

Bethel University

FACULTY HANDBOOK

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Mission Statement:

UNIVERSITY MISSION

Bethel University's mission is to create opportunities for members of the learning community to develop in a Christian environment to their highest intellectual, spiritual, and social potential. This includes synchronous and asynchronous modes of education.

Definitions

By the words "create opportunities," the University offers the means for persons to have choices and options opened before them and to develop the confidence and maturity to choose appropriately.

By the term "learning community," the University extends its mission to all persons who seek development of the whole person and who would choose to pursue the aspiration through Bethel University. The learning community of Bethel University includes undergraduate students in traditional and non-traditional programs, graduate students, faculty, staff, the local community, and the Cumberland Presbyterian Church.

Intellectual development focuses on the cognitive aspect of the human; cognitive development incorporates analysis, critical reflection, and synthesis of knowledge of multiple disciplines. To achieve this outcome, the university will leverage developing technology to efficiently create learning experiences for the community.

Social development focuses on the affective and behavioral aspects of the human; social development incorporates the ability to interact and communicate with other humans with civility and tolerance.

Spiritual development focuses on the metaphysical aspect of the human; spiritual development incorporates the ideas of faith, morality, and practice.

By the term, "Christian environment," the University draws upon the thought of St. Ignatius that the college environment should facilitate knowledge and contemplation such that actions based on unbiased reason and reasonable faith.

Synchronous modes of education means Bethel University offers courses to students in the face-to-face classroom setting, whereas asynchronous means Bethel University offers courses to students in the online classroom platform. By utilizing both the synchronous and asynchronous learning platforms, Bethel University seeks to provide additional educational opportunities to students in the 21st century.

Organizational Structure

Bethel University Organizational Structure

Bethel University is organized into Support Service Units and Core Services Units (Colleges and Schools). Each college and school has faculty members assigned to it. Support Service Units provide university-wide services and include finance, learning resources, accreditation and compliance, strategic planning, and inter-university coordination. Core Service Units provide instructional and support services to students.

(See Addendum A for Organizational Chart)

Definition of Faculty

The faculty shall consist of the President, the academic officers, and those persons employed by the university to provide instruction to students. All faculty have rank based upon qualifications including degrees earned, competence, and length of service. However, length of service alone is not a justification for promotion to a higher rank. Each college and school of the university has a faculty appointed by the President. A faculty member may have instructional duties in multiple colleges and schools but will be designated as a full-time faculty member only in one primary organizational unit.

Purpose and Role of the Faculty in the University

The primary purpose of faculty is to provide instruction and mentoring to students regardless of the mode of instruction. In conjunction with the administration and Board of Trustees, faculty are also responsible for the development and continuous improvement of the curricula. Under the guidance and supervision of the administration, faculty have primary responsibility for the quality and character of instruction at the university. Depending on the college in which they are employed, faculty may also approve candidates for degrees within their college. Graduate faculty are expected to engage in research activities.

Curriculum and Academic Policy Committee

Certain colleges within the university shall have a Curriculum and Academic Policy Committee to which faculty are appointed for one year terms. To serve on the committee, the candidate must be a full-time faculty member of the school or college they represent, and must be appointed by the Vice President of the college or their designated representative. Faculty members may be reappointed for a second consecutive term but may not serve more than two consecutive terms. Each committee shall also include a student representative of the college or school who shall be appointed to serve a one year term by the academic officer for each respective college or school. Student representatives shall be limited to serving a one year term. The University Senate, through its representatives, approves all curricular and academic policy at the University. The faculty of each college or school, through its Curriculum and Academic Policy Committee, shall recommend, subject to the approval of the University Senate, President, and the Board of Trustees: requirements for admission, courses of study, conditions of graduation, new courses to be added to the catalog, the nature of degrees to be conferred and candidates for honorary degrees.

Each Curriculum and Academic Policy Committee shall select one of its members to serve on the university's Quality Enhancement Plan Committee (see page 7). Curriculum and academic policy changes approved by the Curriculum and Academic Policy Committee are forwarded to the academic officer for each college or school for his/her review and for presentation to their faculty for comments. Based on the comments of the faculty and academic officer's own review, the academic officer shall make a recommendation to the vice president. Upon approval by the vice president, the proposals will be forwarded to the University Senate for review. If the proposal is not approved by the vice president, the proposal may be taken to the University Senate with the explanation that the vice president did not approve. Additions of degree programs, if approved by the University Senate, are presented to the Board of Trustees for approval.

