acknowledge different expectations in different disciplines and changing expectations at different stages of faculty careers.
3. The Post-Tenure Review is confidential and confined to the appropriate college persons, release of information only with the consent of the reviewed faculty member.

4. Each full-time faculty member will participate in a post-tenure review if none of the following events has occurred within the last six (6) years:
  - a. the review which resulted in the grant of tenure;
  - b. a review for promotion by the Tenure and Promotion Committee; or
  - c. a previous post-tenure review.

The post-tenure review committee will use the following tools in their evaluation of the faculty member.

1. A self-evaluation, prepared by the faculty member or the six previous annual evaluations.
2. The review prepared by the Division Chair. (In the case when the individual under consideration is a Division Chair, the Vice President of Academic Affairs will complete this form.)
3. All formal student evaluations that have been conducted since the last post tenure review.
4. All materials the individual under review deem pertinent to the process (e.g. letters of support, research or other work).

The Committee and the Vice President of Academic Affairs will each prepare a letter for the individual under review. The Committee will submit their letter to the Vice-President of Academic Affairs. The letter should describe the performance of the reviewed individual. After receiving the Committee's letter, the Vice President of Academic Affairs will meet with the individual under review and if necessary, a performance improvement plan may be put in place for those tenured faculty experiencing difficulty.

This process should, at all times, respect academic freedom and individual self-direction. The ultimate standard should be a good faith commitment. It must also be a tool for faculty development and supported by institutional resources.

## **1.6 Overview of Faculty Evaluation**

Kentucky Wesleyan College believes strongly in the evaluation of all personnel, including faculty. The Faculty By-Laws refer to faculty evaluation in several sections. For example, 1.1.6.9 describes the role of the Tenure and Promotion Committee in the evaluation of faculty, 1.2.7 describes the process of tenure evaluation, and 1.5 explains the evaluation of tenured faculty. 1.3 describes the guidelines used for faculty evaluation. The following chart provides an overview of all faculty evaluation. It illustrates policy referred to in this handbook and long-standing practice.



| OVERVIEW OF THE KENTUCKY WESLEYAN COLLEGE<br>FACULTY EVALUATION PROCESS STATUS OF FACULTY MEMBER |   |   |  |  |  |
|--|---|---|--|--|--|
| <b>Rank/Status</b>   | Adjunct   | Full-Time Non-Tenured Track                                       | Full-time Tenure-Track   | Full-Time Post-Tenure  | Full-Time Full Professor   |
| <b>Earned Degree</b>   | BA with 18hrs of master level or equivalent                       | Masters Degree or equivalent                                      | Terminal Degree or equivalent  | Terminal Degree or equivalent  | Terminal Degree or equivalent  |
| <b>Teaching Experience</b>   | 0+ collegiate years   | 0+ collegiate years   | 0+ collegiate years  | Minimum of 7 collegiate years  | Minimum of 10 collegiate years   |
| Student Evaluations  | Yes (annual)  | Yes (annual)  | Yes (annual)   | Yes (annual)   | Yes (annual)   |
| Self Report  | No  | Yes, Bi-annual  | Yes, biennial to 6 <sup>th</sup> yr, earlier if flagged by Chair for concerns in the teaching, service, and scholarship. | Every 6 <sup>th</sup> year, unless required by Chair for concerns/Issues earlier.  | As needed if Chair or Admin has concerns from evaluations, service issues, or lack of scholarship, then a review.  |
| Program Coordinator Observation  | <b>Yes, annually</b>  | <b>No</b>   | <b>No</b>  | <b>No</b>  | <b>No</b>  |
| Division Chair Evaluation  | Observation   | Yes, biennial   | Yes, biennial to 6 <sup>th</sup> yr  | Every 6 <sup>th</sup> yr – Post Review unless needed earlier due to Chair concerns from evaluations, service issues, or lack of scholarship. | As needed within 10yrs if Chair has concerns from evaluations, service issues, or lack of scholarship, etc.... then a 10yr review, to reset yrs upon review. |
| Associate Dean Observation   | As needed if Associate Dean has concerns from Chairs Evaluation.  | As needed if Associate Dean has concerns from Chairs Evaluation.  | Yes, biennial to 6 <sup>th</sup> yr  | As needed if Chair has concerns from evaluations, service issues, or lack of scholarship, then a review.                                     | As needed if concerns from evaluations, service issues, or lack of scholarship, then a review.   |
| Faculty Dean meeting   | As needed if Dean has concerns from Chair Evaluation bi-annually. | As needed if Dean has concerns from Chair Evaluation bi-annually. | Yes, biennial to 6 <sup>th</sup> yr  | As needed if Chair has concerns from evaluations, service issues, or lack of scholarships then review.                                       | As needed if Chair has concerns from evaluations, service issues, or lack of scholarship, then a review.   |
| Tenure and Promotion Evaluation  | As needed   | Observation, Bi-annual evaluation                                 | Yes, biennial to 6 <sup>th</sup> yr  | Every 6 <sup>th</sup> yr, unless required by the committee due to concerns/issues.   | As needed from the Chair through a request due to concerns/issues.   |
| VPAA Evaluation  | If VPAA has concerns.   | If VPAA has concerns.   | Yes, biennial to 6 <sup>th</sup> yr  | None, unless required by the   | As needed if concerns/issues   |

