Faculty Governance Document

Article I: Academic Organization of the University

Spalding University shall consist of colleges, schools, and programs organized as defined by each College.

Article II: Administration of the University

A. Board of Trustees

As indicated in the *Bylaws of Spalding University*, the Board of Trustees shall exercise ultimate authority over, and ultimate responsibility for all acts of, the University.

B. The Executive

1. The President of Spalding University

In accordance with the *Bylaws of Spalding University*, the President of Spalding University (hereafter, "University president") shall be the chief executive and administrative officer of the University and shall also represent the institution on public occasions.

2. Provost

The Provost of Spalding University is the University's chief academic officer who shall have responsibility for overseeing the University's academic programs and for other duties assigned by the University president. The Provost shall report to the University president and shall assume executive authority if the University president is absent or unable to act.

3. Other Executive Officers

In accordance with the *Bylaws of Spalding University*, the University President may appoint other executive officers of the University, which may include additional vice presidents and corporate general counsel.

4. Appointment of program directors, research directors, clinical supervisors and other personnel.

The appointment of personnel, such as but not limited to program directors and clinical supervisors, shall follow the published guidelines for that school, program, or college for that position.
5. Responsibilities of program directors, research directors, clinical supervisors and other personnel.

The responsibilities of program directors, research directors, clinical supervisors and other personnel shall be published by the appropriate school, program, or college as part of their respective definitions.

C. Deans and Chairs

1. Appointment of Deans

Deans shall be appointed by and serve at the pleasure of the University President and shall report to the Provost. Deans are not tenured as such, but any Dean who is a tenured faculty member shall retain tenured status during the time served as Dean. Only those holding full-time, tenured or tenure-track faculty appointments at Spalding University shall be eligible for appointment as Deans.

2. Responsibilities of Deans

The chief academic officer of a college shall be the Dean, who shall supervise all the schools and programs therein.

3. Appointment of Chairs

Chairs shall be appointed by and serve at the pleasure of the University president and shall report to the deans of their respective colleges. Only those holding full-time, tenured or tenure-track faculty appointments at Spalding University shall be eligible for appointment as chairs.

4. Responsibilities of Chairs

The chief academic officer of a school shall be the chair, who shall supervise all the activities of the school.

D. Faculties

1. University Faculty

There shall be established a University faculty with such membership and having such authority as provided by the Faculty Governance Document and approved by the Board of Trustees. The University faculty shall have the authority, subject to the approval of the Board of Trustees, to implement the educational and academic policies of the University. It shall also act upon all matters of routine faculty business in pursuance of University policies in effect as of the date of the action and as amended from time to time. The University faculty, under the direction of the provost shall have academic authority over all academic matters not specifically delegated to school and college faculties or to the graduate faculty (see Article II, Section E-1, Article III; Article X).

2. College and School faculties
The President shall appoint persons to established college and school faculties.

3. Graduate Faculty

There shall be established a graduate faculty with such membership and having such authority and responsibility as provided by Article X of the Faculty Governance Document and approved by the Board of Trustees. Deans recommend faculty for appointment to this body in accordance with the process specified in Article X.

E. College and School Administration

1. Responsibilities of the College and School Faculties

The School and College faculties shall have academic authority over all matters immediately pertaining to admission, curriculum, and instruction for any and all certificate, undergraduate, and graduate programs administered in those units, subject to the provisions of any applicable school and college governance documents approved by the respective faculties of those schools and colleges, and the articles of the Faculty Governance Document. All members of the University faculty shall be responsible to the chairs of their schools and through the chairs to the deans, the provost, and the University president for the performance of their duties.

2. Governance Documents for Colleges and Schools

All colleges and schools may adopt, by majority vote of the relevant University faculty appointed in those units, college and/or school governance documents regarding the academic administration of those units. Any applicable college and school governance documents shall take effect once approved by the relevant college or school faculty and the provost and the University president. Amendments to an existing college or school governance document also shall be effective immediately, once approved by the relevant college or school faculty along with the provost and the University president.

Article III: The University Faculty

A. Definition of the University Faculty

Employees with less than three-quarter proportionate time appointments shall not be considered University faculty. All those paid to perform instructional responsibilities at Spalding University, including members of the University faculty, shall be members of the teaching faculty.

B. Collective Responsibilities

1. Quality of Instruction and Scholarship

The University faculty shall be accountable for the quality of instruction and scholarship at the University and shall accept the responsibility and authority, both primary and shared, for developing, recommending to the president, provost and/or the Board of Trustees, and monitoring policies affecting the academic environment,
including but not limited to:

(a) recommending minimal general degree requirements for the University, to which the faculties of individual colleges and schools may add requirements for their graduates (the requirements in the specific areas of concentration shall be recommended by the school and college faculties in consultation with the appropriate dean);

(b) recommending minimal University admission standards (the faculties of individual colleges and schools may recommend additional standards and/or higher standards than those recommended by the University faculty generally);

(c) recommending curricula, reviews of existing programs, revisions to existing programs, deletion of programs, and development and review of proposed new programs;

(d) recommending grading systems, grade-appeal procedures, examination policies, and academic policies concerning withdrawal, suspension, retention, repeating courses, academic classification and class attendance by students;

(e) recommending policies and standards for the granting of academic credit, including credits transferred from other institutions;

(f) recommending policies for the granting of academic degrees;

(g) recommending policies concerning promotion, appointment, reappointment and tenure of the University faculty;

(h) recommending policies governing academic counseling of students,

(i) recommending policies regarding faculty development and faculty scholarship and allocation of those University funds for development and research available to those holding faculty appointments; and

(j) recommending policies and procedures for faculty self-evaluation

2. Recommendations to the Administration

The University faculty shall have the responsibility and authority to provide to the administration recommendations concerning the development and implementation of other policies affecting academic life.

C. Voting Rights of the University Faculty

All members of the University faculty shall be entitled to vote in all elections for which the Faculty Governance Document provides.
D. Delegation of Responsibilities to the Faculty Senate

The University faculty shall delegate to the Faculty Senate all the duties and responsibilities listed in Article III, Sections B-1 and B-2.