Teacher Education Committee

Functions :

(a) Acting upon policies adopted by the Curriculum and Academic Policy Committees of the School of Education and the College of Arts and Sciences and the Board of Trustees, the Committee will make recommendations to the faculty and vice president concerning:

- (i) curriculum of the teacher education program
- (ii) requirements for participation in the teacher education program.
- (iii) accreditation; and

(b) evaluation and selection, using procedures established by the School of Education, of all candidates for admission to the teacher education program.

Membership

The Director of the School of Education (chair), Academic Dean of the College of Arts and Sciences, Director of Field Experiences, two (2) students already admitted to the program, the School of Education faculty, the College of Arts and Sciences faculty representing the areas of licensure in the School of Education and a representative from library services.

Course Development, Approval, and Implementation

New courses not currently listed in the catalog may be offered upon the approval of the academic officer of the college or school on a provisional or experimental basis for up to two (2) semesters. Requests should include a syllabus or learner guide. The academic officer will consider faculty load and the rotation of courses in determining whether to approve the course. All courses regardless of mode of delivery will adhere to the university's policy on credit hours. All courses moved to an on-line delivery mode must be reviewed based on the Quality Matters process and submitted to the Office of Compliance.

Bethel University defines the levels of course work as follows:

Lower-division courses (100/1000-299/2999) usually have one or more of the following characteristics:

Breadth: students gain some understanding of the extent of a field or discipline; or students learn how one field fits into or relates to other fields.

Foundation: students become acquainted with principles, terms, methods, and perspectives of a discipline or professional field, as a basis for more advanced or specialized study.

General education: students develop essential skills, attitudes, and practices applicable in many different fields of higher education.

Preparation: lower-division courses may assume some basic entry-level knowledge, such as high school preparation in the field.

Upper-division courses (300/3000-400/4000) usually have one or more of the following characteristics:

Depth/Focus: students make in-depth study of a discipline's theories and methods, developing an understanding of the applications and limitations of those theories.

Specialization: students develop specific intellectual and professional abilities that will enable them to succeed or progress to advanced study in a specific field or professional practice.

Refinement: students build upon the "general education" background noted above, applying these skills more discerningly or in more challenging contexts.

Preparation: prerequisites may include more general courses, student class standing, GPA requirements, or admission to a specific professional program such as nursing or athletic training.

Graduate courses (5000-6000) usually have at least one or more of the following characteristics:

Depth/Focus: students make in-depth study of a discipline's theories and methods, developing an understanding of the applications and limitations of those theories. This is extended to developing an understanding of the literature of the field.

Specialization: students develop specific intellectual and professional abilities that will enable them to succeed or progress in a particular field or professional practice.

Refinement: students build upon the application of these skills more discerningly or in more challenging contexts.

Preparation: professional program admission.

Credit Hours:

Policy: The determination of credit hours awarded for courses and level of credit awarded is conducted by the faculty and academic administration in accordance with the mission and goals of Bethel University and in agreement with an aggregation of the Carnegie collegiate student hour, related Federal definitions and requirements, the SACSCOC standards, Commission policies and guidelines. This statement of credit hour policy and procedures directs and guides that process in order to ensure the accomplishment of the Bethel University mission and goals.

The following are Bethel University's principles and working definitions, conforming to sound and commonly accepted practices, regarding the credit hour and the basis for its determination:

- The faculty is responsible for the content, quality, and effectiveness of the curriculum; therefore, the responsibility for credit hour determination resides with the faculty.
- The number of credit hours awarded for courses is determined on the basis of the time spent in classroom instruction, non-classtime direct instruction, and outside-of-class student work.
- One semester hour of credit is granted for 750 minutes of classroom instruction and 1500 minutes of outside-of-class student work (the Carnegie collegiate student hour) or the equivalent thereof.
- Classroom instruction includes the traditional classroom, a supervised lab, private instruction, or any similar instructional meeting with an instructor and one or more students.
- Direct instruction includes non-classtime instruction or student activity that is [1] planned with educational purpose/outcomes, [2] actively facilitated by an instructor or field supervisor (e.g., guided, monitored, observed), and [3] graded and documented; it includes but is not limited to: online lectures/instruction (synchronous or asynchronous), video presentations, journal/blog writing, chat rooms, discussion boards, field trips (including virtual), group or team-based activities, online tests/quizzes, video conferencing, virtual labs, supervised field experiences, and online content modules.
- Classroom and direct instruction times are equivalent for the purposes of credit hour determinations.
- Outside-of-class student work includes activities related to the course that do not qualify as direct instruction, including but not limited to: reading, writing, studying, preparing, practicing and researching.
- The ratio of classroom/direct instruction and outside-of-class student work may vary depending on the course type, with outside-of-class student work serving as the equivalent of classroom/direct

instruction on a 2:1 basis (two minutes of outside-of-class student work equal one minute of classroom/direct instruction) and vice versa.