|  |  |  |  |                                   |                      |
|--|--|--|--|-----------------------------------|----------------------|
|  |  |  |  | committee due to concerns/issues. | from FSPTC or Chair. |
|--|--|--|--|-----------------------------------|----------------------|

## **1.7 ACADEMIC FREEDOM, RIGHTS, OBLIGATIONS AND RESPONSIBILITIES OF FACULTY MEMBERS**

### **1.7.1 Academic Freedom**

Kentucky Wesleyan College is committed to the protection of tenure and academic freedom, as described in the 2005 position paper, 'Academic Freedom and Educational Responsibility,' published by American Association of Colleges and Universities.

1. Faculty are entitled to full freedom in research and in the publication of the results, subject to the adequate performances of their other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.
2. Faculty are entitled to freedom in the classroom in discussing their subject, but they should be careful not to introduce into their teaching conversational matter which has no relation to their subject.
3. College and university teachers are citizens, members of a learned profession, and officers of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community impose special obligations. As scholars and educational officers, they should remember that the public may judge their profession and their institution by their utterances. Hence they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not speaking for the institution. When speaking as private citizens, faculty should not mention their affiliation with the College.

### **1.7.2 Infringement on Academic Freedom**

All members of the faculty, whether tenured or not, are entitled to exercise their rights under the College's policy on academic freedom. If any faculty member believes that he or she has suffered an adverse employment action (including termination or non-reappointment) because of a legitimate exercise of academic freedom, the faculty member may report the matter to the Faculty Professional Interests Committee for appeal by the Faculty Grievance Committee.

### **1.7.3 Rights and Obligations of Faculty Members**

It is appropriate and beneficial for a college to adopt and publish a statement of what it acknowledges to be the rights or privileges and what it claims to be the obligations, legal and

moral, of teachers who are appointed to the College faculty. The following formulation of professional rights and obligations is offered here in an attempt to indicate the general scope of such a desired statement. Implementation of the policies presented here should be a prime concern of every faculty, as well as of all administrative officers.

#### **1.7.3.1 Rights of Faculty Members**

Kentucky Wesleyan College recognizes and upholds the following rights of faculty members:

1. The right to be covered by clear and mutually binding terms of appointment.
2. The right to be remunerated for services in proportion to status and responsibility, according to contract.
3. The right to equal consideration with others in the matter of promotion.
4. The right of tenure-track faculty to a fair and balanced review of an application for tenure submitted in a timely manner.
5. The right to fair process to resolve grievances or other matters of dispute in accordance with policies published by the College.
6. The right to assume that efforts will be made by the administration to render an equitable distribution of teaching loads.
7. The right to share in the College's provisions for faculty welfare (e.g., retirement plan, major medical and life insurance).
8. The right to participate in the functions and powers of the faculty as a deliberative body in the academic governance of the College.
9. The right to assume the College's protection in matters of academic freedom.

#### **1.7.3.2 Obligations of Faculty Members**

Rights and obligations are correlative. An individual who accepts appointment to the college faculty with the accompanying rights and privileges is expected also to accept the following obligations:

1. The obligation as a full-time appointee to render comprehensive attention to teaching, faculty development, service to the College, and service to the community. These obligations must take precedence over activities outside the educational program pursued by faculty.