E. Relationship of the University Faculty to the Board of Trustees

As is described in Article III, Section B-1, and Article III, Section B-2, all substantive actions taken by the Faculty Senate and/or any Faculty Senate Committees to which the Faculty Senate delegates its authority on academic matters shall be transmitted in writing to the Board of Trustees through the provost and the University president for final action by the Board of Trustees.

F. Academic Freedom and Responsibility

Definition of Academic Freedom and Responsibility

The principal elements of academic freedom include the freedom of teachers and scholars to:

(a) teach, conduct research, and publish research findings;
(b) discuss in classrooms, in their own manner, any material relevant to the subject matter as described in the course description and/or syllabus;
(c) exercise their rights as citizens or residents without institutional censorship or discipline; and
(d) seek changes in academic and institutional policies through lawful, just and peaceful means.

2. The Catholic Identity of the University

Faculty will be respectful of Catholic tradition and its teachings when teaching and/or making any public statements as representatives of Spalding University.

3. University Commitment to Academic Freedom

Spalding University endorses and defends academic freedom as central to the mission of the University in meeting the needs of a diverse community of learners by offering quality undergraduate and graduate programs. Academic freedom makes possible the unfettered search for truth and its free exposition. Further, academic freedom promotes the spirit of inquiry and discussion required of a free society. The protections of academic freedom extend to all levels of faculty responsibility and are not restricted to activities identified with specific instructional, research, or service programs. The institution of academic tenure has an important role in the preservation of academic freedom.

4. Need to Fulfill Academic Responsibilities

Academic freedom carries with it certain academic responsibilities. Teachers and
scholars are obligated to:

(a) meet their defined teaching, scholarship and service obligations;

(b) pursue excellence, intellectual honesty, and fairness in teaching, in conducting research and in publishing research findings;

(c) encourage students and colleagues to engage in free discussion and inquiry;

(d) evaluate student and individual faculty performance on a scholarly basis;

(e) refrain in an instructional setting from persistently introducing matters that have no bearing on the subject matter of the course;

(f) work with appropriate individuals and bodies to provide optimal conditions for the attainment of the free search for truth and its free exposition;

(g) differentiate carefully between official activities as University faculty members and personal activities as citizens and residents, and act accordingly, consulting the corporate general counsel for guidance when necessary in making this differentiation

Article IV: Officers of the University Faculty

Faculty senators shall be elected by secret ballot for two-year staggered terms, unless one-year terms are required to maintain staggered representation. Only University faculty shall be eligible for election to the Faculty Senate. Each school or program shall elect a faculty senator and a Senate alternate from the qualified faculty.

Article V: University Faculty Meetings and Community Meetings

A. Purpose of University Faculty Meetings and Community Meetings

University faculty and/or other members of the University community may be called to meetings to distribute information and/or to request advice on matters of common concern.

B. Call for University Faculty Meetings and Community Meetings

Meetings of the University faculty and/or other members of the University community may be called by the University president. Meetings of the University faculty may be called by the provost, by the president of the Faculty Senate, by the Faculty Senate, or by written petition of forty percent of the total University faculty. The University faculty shall meet at least once during each academic year. The Faculty Senate Steering Committee, in consultation with the University president, shall devise and distribute programs for all meetings of the University faculty.

C. Procedures for University Faculty Meetings and Community Meetings
The University resident or the president's designee ordinarily shall preside at University faculty meetings; the University president ordinarily shall preside at community meetings. All meetings of the University faculty and/or other members of the University community shall be conducted in accordance with the current edition of Robert's Rules of Order Newly Revised.

Article VI: The Faculty Senate

A. Composition of the Faculty Senate

1. Elected Faculty Senators and Alternates

Faculty Senators shall be elected by secret ballot for two-year staggered terms, unless one-year terms are required to maintain staggered representation. Only University faculty shall be eligible for election to the Faculty Senate. Each school shall elect a faculty senator and a senate alternate from its qualified faculty, except that each college shall elect no fewer than two faculty senators and two senate alternates from its qualified University faculty. The Faculty Senate Bylaws also shall provide for the election of four at-large faculty senators and senate alternates from the qualified members of the University faculty. No University faculty member shall simultaneously hold two senate seats; no University faculty member shall simultaneously serve as a senate alternate to two or more faculty senators; and no University faculty member shall simultaneously serve as a faculty senator and a senate alternate. A University faculty member is not eligible to serve as an elected faculty senator if she or he serves as a dean, vice president, or University president. A faculty senator may serve no more than two consecutive two-year terms and one two-year term must pass before that faculty member is eligible to serve an additional term. All elected faculty senators are charged with representing and promoting the interests of the entire University community. The Faculty Senate Bylaws may provide for the recall of faculty senators by the relevant constituency of the University faculty and for procedures that would remove faculty senators from the Senate for non-attendance and/or non-performance of Senate duties.

2. Ex-Officio Members

The University president and the provost shall be ex-officio, non-voting members of the Faculty Senate.

3. Student Senator

The Faculty Senate Bylaws may provide for a non-voting student senator appointed by the Student Government Association. The Faculty Senate Bylaws shall provide a mechanism to exclude any student senator from discussions of sensitive matters in any executive session of the Faculty Senate.

B. Authority of the Faculty Senate

The Faculty Senate shall exercise its authority as described in Article III, Sections B, D, and E. The Faculty Senate shall have the power to speak on behalf of the University faculty in all matters of faculty concern not otherwise provided for
in the *Faculty Governance Document*. The Faculty Senate shall be the legislative body of the University faculty.

C. Faculty Senate Officers

The officers of the Faculty Senate shall be a president, a vice president and a secretary, each shall be elected annually from and by the elected Faculty Senate membership. A parliamentarian or other person appointed to perform special duties by the president of the Senate shall not be a Faculty Senate officer.

D. Bylaws, Standing Rules and Special Rules of Order

The Faculty Senate shall establish its bylaws, standing rules, and special rules of order and shall set procedures for the election and removal of faculty senators and senate alternates, the conduct of meetings, duties of officers, and establishment and responsibilities of committees in addition to those established by the *Faculty Governance Document* (see Article VII).