- The determination is the same for all course formats, lengths, levels (undergraduate and graduate), locations, and modes of delivery, whether traditional classroom, laboratory, online, electronic, private lesson, internship, practicum, independent study, senior thesis, or hybrid.
- The amount and level of credit hours awarded for a course will be determined according to these expectations and courses will be monitored to ensure that they meet or exceed these expectations.

Procedure

A Course Credit-Hour Audit is performed or updated by its instructor or the appropriate program coordinator each time a Bethel University course is developed or revised in order to determine that the course meets or exceeds the expectations of the University's credit hour policy. The standard Course Credit-Hour Audit uses a Course Credit-Hour Audit Form and the Master List of Non-Classtime Methods and Modalities as approved by the faculty.

- The Course Credit-Hour Audit Form identifies the course being audited (Section A), the course's non-classtime direct instruction (Section B), outside-of-class student work (Section C), and in-class time (Section D) as documented in the syllabus. Section D concludes with the mathematical steps to convert the time spent in those three categories to a percentage relative to Carnegie's collegiate student hour or the equivalent thereof (i.e., 100% exactly meets that expectation).
- The Master List of Non-Classtime Methods and Modalities identifies the variety of possible instructional methods and student activities utilized in direct instruction and outside-of-class student work with the "normal time to complete" for each. The "normal time to complete" for each method/modality is the estimated number of minutes that an average to below-average student would take to complete the method/activity in order to achieve the expected learning outcome, as determined, calibrated, and approved by the faculty of Bethel University.

Implementation

All existing courses must be audited and approved using the Course Credit Hour Form and the Master List of Non-Classtime Methods and Modalities prior to being offered after the implementation of this policy.

For new courses, the standard Course Credit-Hour Audit is used during the new course development and approval process to determine the amount of credit to be awarded. A new course must meet or exceed the credit-hour expectations to be approved and offered.

For courses with a Master Syllabus, the Master Course Syllabus is used in the audit and implemented in all sections of the course. The Master Course Syllabus, as developed and approved by the full-time faculty, identifies the student learning outcomes, in-class instruction, direct instruction, outside-of-class

student work, assessments, and grading criteria for the course. Once a Master Course Syllabus is approved by the full-time faculty, it is implemented in all sections of the course wherever and whenever the course is taught. The audit is conducted whenever the Master Course Syllabus is first developed or revised prior to the start of the first section.

For courses without a Master Syllabus, the instructor is responsible for development of the syllabus according to guidelines established by the university and conforming to the expectations stated in this policy.

Prior to the beginning of the course, the completed Course Credit Hour Form is submitted to the Associate Academic Dean of the college in which it is offered. If the course does not meet expectations, the course is returned to the instructor or developer for correction. The corrections are made and resubmitted within five working days or the beginning of the course, whichever comes first. Course audits that are approved are forwarded to the Associate Academic Dean of the college and the Chief Academic and Compliance Officer.

Exceptions in the methods and modalities used in a course (i.e., not included in the Master List) and/or exceptions in the time to complete must be marked as such in the Course Credit-Hour Audit Form and approved by the Associate Academic Dean and the Chief Academic and Compliance Officer. If an exception is not approved by the Associate Academic Dean and/or the Chief Academic and Compliance Officer, the Course Credit-Hour Audit must be revised and resubmitted without that exception before it is offered.

Publication

This policy is published on the University's website and in the Faculty Handbook in its entirety.

Review

The periodic review and revision of the Course Credit-Hour Audit Form and the Master List of Non-Classtime Methods and Modalities to improve their efficiency and effectiveness, to improve the categories and differentiation of the methods and modalities, and to modify the "normal time to complete" when necessary and appropriate are the responsibilities of the Chief Academic and Compliance Officer and the faculty.

The approval of this policy and the periodic review of the policy are the responsibilities of the Chief Academic and Compliance Officer and the University Senate on behalf of the faculty.