2. The obligation to know the mission and objectives of the College and to work conscientiously to implement them.
3. The obligation to serve the College and its students as effectively as possible in curricular and co-curricular relationships, realizing that the conduct and utterance of faculty members often reflect, for good or ill, upon the College and higher education generally.
4. The obligation to work diligently throughout the period of one's appointment to improve in scholarly competence, professional stature, and pedagogical skills.
5. The obligation in exercising one's personal and professional rights to respect and protect the rights and interests of students, other faculty, and staff.
6. The obligation to maintain sound academic standards and to observe and enforce College policies and regulations; for example, to meet all classes regularly as scheduled, to be fair in evaluating the academic performance of students, to sanction no academic dishonesty, to advise students willingly, thoughtfully, and competently.
7. The obligation to avail oneself of the College's provisions for faculty welfare in order to remain as financially independent as possible in one's retirement years and/or under adverse emergency circumstances.
8. The obligation to assume one's share of responsibility for the work of the faculty; for example, to attend faculty meetings regularly, to participate conscientiously in academic policy deliberations and decisions, to serve on faculty committees, and to accept other assignments and responsibilities appropriate to a professional relationship with the College.
9. The obligation to observe high standards in personal and professional ethics so that one's conduct reflects creditably upon oneself, colleagues, the College, and the teaching profession.
10. The obligation to present one's self in a professional manner when representing the College, whether on or off campus. This includes the obligation to abide by the College dress code as stated in the Employee Handbook.
11. The obligation to abide by Title IX and all College policies.

### **1.7.3.3 Policy Statements Concerning Specific Faculty Responsibilities**

In an effort to facilitate implementation of faculty responsibilities and obligations, the following policy statements are offered as guidelines on the indicated topics:

### **1.7.3.4 Teaching Load**

The normal teaching load at Kentucky Wesleyan College is defined as the equivalent of no more than 24-28 contact hours per academic year (typically a 4/4 load). The teaching loads of faculty in such areas as music, drama, (i.e. where courses typically involve private instruction) are adjusted accordingly. An online class taught by a tenured or tenure-track faculty member during the regular academic year (fall and spring semesters) will count as part of that faculty member's regular academic load (typically 4/4). As is typical, if a faculty person teaches a class at any other time or as an overload, a special contract will be issued by the VPAA's office.

1. No faculty may be compelled to teach outside of the contracted fall/spring semesters.
2. Program scheduling should aim towards the goal of ensuring that faculty have no more than three (3) course preparations per semester.
3. Overloads  
Under special circumstances faculty may teach overloads. No more than one overload may be taught each semester except in cases of emergency, such as medical situations. To teach an overload, faculty must have prior written approval of his or her Program Coordinator and/or Division Chair, and the Vice- President of Academic Affairs.
4. The Associate Dean and Director of Online and Adult Education in consultation with the Program Coordinator will establish the course offerings for online courses and overload teaching assignments and will offer faculty members opportunities to teach online courses. Course offerings will be rotated among all full-time members of the program who desire to teach online courses. Primary consideration will be given as follows:
  - a. The online course needs of the College
  - b. Qualifications of the program members
  - c. Balanced teaching opportunities among all members of the program
5. Online Courses  
The Kentucky Wesleyan College faculty intends for online instruction to be of the same level of academic rigor as that maintained in the traditional classroom setting. It is the faculty's aim, therefore, that, although different in pedagogical practice, online instruction be consistent with the values of the faculty and realizes the mission of Kentucky Wesleyan College.
  - a. The College will not offer more than two online courses per term (7-weeks) and three courses in a given semester to any one adjunct professor.
  - b. Online class sizes will be limited to eighteen students. At the same time, it is important that there be sufficient learners in the course to make for stimulating discussions in chatrooms, group projects and electronic bulletin boards. Thus, the faculty believes a minimum of eight students should be registered for a class to be offered. If fewer than eight students register for a course, the course may be

taught if the Professor, the Director of Online and Adult Education, and the Vice-President of Academic Affairs agree to offer the course. Only in the most exceptional of circumstances will an online class be taught with fewer than five students enrolled.