E. Review of Faculty Governance Document

The *Faculty Senate Bylaws* shall provide for an initial review of the *Faculty Governance Document* by a Faculty Senate Committee after two years; subsequent reviews shall be provided for every five years. When appropriate, this committee shall make recommendations to the Faculty Senate for amendment of the *Faculty Governance Document* (see Article XVIII, Sections C and D).

F. Procedure in the Event of Conflicting Recommendations for Action between the Faculty Senate and the President.

If the Faculty Senate should recommend action that is not supported by the University president, both positions shall be reported in writing to the chair of the Board of Trustees.

G. Board of Trustees Member

The Faculty Senate shall collect appropriate credentials from interested faculty members and shall select three candidates from that faculty to be presented to the Board of Trustees. From that pool of candidates the Board will select one member to fill a non-voting faculty member position. Additionally, each August, the Senate shall present a list of names to the president for her/his consideration to fill vacant faculty positions on the various committees of the Board of Trustees. These candidates shall meet the requirements as stipulated in the “Bylaws of the Board of Trustees”.

**Article VII: Faculty Senate Committees**

A. Charge and Membership

Unless otherwise specified, the *Faculty Senate Bylaws* shall specify the charge and membership of all standing committees and provide for ad hoc committees. Unless otherwise specified in the *Faculty Senate Bylaws*, at least one-half of the membership of Faculty Senate standing committees shall be drawn from the University faculty who are not members of the Faculty Senate. For purposes of Article VII,
Senate alternates to the Faculty Senate are not considered members of the Faculty Senate. The *Faculty Senate Bylaws* may provide for the appointment of non-voting undergraduate and/or graduate students to Faculty Senate committees. All Faculty Senate committee members are charged with representing and promoting the interests of the entire University community.

B. Appointment

Faculty senators shall be elected or appointed to Faculty Senate Committees in accordance with the *Faculty Governance Document* and the *Faculty Senate Bylaws*. Where applicable, the colleges and/or schools, the Student Government Association, and the Support Staff Council shall select members of their own constituencies for Faculty Senate Committee service in accordance with the *Faculty Senate Bylaws* and with the procedures adopted by their respective bodies (see Article XVII) In cases where the Faculty Senate elects a committee member to a committee, the *Faculty Senate Bylaws* may provide for the recall of a committee member or members by the Faculty Senate.

C. Required Standing Committees of the Faculty Senate

1. Curriculum Committee

   (a) Membership and Chair

      i. The provost or his/her designee shall serve as chair of the committee. In the absence of the administrative chair, the members of the committee shall elect a chair to preside at the meeting.

      ii. One University faculty member from each school shall be elected by the Faculty Senate to serve on the Curriculum Committee, with a minimum of four current Faculty Senate members serving on the Curriculum Committee. Members of the Curriculum Committee shall serve for two years, except when shorter terms are necessary to ensure staggered representation or when University faculty are elected by the Faculty Senate to complete the remainder of a term following the resignation of a committee member. The University president, vice presidents, and deans shall not be eligible to serve as elected members of the Curriculum Committee.

      iii. The *Faculty Senate Bylaws* may be written to provide for a voting student member of the Curriculum Committee to be appointed by the Student Government Association.

   (b) Delegation of Faculty Senate Authority

The Faculty Senate shall delegate to the Curriculum Committee all the duties and responsibilities listed in Article III, Sections B-1(a), B-1(c), B-1(d), B-1(e) and B-1(f). Any action of the Curriculum Committee
may be vetoed by a two-thirds majority vote of the Faculty Senate. A Faculty Senate veto vote shall be reported in writing to the provost and University president no more than fourteen calendar days following receipt by the president of the Faculty Senate of a written report of the action of the Curriculum Committee that subsequently was vetoed.

(c) Duties and Responsibilities

i. The Curriculum Committee shall be responsible for oversight of, and action on, all matters delegated to the committee by the Faculty Senate (see Article VII, Section C-1(b)).

ii. Reports by the Curriculum Committee shall be made through the administrative chair to the University President and the President of the Faculty Senate.

2. Graduate Committee

(a) Membership and Chair

i. The Provost or his/her designee shall serve as chair of the committee. In the absence of the administrative chair, the members of the committee shall elect a chair to preside at the meeting.

ii. Three Graduate Faculty members shall be elected by the Faculty Senate to serve staggered two-year terms on the Graduate Committee, except when shorter terms are necessary to ensure staggered representation or when faculty are elected by the Faculty Senate to complete the remainder of a term following the resignation of a committee member. In addition, each year the dean or deans responsible for that graduate program shall appoint one graduate faculty member representing each disciplinary or interdisciplinary graduate program to the Graduate Committee. For purposes of determining Graduate Committee membership, the Provost shall create, maintain, and revise at her or his discretion a list of the disciplinary and interdisciplinary graduate programs at Spalding University.

iii. The University president, vice presidents, and deans shall not be eligible to serve as elected members of the Graduate Committee.

iv. The Faculty Senate Bylaws may be written to provide for a voting graduate student member of the Graduate Committee to be appointed by the Student Government Association.

(b) Delegation of Graduate Faculty Authority

The Graduate Faculty shall delegate to the Graduate Committee all the duties and responsibilities listed in Article X, Section B.

Any action of the Graduate Committee may be vetoed by a two-thirds majority vote of
the Faculty Senate. A Faculty Senate veto vote shall be reported in writing to the provost and University president no more than fourteen calendar days following receipt by the president of the Faculty Senate of a written report of the action of the Graduate Committee that subsequently was vetoed.

(c) Duties and Responsibilities

i. The Graduate Committee shall be responsible for oversight of and action on all matters delegated to the committee by the Graduate Faculty (see Article VII, Section C-2(b)).

ii. Reports by the Graduate Committee shall be made through the administrative chair to the University president and the president of the Faculty Senate.

3. Faculty Development Committee

(a) Membership and Chair

A minimum of five University faculty members shall be elected by the Faculty Senate to serve on the Faculty Development Committee. University Faculty members of the Faculty Development Committee shall serve for two years, except when shorter terms are necessary to ensure staggered representation or when University faculty are elected by the Faculty Senate to complete the remainder of a term following the resignation of a committee member. The provost or the provost's designee shall be an ex-officio member of the Faculty Development Committee. A chair and secretary shall be elected by the committee from among the elected committee members at the first meeting of each academic year.