Compliance with this policy is mandatory for all courses starting on or after May 1, 2017.

University Senate

The University Senate provides coordination of curricula and policy throughout the university. The University Senate considers all issues of curriculum and academic policy throughout the university, and through representatives from each college and school, approves all curricular and academic policy at the University.

Each college of the university shall have two representatives to the University Senate. The president shall appoint a member of the faculty of each college to the University Senate. Each college shall elect a member of its respective faculty to the University Senate. Those faculty representatives will serve a one-year term. In accordance with the provisions provided in the section entitled “Curriculum and Academic Policy Committee”, the University Senate will receive recommendations from the Curriculum and Academic Policy Committee of each college and school and make recommendations to the President.

The University Senate shall be chaired by the Chief Academic Officer of the University who shall be an ex-officio member of the committee.

The University Senate shall review material a minimum of one time each quarter. Material shall be submitted to the Chief Academic and Compliance Officer two weeks prior to the published date of the vote. Under unusual circumstances, called votes may be conducted. The committee will publish when votes will be taken so that appropriate items are submitted and voted on in a timely manner. Within two weeks of the completion of the vote, the results of the vote shall be distributed to the President, the Vice Presidents, and the deans of the colleges for distribution to all full-time faculty members.

University Curriculum Initiatives

From time to time, special initiatives may be undertaken by the institution as a whole or identified as part of the strategic planning process that will not follow this process. These initiatives may require that additional faculty in areas not currently included in the curriculum be hired or that consultants be employed to assist the university in the development of curriculum or programs. The Assistant to the President for Strategy will coordinate these efforts and present such proposals to the President for review. If approved by the President, the proposals will be presented to the Board of Trustees for preliminary approval and authorization to create faculty positions. After qualified faculty have been hired, the proposal will be reviewed by that faculty and submitted for review following the process described above.

Academic Program Coordinators

Bethel University ensures the coordinators for each major are qualified with appropriate credentials for each major degree offered. The University defines a field of study as a coherent collection of courses sufficient to cover the content of a subject based on generally accepted expectations for the area. When specialty accreditation is available in the field, curriculum and faculty standards are considered as well, even if the University does not seek such accreditation. The program coordinators are responsible for monitoring the curriculum and for establishing criteria for faculty qualifications in each field in conjunction with the academic deans for each college. Program coordinators consult with relevant faculty within the field regarding the curriculum. Program coordinators are appointed by the academic dean of each college or by the Chief Academic Officer. Distance education programs follow the same procedure as traditional instruction.

Quality Enhancement Plan Committee

The university has a Quality Enhancement Plan Committee which monitors implementation of the Quality Enhancement Plan approved by the Commission on Colleges. Members of the Quality Enhancement Plan

Committee are elected by members of the Curriculum and Academic Committees of the colleges from within the ranks of those Curriculum and Academic Committees. Other members may be appointed by the Quality Enhancement Plan Director.

Institutional Effectiveness Committee

The Institutional Effectiveness Committee is a university-wide committee which serves as an advisory body to the Director of Institutional Research and Effectiveness and Chief Academic and Compliance Officer. The committee reviews all institutional effectiveness reports received from academic and administrative units and makes recommendations for revision of these reports. The committee also makes recommendations on improvement of the institutional effectiveness process. The committee maintains minutes of each meeting. Members of the committee are appointed by the Chief Academic and Compliance Officer. At least one faculty member from each college will be appointed to the committee. Other faculty and staff may be appointed to serve on the committee as well.

Right to Resolution

Any officially convened body of the university, particularly the faculty through faculty meetings and the student body through the Student Government Association at its meetings, shall have the right and the responsibility to speak by resolution through the President of the university to the Board of Trustees or its Executive Committee on any issue of general interest or on any issue of specific concern to that official body. The President shall forward those issues to the Board of Trustees or its Executive Committee and shall then respond back to the president or chair of that body with any decision made by the Board or its Executive Committee.

Grading and Academic Work

Load

In keeping with the mission of the institution, Bethel University is a teaching focused institution and anticipates that faculty will engage in instruction as their primary function within the university. Instruction is typically measured in terms of semester hours of assigned coursework. Every faculty member is expected to engage in the development and improvement of the University's educational programs and to engage in activities that further support the mission of the institution. Faculty workload is determined by the individual faculty member's contract but is understood to include development and distribution of syllabi, regular attendance in class, timely posting of student grades, holding standard office hours, etc. Additional contracts with the University or any outside employment must be approved by the vice-president of the college or school where the faculty member's primary responsibilities reside. The normal workload for faculty on nine month contracts is a minimum of 24 hours per academic year. The normal load for faculty on 12 month contracts is a minimum of 30 hours per year. The maximum load for any faculty member is 45 semester hours per 12-month period without approval of the President.