6. Directed and Independent Study.

When a faculty member's teaching load and schedule permit, he/she may supervise eligible students in independent study or research projects. Supervision of students in directed or independent study, however, is not normally considered in calculating faculty teaching loads. Directed and independent study courses must be approved by the faculty member's Program Coordinator and/or Division Chair and the Vice-President of Academic Affairs.

- a. A course that is normally offered as a regular course should not be offered as a directed study unless there is a significant reason (e.g., a student has been abroad and missed a particular course for a major). Kentucky Wesleyan does not guarantee to a student that a second major or a minor can be completed; therefore, the College is under no obligation to accommodate scheduling difficulties by offering regular courses as directed studies. Personal preferences of students are not a justification for requesting directed studies.
- b. Circumventing specific courses or instructors is not a legitimate reason for asking a Faculty member to teach the overload of additional independent or directed studies.
- c. Faculty are limited to one directed or independent studies course per term. Supervision of students in directed or independent study, however, is not normally considered in calculating faculty teaching loads.

### **1.7.3.5 Distribution of Syllabi**

All faculty are required to distribute a syllabus to each student and submit a syllabus for each course to the Vice President of Academic Affairs office each semester. This syllabus must provide information about the goals and requirements of the course, the general nature of the course content, student learning outcomes for the course, and the methods of evaluation which will be used in the course. Syllabi for General Education courses must relate the course's objectives to the learning outcomes for the General Education Program. All information on syllabi must conform to the standards listed on the template, which may be found on the website.

### **Advising Students and Office Hours for Students**

An important feature of the Kentucky Wesleyan College approach to education is academic and personal advising of students by faculty members. Faculty members are requested to post and maintain at least 10 hours per week of on-campus "office" hours.

#### **1.7.3.6 Absences from the Campus**

In cases of illness or other compelling personal emergency requiring absence from the campus, faculty members should notify their Program Coordinators and/or Division Chair, and the Vice President of Academic Affairs so arrangements can be made to cover their instructional duties during their absence. In other circumstances requiring absences from the campus (e-g., to attend professional or scholarly meetings), the faculty member should notify in advance the relevant Program Coordinator and/or Division Chair and the Vice President of Academic Affairs of his/her impending absence.

#### **1.7.3.7 Faculty Meetings and Commencement Exercises**

Every faculty member is expected to be present for these functions. If circumstances necessitate one's absence, the faculty member should notify the Vice President of Academic Affairs in advance if possible.

#### **1.7.3.8 Attendance at Other College Functions**

To foster good morale among faculty and students and other constituents and to share in extracurricular culture and educational opportunities, faculty members are urged to attend College-sponsored convocations, lyceum programs, and other social and cultural events.

#### **1.7.3.9 Recruitment of Students**

Faculty members are expected within reason to assist in the recruitment of students for their programs and for the College generally.

#### **1.7.3.10 Public Representation of the College**

From time to time, faculty and administrative staff members are invited to represent the College as speakers or resource persons at local or regional civic clubs, churches, educational institutions, or professional meetings. In an effort to encourage faculty members to undertake these public relations and civic functions, the College will usually be able to pay for any travel expenses entailed, particularly when an honorarium is not paid by the institution or group requesting the service. Faculty should confirm with the VPAA that reimbursement will be available before making any commitment for travel expenses.

#### **1.7.3.11 Outside Employment and Political Offices**

The employment contract between Kentucky Wesleyan College and its full-time faculty requires comprehensive attention to teaching, faculty development, service to the College, and service to the community. (See section 1.7.3.2, Obligations of Faculty Members.) These obligations must

take precedence over other outside activities by faculty for employers, clients, or other organizations outside of Kentucky Wesleyan College. Activity outside the educational program is in violation of academic professional ethics under one of two circumstances: 1) such activity absorbs the faculty member's time and energy to an extent that obligations to the College are neglected or 2) such activity harms Kentucky Wesleyan College. Full time faculty are expected to refrain from activity outside the academic program which violate the aforementioned ethical standards. Faculty must consult with the Vice President of Academic Affairs, Program Coordinator and/ or Division Chair if the potential for either of the violations above exists. Typical cases include:

1. Service to any organization doing business with Kentucky Wesleyan College.
2. Teaching at another institution.
3. Assuming executive responsibilities for an outside organization that might create conflicts of commitment or loyalty.
4. Devoting any significant amount of time or creative energy to non-College activities, to a degree which might compromise effective performances at Kentucky Wesleyan College. During the summer consultation as described above is required only in cases where a faculty member desires to teach at another institution. If a faculty member is either denied approval or requested to terminate an outside activity and believes the decision is in error, the faculty member may grieve the decision according to the procedure outlined in the Faculty Handbook. Although Kentucky Wesleyan full-time faculty will serve under an August to August contract, teaching and administrative obligations are almost entirely concentrated within the nine-month academic year; although faculty are expected to advise students and help with recruiting during the summer.
5. Utilizing one's own business for economic gain in the course of fulfilling one's faculty responsibilities, creating a conflict of interest between the faculty member's private and professional interests.

#### **1.7.3.12 Faculty Grants**

Faculty are expected to keep current in their discipline and to be engaged in scholarly activities. In preparation for submitting a grant proposal:

1. Faculty must have the project approved by the Program Coordinator and/or Division Chair, Vice- President of Academic Affairs, and Vice-President for Advancement.
2. The final grant proposal, including the budget, must be approved by appropriate personnel.
3. Once awarded, grant funds must be processed through the appropriate college office(s).
  - a. Governmental grants must be processed through the business office.



- b. Private gifts (e.g., Foundation, corporate, individual grants) must be processed first through the advancement office and then through the business office.
- 4. In consultation with the Program Coordinator, the Division Chair, and the Vice-President of Academic Affairs, a faculty member may be granted reassigned time from one course per semester for scholarly activities.

## **1.8 SUMMER TEACHING**

**1.8.1** The Vice- President of Academic Affairs, in consultation with the Program Coordinator, will establish the course offerings for the summer session and will offer faculty members an opportunity to teach in the summer session. Course offerings will be rotated among all full-time members of the Program who desire to teach in the summer session. Primary consideration will be given as follows:

- a. The summer course needs by the College
- b. Qualifications of the program members
- c. Balanced teaching opportunities among all members of the program.

**1.8.2.** A faculty member may elect not to teach a class of less than eight students.

## **1.9 SEPARATION FROM THE COLLEGE**

Separation from the College may be affected by any of five means:

### **1.9.1 Resignation**

Faculty agreements are binding on both the College and the faculty member. A faculty member may resign during the term of a contract only with the consent of the Vice- President of Academic Affairs. Such consent will not be unreasonably withheld if the faculty member gives sufficient advance notice of the resignation, and the College is able to secure a suitable replacement.

A faculty member who intends to resign from the College at the end of a contract term should recognize the effect of the resignation on the Program of the College and give the College as much advance notice of the resignation as possible. Providing such notice will not change the College's duties to the faculty member under their employment agreement.

### **1.9.2 Non-renewal of Tenure-Track Appointments**

The College tries to provide advance notice of non-reappointment to tenure-track faculty on the schedule provided below. However, extenuating circumstances may result in failure to provide

notice according to this schedule; such circumstances do not create a contract right for either party or extend the term of a current contract of employment. A term of employment can be extended only by the execution of a written contract modification or a new agreement, either of which must be signed by the Vice- President of Academic Affairs.

- a. Not later than March 1 of the first 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.
- b. Not later than January 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.
- c. At least eight months before the expiration of an appointment after two or more years with the College.

### **1.9.3 Termination for Cause**

All faculty agreements shall provide that the College may terminate the agreement prior to the end of its term in the event of financial exigency or the discontinuance of a program, both of which are described below.

#### **1.9.3.1 Financial Exigency**

“Financial exigency” exists when:

- a. the Board of Trustees determines, based on competent evidence and the recommendation of its Audit, Finance, and Investment Committee, that the College is faced with a genuine financial emergency which requires the College to adopt procedures to alleviate the crisis; and
- b. the Board or the administration adopts such procedures, including but not limited to, the emergency termination of tenured faculty members or untenured faculty members prior to the expiration of the appointment to which they would otherwise be entitled; and
- c. the procedures adopted by the Board or the administration to cope with the financial crisis are neither arbitrary nor capricious in nature.

**1.9.3.2** Before terminating an appointment because of financial exigency, the College will make every effort to move the faculty member concerned to another suitable position within the College.