(b) Duties and Responsibilities

The Faculty Development Committee shall promote awareness of matters pertaining to faculty and instructional development and make recommendations to the Faculty Senate regarding these matters; shall plan and assist in the implementation of workshops and seminars on matters for faculty and instructional development, shall distribute information regarding undergraduate advising; and shall enhance faculty involvement in scholarly research and/or creative activities and make recommendations for the funding of these activities. Reports by the Faculty Development Committee shall be made through the chair to the University president and the president of the Faculty Senate.

4. Research Ethics Committee

(a) Membership and Chair

The Provost shall appoint the Chair and two members of the committee. Four University Faculty members shall be elected by the Faculty Senate to serve on the Research Ethics Committee, with at least one University faculty member from each College serving on the Research Ethics Committee. University faculty members of the Research Ethics Committee shall serve for three years, except when shorter terms are necessary to ensure staggered representation or when University faculty are elected by the Faculty Senate to complete the remainder of a term following the resignation of a committee member. The provost or
the Provost’s designee shall be an ex-officio member of the Research Ethics Committee. A secretary shall be elected by the committee from among the elected committee members at the first meeting of each academic year. Committee members will meet twice yearly, one of which will be at the beginning of the academic year.

(b) Duties and Responsibilities

The Research Ethics Committee shall communicate the regulations of the United States Health and Human Services regarding the use of human subjects in research to the University. Faculty; shall evaluate the protection of human and non-human animal subjects in research projects proposed by faculty and students; shall catalog all research proposals submitted to the Research Ethics Committee in the Office of the Provost, along with the recommendations made regarding those proposals; shall evaluate the condition and treatment of experimental animals; shall promote research and share research reports completed in the University community; and shall recommend (via the Faculty Senate) University-wide research policies and procedures. Reports by the Research Ethics Committee shall be made through the chair to the University president and the president of the Faculty Senate.

5. Undergraduate Admissions Committee

(a) Membership and Chair

Seven (7) University faculty members shall be elected each year by the Faculty Senate to serve on the Undergraduate Admissions Committee. Two (2) additional members representing the staff and/or administration shall be appointed by the University president to serve on the Undergraduate Admissions Committee. Committee members shall elect the committee chair and the secretary. An undergraduate admissions representative shall be an ex-officio, non-voting member. For the duration of that meeting only and at the invitation of the committee chair, any current and voting member of the Faculty Senate shall be permitted to serve as a voting member of the Undergraduate Admissions Committee when an elected, or appointed member of the committee is not available to attend a meeting. In no case shall the number of voting committee members at the committee meeting exceed nine (9). For purposes of interpreting Article VII, Section C-5(a), a Senate Alternative shall not be considered a current and voting member of the Faculty Senate.

(b) Duties and Responsibilities

The committee shall review and approve candidates for admission who fall below the established automatic admission standard. The committee shall recommend to the Faculty Senate for its review such undergraduate admissions policies as are judged by the membership of the committee to require review. Reports by the Undergraduate Admissions Committee shall be made through the chair to the University president and the president of the Faculty Senate. Appropriate records of committee meetings and proceedings shall be made available to all members of the University faculty and staff only after the names and identifying information are removed for applicants considered by the committee.
D. Committee Records

All Faculty Senate Committees shall keep written records of their meetings and proceedings. Copies of these records and except for any records involving individual personnel matters shall be placed on file with the secretary of the Faculty Senate and shall be available for inspection by all members of the University Faculty.

Article VIII: Standing University Councils and Ad Hoc Task Forces

A. Appointment to Standing University Council

Unless otherwise specified by the *Faculty Governance Document*, the provost in conjunction with the University president shall appoint all members of Standing University Councils. Unless otherwise specified by the *Faculty Governance Document*, University Council members shall serve staggered two-year terms, except when shorter terms are necessary to ensure staggered representation or when new members are appointed by the provost in conjunction with the University president, to complete the remainder of a term following the resignation of a council member.

B. Council on Institutional Effectiveness

1. Membership and Chair

The provost, in conjunction with the University president, shall appoint the membership of the Council on Institutional Effectiveness from the members of the University faculty, with at least one University faculty member from each College serving on the Council on Institutional Effectiveness. Two (2) additional members representing the staff and/or administration shall be appointed by the University president to serve on the Council on Institutional Effectiveness. The provost in conjunction with the University president shall appoint the chair of the Council on Institutional Effectiveness from the council membership.

2. Duties and Responsibilities

The Council on Institutional Effectiveness shall review the assessment plans of the University to assure the regularity of assessment, review reports from all units regarding the use of the results of assessments, recommend review of academic programs to the Curriculum Committee based on assessment results and report to the provost and the University president any areas of concern resulting from the assessment process. All schools shall be required to submit at least one written report per year on the results of their ongoing assessment efforts to the Council on Institutional Effectiveness. The Council shall also recommend instruments and/or procedures for the evaluation of instructional effectiveness.
C. Council on Undergraduate Retention

1. Membership and Chair

The provost, in conjunction with the University president, shall appoint the six (6) members of the Council on Undergraduate Retention, with one member from the staff, one student representative, and one member from each college. The Council shall elect its secretary. The provost, in conjunction with the University president, shall appoint the chair of the Council on Undergraduate Retention from the council membership. The student representative of the council shall not be counted for purposes of determining quorum in council meetings. The student representative shall not be present when the Council discusses or votes on any matter pertaining to probation, academic dismissal, or readmission for any specific student, and the student representative shall not have access to council records pertaining to probation, academic dismissal, or readmission for any specific student.

2. Duties and Responsibilities

The Council shall review and monitor undergraduate student retention rates and make recommendations for increasing retention. The council shall make the final decisions regarding probation cases, academic dismissals, and readmission applications as described in the current Spalding University Catalog. All recommendations made and actions taken by the Council shall be reported to the University president and the provost. Where applicable, actions of the Council concerning probation, academic dismissal, and readmission shall be reported to the University staff members and administrators needed to implement those actions and/or notify the student involved in each case. Appropriate records of council meetings and proceedings shall be made available to all members of the University faculty and staff only after the names and identifying information is removed for students involved in probation, academic dismissal, and readmission cases.