**1.9.3.3** The College will give due consideration to preferring the retention of tenured faculty members when practical.

**1.9.3.4** In all cases of termination of appointment because of financial exigency, the place of the faculty member concerned will not be filled by a replacement within a period of three years unless the position has been offered to the released faculty member with a reasonable time in which to accept or decline it.

**1.9.3.5 Discontinuance of Program Not Mandated by Financial Exigency.**

Termination of an appointment with continuous tenure, or of a tenure track or specified appointment before the end of the specified terms, may occur as a result of bona fide formal discontinuance of a program or program of instruction. The following standards and procedures will apply:

**1.9.3.6** The decision to discontinue a program or program of instruction shall be made by the Board of Trustees after giving due consideration to the advice, counsel, and recommendation of the Board's Committee on Student Life and Academic Affairs, the Academic Policies Committee, and the Faculty.

**1.9.3.7** Before a faculty member's appointment is terminated under this provision, the College will attempt to place the faculty member in another suitable position, if one exists. If placement in another position would be facilitated by a reasonable period of training, financial and other support for such training will be proffered. If the faculty member's appointment is terminated, he or she will be given, at the College's discretion:

- a. one year's notice of termination; or
- b. a severance benefit calculated by multiplying current annual salary times years of service to the College times 0.033 (subject to a maximum of one year's salary).

**1.9.4 Dismissal**

It is the philosophy of Kentucky Wesleyan College that both the faculty and the administration should share the goal of developing the talents and of every individual member of the faculty so that it is never necessary to end an employment relationship involuntarily. In order to achieve this goal, faculty members should serve as mentors and examples to their colleagues. Persons who have the responsibility for supervising others must provide honest evaluations and clear feedback to let faculty know where improvement is needed and when job performance fails to attain satisfactory levels. The faculty should provide internal opportunities for professional development, and the College should encourage participation in external educational opportunities.

**1.9.4.1** Ideally, faculty members who are not performing at the high professional levels expected by the College should have ample opportunity to become aware of any problems in a constructive setting and to confront and overcome those problems with help from colleagues and the administration. Non-renewal or dismissal should not be the first reaction to poor job performance, but rather the last alternative after exhausting other opportunities for improvement.

**1.9.4.2** Faculty members with tenure or faculty members whose contract appointment has not expired can be dismissed only for a material breach of their contract of employment, such as continuous failure to perform core professional responsibilities (whether because of physical or mental incapacity or for any other reason), neglect of duty, immoral conduct, or other misconduct which breaches the employment agreement. A faculty member's exercise of academic freedom cannot serve as grounds for dismissal.

**1.9.4.3** When, in spite of efforts to effect improvements, it becomes necessary to decline to renew an appointment or to terminate an appointment under the guidelines described in the employment agreement and this Faculty Handbook, the matter shall be handled by the Vice-President of Academic Affairs or his/her delegate. The College will provide the faculty member with advance notice of non-renewal to allow him or her to make alternate plans (see section 1.9.2, Non-Renewal of Tenure Track Appointments), and exercise appropriate discretion and confidentiality throughout the entire process. The Vice-President of Academic Affairs will advise those persons who need to know in order to perform their professional duties of the anticipated vacancy to be created by the non-renewal or dismissal.

**1.9.4.4** A faculty member who is dismissed under this section shall, upon request, be provided a written statement of the charges which provided grounds for the dismissal. The faculty member may respond to the charges, orally or in writing, to the Vice-President of Academic Affairs and may appeal the charges according to the grievance procedures outlined in the Faculty Handbook.

**1.9.4.5** Any faculty member who feels that his or her dismissal or non-renewal was in violation of state or federal law should file a complaint with the head of Human Resources. This includes, but is not limited to, non-renewals or dismissals in violation of:

- a. laws prohibiting discrimination in employment on the basis of race, sex, color, national or ethnic origin, age, or disability
- b. the Family Medical Leave Act (FMLA)
- c. the Uniformed Services Employment and Reemployment Rights Act (USERRA)
- d. Kentucky workers compensation laws

## **1.10 Grievances, Hearings, and Appeals**

### **1.10.1 Grievance**

The purpose of the grievance process is to provide a recognized method for faculty to resolve issues related to conditions of employment and to bring problems and complaints to the attention of the administration. Faculty are free to use the grievance process at any time without fear of retaliation.

The College and the grievant must be committed to the grievance process in order to achieve the desired objective.

The primary role of the Faculty Grievance Committee is advisory. It provides a platform to ensure an opportunity to be heard for any faculty member who believes he or she has not received fair treatment under the College's guidelines and procedures. The Committee also provides an opportunity for problems to be reviewed from a fresh perspective.

**1.10.1.1** The Faculty Grievance Committee shall be composed of the tenured members of the Faculty Professional Interests Committee. Should the grievance come from a faculty member in the same program as a member of the Faculty Professional Interests Committee, that Committee member shall be recused from the appeals process of the grievance. In the event that this procedure would leave fewer than three members remaining on the Grievance Committee, the recused Committee member(s) shall be replaced by a tenured faculty member(s) elected at large for the duration in which the grievance remains unresolved.

**1.10.1.2** The Faculty Grievance Committee is the path of appeals for all grievances except those concerning promotion and tenure decisions and those concerning disability accommodations, worker's compensation, benefits, compensation, or illegal harassment/discrimination, which must be directed to the Director of Human Resources.

**1.10.1.3** If a grievant seeks resolution of the subject matter of a pending grievance in some manner not provided in this Handbook (for example, before a judicial or regulatory authority), action on the grievance may be suspended.

**1.10.1.4** It is important that grievances be processed as rapidly as possible. Undue delay by the grievant in going forward with the grievance process (generally taking longer than two weeks to respond or complete the next step of the process) may be the basis for a determination that the grievant has abandoned the grievance. An involuntary delay, such as illness, vacation, or extended holiday periods, will not be considered as abandonment. A grievant may withdraw a grievance and discontinue the process at any time.

**1.10.1.5** All information considered and discussed throughout the Grievance Process shall remain confidential among the parties involved in the grievance, the Program Coordinator, the Vice-President of Academic Affairs, and the members of the Grievance Committee.

## **1.10.2 Grievance Process**

Grievances are processed by taking the following steps in the order presented. All communications related to the grievance, at every level, should be documented.

**1.10.2.1.** An attempt should first be made to settle the matter informally by discussing it with other party or parties concerned.

**1.10.2.2.** If the faculty member has been unable to resolve the matter informally, he or she may provide a formal written grievance to the Program Coordinator or other immediate supervisor for action. The writing should state that it is a grievance, describe the problem fully, state all of the relevant facts, and describe the desired resolution.

**1.10.2.3.** If, within ten working days after presentation of the grievance, the grievant is not satisfied with the response or if no decision has been rendered, he or she may file the grievance in writing with the Vice- President of Academic Affairs.

**1.10.2.4.** If the grievant is not satisfied with the response, or if no decision has been rendered within ten working days after the presentation of the grievance to the Vice-President of Academic Affairs, he or she may file the grievance in writing with the chair of the Faculty Grievance Committee.

**1.10.2.5** Should the complaint involve the Program Coordinator or the Vice-President of Academic Affairs, and the issue has not been resolved informally, the grievant should proceed to the next step of appeals.

**1.10.2.6** The chair of the Faculty Grievance Committee shall immediately notify the Vice-President of Academic Affairs that the Committee has received the grievance. The Chair shall determine what, if any, action was taken regarding the grievance by the Program Coordinator and the Vice-President of Academic Affairs.

**1.10.2.7** Within five working days after receiving the grievance, the Committee shall meet to review the grievance and begin collecting any evidence or information from the faculty member, the administration, or any other source as it may deem necessary.

**1.10.2.8** Within five working days of its first meeting, the Committee shall meet with the grievant in an effort to assist in resolving the grievance. If the Committee considers it advisable, it may request the attendance of any other party whose cooperation would be helpful in resolving the grievance. The grievant may bring another member of the faculty to this meeting for support and counsel, but the other person shall not actively participate in the meeting.

**1.10.2.9.** If the grievance has not been resolved by the time the Committee has completed its review, the Committee shall make its recommendation to the President. A copy of that opinion shall also be provided to the grievant and the Vice-President of Academic Affairs for information.

**1.10.2.10.** The President will make a final decision and notify the faculty member in writing of his or her decision within two weeks.