D. Ad Hoc Task Forces

In addition to the Standing University Councils, the University president and/or the provost shall appoint as needed Ad Hoc Task Forces to study issues not readily assigned to Standing University Councils or Faculty Senate Committees. Unless reappointed by the University president and/or the provost, an Ad Hoc Task Force shall cease to exist one year following its initial appointment.

E. Council and Task Force Records

All Standing University Councils and Task Forces shall keep written records of their meetings and proceedings. Copies of these records, including annual reports and except for any records involving individual personnel matters shall be placed on file with the Office of the Provost and shall be available for inspection by all members of the University faculty and staff. All University councils shall present a written annual report to the Provost and University President at the close of the academic year.
Article IX: The Staff Advisory Council

The Administrative Policies and Procedures Manual shall provide for the existence of a Staff Advisory Council as the official University voice of all University employees who are not members of the teaching faculty and to which all university employees who are not members of the teaching faculty are entitled to elect representatives.

Article X: The Graduate Faculty

A. Categories of Graduate Faculty Membership

Full graduate faculty status is awarded to full-time faculty, who teach graduate courses and meet the criteria established for such status, Associate graduate faculty status is awarded to part-time faculty teaching graduate courses and/or serving on doctoral committees. The University president, the provost, and deans are ex-officio, voting members of the graduate faculty.

B. Collective Responsibilities of the Graduate Faculty

The graduate faculty shall recommend policies and procedures for the five-year reviews of all graduate faculty members regarding their continuing appointment to the graduate faculty through the Graduate Committee. The graduate faculty shall make the final decision regarding the admission of students to graduate programs, shall recommend the establishment and revision as appropriate of University-wide policies for the admission of students to graduate programs, shall recommend to the University president and the Board of Trustees candidates for graduate degrees, and shall provide advice to the University president and/or the provost on matters relevant to graduate education. the graduate faculty also shall review and make recommendations to the provost regarding any graduate faculty application referred by the provost to the graduate faculty.

C. Individual Responsibilities of the Graduate Faculty

In addition to the responsibilities of other faculty members, graduate faculty members shall teach graduate-level courses as needed, may direct and serve on doctoral dissertations and other projects required for graduate degree completion as needed, and serve on graduate student committees as needed.

D. Criteria for Appointment to the Graduate Faculty

Those involved in the direction of graduate study must be active in the research, application, and/or practice of the scholarship in their fields. Scholarship can be evidenced in a variety of ways, depending on the academic discipline. Some of the pertinent criteria include:

- publications,
- presentations at meetings,
- manuscripts in preparation,
- performance activity,
- art or music activity,
- involvement with professional organizations,
- service activities,
- relevant experience,
advanced certification, and
appropriate terminal degrees.

Depending on the individual situation, the provost and, if applicable, the Graduate Committee shall examine the total evidence presented when determining qualifications for membership in the graduate faculty (see Article X, Section E).

E. Procedure for Appointment to the Graduate Faculty

The initial appointment of a faculty member to the graduate faculty requires the written recommendation of his or her dean, except that a qualified faculty member when first employed by the University may be directly appointed to the graduate faculty by the University president and/or provost. The recommendation of the dean shall include documentation addressing the criteria described in Article X, Section D. The provost shall then (a) accept the recommendation, appoint the faculty member to the graduate faculty, and inform the faculty member and the dean of this decision; (b) reject the recommendation and inform the faculty member and the dean of this decision; or (c) request that the Graduate Committee review the recommendation and make an independent recommendation on the suitability of the faculty member for graduate faculty membership. Decisions of the provost regarding graduate faculty membership shall be final except in the case of the direct appointment by the University president.

F. Five-year Reviews

At least once every five (5) years, the Graduate Committee shall review each member of the graduate faculty to determine whether the faculty member shall continue to be a member of the graduate faculty. The review process shall determine whether the faculty member meets the criteria described in Article X, Section D, and has successfully taught courses at the graduate level where appropriate, directed dissertations or other projects required for graduate degree completion where appropriate, and successfully continued her or his involvement with scholarship. The results of each review shall be communicated to the faculty member who was reviewed and to the provost.

G. Service on Dissertation Committees

Only those members of the graduate faculty holding earned doctorates may serve as dissertation committee members. The provost may grant an exception to this rule in the case of a graduate faculty member who possesses extraordinary competence but who does not have an earned doctorate.

Article XI: Faculty Appointment, Tenure, and Promotion

A. Faculty Rank

Spalding University has several different types of faculty appointments and ranks. A brief description of each follows. While faculty ranks and appointments other than those that are regular, full- or proportionate time positions are described below, the policies contained in the Faculty Governance Document apply only to University faculty members.
Regular, Full-time Appointment

1. Non-tenurable Status

These are faculty members in full-time, non-tenure-track appointments who do not accrue time toward the achievement of tenure. Notice of non-renewal for these faculty members is usually given by March 1 of the contract year.

2. Probationary Status

These are faculty members in full-time, tenure-track positions who may accrue time toward the achievement of tenure. A tenure-track faculty member who has not achieved tenure at the close of a ten-year probationary period will not be offered a renewal contract. Notice of non-renewal for these faculty members shall be given within ninety (90) days of the end of the contract year.

3. Tenured Status

These are full-time, tenured faculty members who can expect automatic renewal of their contracts, except for the financial non-viability of their academic programs or University, or for cause (see Article XI, Section G).

B. Special Appointments

Faculty holding special appointments are not members of the University faculty, unless they also hold a regular University faculty appointment.

1. Distinguished Professor

These are faculty members who, by reason of distinction, merit special recognition as faculty members and are named distinguished professors on the recommendation of the University president and the action of the Board of Trustees.

2. Emeritus Appointments

These are individuals who have been faculty members of Spalding University for a period of ten or more years and are, on retirement, named professor emeritus on the recommendation of the University president and the action of the Board of Trustees.

3. Visiting Appointments

These are individuals holding faculty rank at other institutions that join the faculty at Spalding University for a period of an academic term or year. These appointments may be renewed and carry a rank parallel to that held at the faculty member’s home institution. Visiting appointments are not eligible for tenure.

C. Part-time, Non-Tenure Track Appointments

1. Adjunct Faculty

These faculty members serve the University on a part-time basis and have the same academic degree qualifications as regular full-time faculty of parallel rank, but serve the University at less than three-quarter (3/4) proportionate time. A school or
University other than Spalding or another organization may employ these faculty members. Part-time faculty hold academic rank from adjunct lecturer to adjunct professor, which is equivalent to and has the same qualification as the full time designation given in Article XI E & F of the Governance Document. Placement into rank shall be determined by the provost and/or the University president at the time of contract issuance.

2. Clinical Supervisor

These individuals are employed by the University to assist faculty in their academic duties and serve without academic rank.

3. Affiliate Faculty

These faculty members are employed by other organizations and, in the course of their duties at those organizations, supervise programs in which Spalding University students are placed in practicum, cooperative, clinical internship, or student-teaching experiences. No rank is assigned to these individuals, and no tenure is involved.

4. Proportionate-time Faculty

These faculty members hold 75%-time faculty appointments and are eligible for appointment and promotion to the ranks of assistant, associate and full professor.

5. Associate Graduate Faculty

See Article X, Section A

E. Initial Appointment of Full- and Proportionate-Time Faculty

Requirements for initial appointment to the faculty at Spalding University include possession of at least a Master's degree in the subject area to be taught or possession of a Master's degree in another subject area plus eighteen hours graduate work in the subject area to be taught.

1. Initial Appointment as a Lecturer

Initial appointment at the lecturer rank requires an earned Master's degree or equivalent. Years served in the lecturer rank may not count towards tenure.

2. Initial Appointment as an Assistant Professor

Initial appointment at the rank of assistant professor requires one of the following:

- an earned doctorate;
- completion of all the requirements for the doctorate except the dissertation;
- a terminal degree in the subject area to be taught;
- possession of two Master's degrees;
- possession of one Master's degree, plus thirty additional hours of graduate study in the subject area to be taught or an allied field; or equivalency.
- An applicant with less than the above academic requirements may be appointed to this rank if, in addition to a Master's degree, there is a background of experiential
knowledge in the field in which the appointee will teach.

Appointment at the rank of assistant professor also requires experience:

- a minimum of one year's teaching experience at the college level or equivalent professional experience is recommended for the holder of a terminal degree.

- three to five years of experience as a faculty member, or a combination of at least one year as a faculty member and related professional experience sufficient to be equated with three to five years of experience, is required for those without a terminal degree.

3. Initial Appointment as an Associate Professor

Initial appointment at the rank of associate professor requires an earned doctorate or terminal degree and evidence of continuing and increasing achievement in the area of scholarship, research, or professional practice. Exceptions to the requirement of a doctorate or terminal degree may be made where there is evidence of a significant body of scholarship, research, creative activity, professional achievement or artistic production. Experience required for appointment at the rank of associate professor includes a minimum of six years at the rank of assistant professor, and evidence of recognition by colleagues in the same field.

4. Initial Appointment as a Professor

Initial appointment at the rank of professor requires an earned doctorate or terminal degree and evidence of continuing scholarship or research and/or distinguished professional activity and achievement. Exceptions to the requirement of a doctorate or terminal degree may be made where there is evidence of a significant body of scholarship, research, professional achievement or artistic production. Experience required for appointment at professor includes a minimum of six years at the rank of associate professor and evidence of recognition of colleagues in the same field.

5. Procedures for Initial Appointment

The provost shall authorize the dean to recruit faculty for a school or program. Together the chair, dean and provost shall determine and approve the necessary qualifications for and the duties of each position to be filled. The school chair or program director, (or designee) shall obtain the necessary credentials from each applicant. The chair or program director, (or designee) shall then schedule initial interviews of the candidate with appropriate faculty and arrange for interviews with the dean of the college and the provost. All appropriate candidate credentials shall be available to each person involved with the interview process.

The chair or program director shall make their assessment of the candidate to the dean. The dean shall make his/hers recommendation regarding the candidate to the provost. If the provost agrees that the candidate should be appointed, the provost shall offer the candidate an initial appointment at designated rank.

F. Faculty Promotion

1. University Rank and Tenure Committees

The Faculty Senate shall organize an election from University faculty for members of
the University Rank and Tenure Committee. The University Rank and Tenure Committee shall be composed of one member from each school or program. There shall be no fewer than nine tenured members. If a school does not have a tenured faculty member, the faculty of the school shall elect a non-tenured faculty member to the University Rank and Tenure Committee from among the faculty members of the school. If nine (9) tenured faculty are not elected, additional tenured faculty members may be elected from a schools or programs to meet the required nine (9) tenured faculty.

Deans, chairs, and any faculty who serve in an evaluative/supervisory position/role (e.g., signature authority for annual faculty evaluations) shall not be members of University Rank and Tenure Committee.

2. Criteria for Promotion

Tenure track, and non-tenure track faculty members, after their initial appointment at Spalding, are eligible for promotion based on the criteria listed here. Faculty members on leave do not accrue credit toward promotion while on leave unless approved in advance by the Provost.

(a) Promotion to Associate Professor

Promotion to the rank of associate professor requires the same educational achievement as expected for the assistant professor rank (see Article XI, Section E-2), as well as evidence of accomplishment in scholarship, the fine arts, or research beyond that present at the time of initial appointment to the rank of assistant professor.

A minimum of six (6) years of credited service at the rank of associate professor at Spalding or another accredited institution is required for application for promotion to the rank of associate professor. Application may be made no earlier than the sixth year of employment.

Effective teaching and academic counseling are essential for promotion to the rank of associate professor. Other components of faculty performance include fulfillment of responsibilities in school and committee activities, implementation of University-wide policies and procedures, and on-going professional development such as formal study or professionally related activity.

(b) Promotion to Professor

Promotion to the rank of professor requires an earned doctorate or terminal degree and evidence of continuing scholarship or research and/or distinguished professional activity and achievement. Exceptions to the requirement for an earned doctorate or terminal degree may be made where there is evidence of a significant body of scholarship, research, professional achievement, or artistic production.

A minimum of six (6) years of credited service at the rank of associate professor is required for eligibility for promotion to the rank of professor. Application may be made no earlier than the sixth year of employment.
Effective teaching and academic counseling are essential for promotion to the rank of professor. Other components of faculty performance include fulfillment of responsibilities in school and committee activities, implementation of University-wide policies and procedures, and on-going professional development such as formal study or professionally related activity.

3. Procedures for Promotion

An individual seeking promotion must submit the required application and supporting documents by the date specified by the provost. The application form requires a comprehensive self-evaluation of:

- teaching effectiveness,
- professional development including research or artistic production,
- service to the University, and
- service to the community.

The complete file must be reviewed and discussed with the appropriate school Chair who makes a recommendation and forwards it to the University Rank and Tenure Committee for action. The recommendation of the committee is sent to the dean who either endorses it or declines to endorse it and sends the application to the provost for his/her recommendation to the University president. The decision of the provost not to forward the application is final. The committee chair and the provost shall communicate decisions to the applicant in a timely manner.

Upon receipt of the file from the provost, the University president makes an independent recommendation on promotion to the Board of Trustees and communicates the Board's decision as soon as reasonably possible to the individual, to the committee, and to the provost. Upon request, the University president will meet to review the decision with the individual.

G. Tenure

Tenure is intended to provide a measure of professional security to faculty members in the exercise of academic freedom. It presumes accountability for professional performance and behavior.

1. Scope and Limitations of Tenure

The tenure policies of Spalding University are based on the assumption that economic conditions and student enrollment are such that the University can continue to operate one or all of its programs on a financially solvent basis. The policies would cease to be operative under circumstances that rendered a program not financially viable, such as loss of enrollment that would make it impossible for the University to maintain its faculty at its current size and salary scale.

The faculty member who has tenure has the expectation that her or his contract will be renewed at annual intervals unless the economic conditions referred to above occur, unless the individual chooses to retire earlier, or unless he or she gives cause for dismissal, "Cause" is defined as any of the following:
Tenure may be granted to full-time faculty members in tenure-track positions on the basis of the standards listed below. Tenure is not granted to adjunct or part-time faculty members, nor is it granted to administrative officers, Deans, or school chairs in their positions as such, but may be granted to them and maintained by them as faculty members.

2. Tenure Standards

Tenure may be granted to a faculty member in a tenure-track position who has achieved and maintained a satisfactory overall performance rating as a result of periodic evaluation and in accordance with the following provisions:

- the faculty member has completed seven (7) years of full-time, tenure-track faculty membership at the college or University level;
- the faculty member's most recent employment has been as a full-time, tenure-track faculty member at Spalding University for a minimum of three (3) years. In exceptional circumstances, this provision can be waived for experienced, senior teacher-scholars who are joining the Spalding faculty;
- the faculty member may present up to a maximum of four (4) years satisfactory full-time faculty experience in a tenure-track position at one other college or University toward the total seven-year requirement;
- a faculty member must hold the rank of assistant professor or higher or qualify for appointment as an assistant professor concurrently with the appointment to tenure.

Faculty members on leave do not accrue credit toward tenure while on leave unless approved in advance by the provost. Interrupted service for employment at another institution of a tenured faculty member does not result in removal from tenure at Spalding University, if the person is re-employed by Spalding University.

3. Procedures for Seeking Tenure

An individual seeking tenure must submit the required application and supporting documents by the date specified by the provost in the year in which he or she is applying for tenure (the sixth year is ordinarily the year of the tenure decision, though an individual may choose to wait until the seventh year to apply). Tenure is awarded only when the individual has completed seven (7) years. The application form, which replaces the annual evaluation for that year and which covers the entire period presented to qualify for tenure, requires a comprehensive self-evaluation of:
- teaching effectiveness,
- professional development including research or artistic production,
- service to the University,
- service to the community.

The complete file must be reviewed and discussed with the appropriate school chair who evaluates the application and forwards it to the Rank and Tenure Committee for action (see Article XI, Section F-1) The recommendation of the committee is sent to the dean who either endorses it or declines to endorse it and sends the application to the provost for her or his recommendation to the University president. The decision of the provost not to forward the application is final. The committee chair and the provost shall communicate decisions to the applicant in a timely manner.

Any faculty member dissatisfied with her or his recommendation by any party may file with the University Rank and Tenure Committee a written dissent, including reasons in support of that dissent, and attach it to the evaluation. In cases where there is any negative recommendation regarding the request for tenure, a meeting with the committee will be granted on the request of the individual. Should the committee wish to discuss an evaluation by a chair, the committee may invite individuals to discuss the matter before it makes its recommendation to the dean.

Should the committee wish to discuss an evaluation by a chair or dean (or, in the case of a dean, an evaluation by the provost), the committee may invite individuals including chair or dean to discuss the matter before it makes its recommendation regarding written dissent to the provost. The decision of the provost is final (if in agreement with the recommendation, forwards the application and his or her recommendation to the University president).

Upon receipt of the file from the provost, the University president makes an independent recommendation on tenure to the Board of Trustees and communicates the Board's decision as soon as reasonably possible to the individual, to the committee and to the provost. Upon request, the University president will meet to review the decision with the individual.

H. Early Promotion and Tenure

There shall be no early promotion or tenure at Spalding University.

I. Presidential Appointment

The University president shall have full authority to appoint, grant tenure and faculty rank to any qualified individual when first employed by the University.

Article XII: Faculty Review

All full and proportionate-time faculty members undergo annual review by their immediate supervisor and dean. Faculty members in their first year of employment at the University are evaluated at the end of the first academic term in order to assure timely consultation should they be having difficulties. Probationary faculty members who have completed their third year of service to the University undergo a third-year review designed to appraise their work up to that point, as well as to help them prepare to apply for tenure at the appropriate time. Probationary faculty members who complete their sixth year of service to the University without being awarded tenure and who choose not to apply for tenure in their seventh year...
A year of service undergo a seventh-year review designed to appraise their work up to that point, as well as to help them prepare to apply for tenure at the appropriate time.

A. Annual Review

Each full and proportionate-time faculty member completes annually a written self-evaluation, which requires information on

- teaching effectiveness,
- professional development including research or artistic production,
- service to the University, and
- service to the community.

The school chair or, in cases where there is no chair, the college dean evaluates the faculty member's performance, making a recommendation regarding reappointment, continuance, non-renewal or dismissal; deans evaluate chairs, and the provost evaluates deans.

The evaluation form containing the recommendation, signed by both parties after review and discussion, is submitted to the dean of the college and then to the provost.

Any faculty member dissatisfied with her or his annual evaluation by any party may file with the provost a written dissent with supportive reasons for attachment to the evaluation.

Upon receipt of the file from the provost, the University president, with the approval of the Board of Trustees, takes action regarding faculty status.

B. Third-year Review

A tenure-track faculty member participating in the third year pre-tenure review receives a cover sheet and materials from the dean or chair. The faculty member should submit materials that would ordinarily be submitted for a tenure review (see Article XI, Section G-3).

The University Rank and Tenure Committee shall review all materials and make recommendations to the individual. The materials are returned to the individual by the committee and are not included in the official faculty member's file.

C. Seventh-year Review

A tenure-track faculty member participating in the seventh year pre-tenure review receives a cover sheet and materials from the dean or chair. The faculty member should submit materials that would ordinarily be submitted for a tenure review (see Article XI, Section G-3).

The University Rank and Tenure Committee shall review all materials and make recommendations to the individual. The materials are returned to the individual by the committee and are not included in the official faculty member's file.

Article XIII: Faculty Dismissal

If allegations are made which, if founded, might lead to the dismissal of a faculty member, the procedure described in this article is followed. Note, however, that if the allegation arises in the context of a criminal charge or indictment, or if there is any danger of imminent harm to the faculty member or to others in the Spalding community, the University...
President may immediately suspend the faculty member, with pay.

A. Cause for Dismissal

As described in the section discussing tenure (see Article XI, Section G-1), cause for dismissal includes (1) professional incompetence, (2) incapacity, (3) acts of moral turpitude, (4) sexual harassment (5) felony violations of the law, (6) serious neglect of duty, (7) dishonesty in teaching or in research, (8) falsification of personal or professional credentials, and/or (9) other violations of terms of the contract.

B. Process of Dismissal for Faculty

If allegations are made which, if founded, might be cause for dismissal of a faculty member, the chair first explores the allegations with the faculty member during a period of informal discussion. The chair submits a written summary to the dean along with a recommendation. In the event the chair is also the dean, another dean will be selected by lot in the presence of the chair, the faculty member, and another witness, to receive the written report and recommendation. The dean meets with the faculty member in an effort to resolve the matter informally. If unable to resolve the issue informally, the dean informs the faculty member in writing of the charges to be brought and gives notice of a formal hearing before the provost. The provost shall render a decision in the matter up to and including dismissal. After the formal hearing with the provost, the faculty member may request an appeal hearing before the University president who will make the final determination.

C. Grievance Procedure

Faculty members, who encounter a problem or disagreement other than one which is of an academic nature, and who cannot resolve the problem or disagreement informally, should bring the issue to their chair or Dean. Grievance procedures for problems of sexual harassment and/or discrimination are explained in the employment handbook.

Article XIV:  Policy on Allegations of Unethical Research or Scholarly Activities

The University has developed and has made available a policy to be used in cases where allegations are made of unethical research or scholarly activities at Spalding University.

Article XV:  Evaluation of Administrators

Spalding University shall provide for all members of the University Faculty to participate in a staggered biannual performance evaluation of the University President, and the Provost. The President shall be reviewed on even numbered years while the Provost shall be reviewed during odd numbered years. Deans, Chairs and Program directors shall be reviewed on an annual basis.

All evaluations of administrators, where possible, shall be done electronically and the results shall be made available only to the University president, provost, and the administrator who was evaluated.
Article XVI: Financial Exigency

A. Definition of Financial Exigency

“Financial exigency” is an imminent financial crisis that seriously jeopardizes the ability of the University as a whole to survive as an institution of excellence.

B. Procedure for Announcing Financial Exigency

In the event of the Board of Trustees declaring financial exigency, the University President will meet with the Faculty Senate within 48 hours of the declaration and with the University faculty as soon as practical thereafter.

Article XVII: Student Government Association

The Administrative Policies and Procedures Manual shall provide for the existence of a Student Government Association as the official University voice of all University students and to which all University students are entitled to elect representatives.

Article XVIII: Review and Amendments

A. Review by Board of Trustees

All actions taken by the University Faculty, the Faculty Senate or its committees, University Councils, or other committees or task forces of the University are subject to review and determination by the Board of Trustees.

B. Resolution of Conflicts

1. Previous Governance Documents

This Faculty Governance Document supersedes any and all previous faculty governance provisions.

2. Relationship to Other Bylaws or Governance Documents

   (a) Bylaws of Spalding University

   The Bylaws of Spalding University supersedes this Faculty Governance Document. In cases where the Faculty Governance Document and the Bylaws of Spalding University conflict, the Bylaws of Spalding University shall prevail.

   (b) All Other Governance Documents and University Policies

   Except for the Bylaws of Spalding University, and applicable Human Resources Documents, this Faculty Governance Document supersedes all other documents related to faculty governance.
C. Recommendations for Revision of the Faculty Governance Document

The Faculty Senate shall study any recommendation for amendment of the *Faculty Governance Document* proposed by the Board of Trustees and/or the University president.

D. Amendment

1. Amendments Initiated by the Faculty Senate

   Amendments to the *Faculty Governance Document* shall be approved by a two-thirds majority vote of all voting members of the Faculty Senate. At least ten (10) days prior to the date of the Faculty Senate vote, the proposed amendment shall be distributed in writing and/or electronic mail to all members of University faculty. Once approved, such amendments shall then be submitted in writing and/or electronic mail to the University faculty and, unless disapproved by at least one-half of the total University faculty within 30 days by written vote or petition, shall be considered ratified. The amendment shall then take effect when and if approved by the University president and the Board of Trustees.

2. Amendments Initiated by the Board of Trustees and/or University President

   Whenever possible, proposals to amend the *Faculty Governance Document* that come from the Board of Trustees and/or the University president should be referred to the Faculty Senate for review and possible action by the Senate, with the understanding that this clause shall in no way abridge the powers of the Board of Trustees as described in the *Bylaws of Spalding University*.

E. Effective Date

This *Faculty Governance Document* shall take effect immediately, once approved by the University Board of Trustees.