A normal teaching load for full-time faculty averages 12-15 semester hours or its equivalent per term. Full-time faculty are permitted to teach additional semester hours, generally with additional remuneration, as the opportunity presents itself if (1) an institutional need exists, (2) the faculty member requests the opportunity to do so or agrees to do so as requested, (3) previous evaluations indicate the faculty member has the capacity to do so without an adverse effect on instruction in all his/her courses and overall responsibilities, and (4) the adequacy of the number of full-time faculty members to support the University's mission and to ensure the quality and integrity of educational programs is being maintained and not compromised (e.g., based on the Full-Time Faculty Indicators). The student enrollment is additional semester hours is also considered. Directed studies, independent studies, and internships are not included in the 45-semester hour maximum although the Academic Deans will monitor these to ensure excessive commitments are not undertaken.

Evaluation of Student Academic Performance Policy

The academic officer of each college or school establishes and disseminates the college or school's policy on the evaluation of students on an annual basis. For those colleges and schools where a schedule for final examinations is published, no faculty member is authorized to administer regular final examinations at any time except as indicated on the final examination schedule. Students with legitimate reason, as determined by the instructor or academic officer, may appeal to take final examinations at another time.

University Functions Policy

When students are absent from class or miss examinations due to attendance at university sponsored functions, these are considered excused absences. Such absences may not be counted in a mandatory attendance policy toward the maximum. Examinations missed due to participation in university sponsored functions may be made up. Faculty members proctor the examinations.

Grade Reporting Policy

Each academic officer establishes procedures for reporting grades and disseminates them annually.

Internal Organization of Colleges and Schools

The internal organization of the university's colleges is determined by the needs of the college. Where necessary, divisions/departments are designated within colleges. In this case, a division/department chair is designated by the Dean of the college or their equivalent after consultation with the vice president or their equivalent. Division/department chair appointments are for one year and may be renewed. Continuation of appointment is made based on the recommendation of the dean and approval of the vice-president.

Role of the Division/Department Chair

1. To schedule and chair meetings of the division/department faculty;
2. To coordinate teaching responsibilities within the division/department;
3. To coordinate and make recommendations for the development of facilities for divisional/departmental use;

4. To coordinate the maintenance and enhancement of equipment and materials needed by the division/department;
5. To participate in developing and maintaining a division/department-wide inventory of equipment;
6. To coordinate faculty development planning and activities at the division/department level;
7. To coordinate long-range planning within the division/department;
8. To monitor enrollment in the academic programs within the division and recommend to the Academic Dean appropriate adjustments to the academic staffing levels within the programs;
9. To draft, execute and monitor budgets for the division/department;
10. To evaluate the performance of department faculty pursuant to the established procedures and schedule;
11. To participate in institutional effectiveness and assessment activities.

University Policies

Academic Freedom

The University recognizes the essential nature of the institution is to promote the acquisition and dissemination of knowledge. To this end, the University adopts the principles of academic freedom and professional ethics put forth by the American Association of University Professors.

The following is quoted verbatim from the American Association of College and University Professor's 1940 Statement of Principles of Academic Freedom and Tenure. (www.aaup.org.)

1. Teachers are entitled to full freedom in research and in the publication of the results, subject to the adequate performance of their other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.
2. Teachers are entitled to freedom in the classroom in discussing their subject, but they should be careful not to introduce into their teaching controversial matter which has no relation to their subject. Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of the appointment.
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 imposes 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.

Source: <http://www.aaup.org/AAUP/pubsres/policydocs/contents/1940statement.htm>

Professional Ethics

The University also adopts the American Association of University Professors Statement on Professional Ethics, quoted below.

1. Professors, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognize the special responsibilities placed upon them. Their primary responsibility to their subject is to seek and to state the truth as they see it. To this end professors devote their energies to developing and improving their scholarly competence. They accept the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. They practice intellectual honesty. Although professors may follow subsidiary interests, these interests must never seriously hamper or compromise their freedom of inquiry.
2. As teachers, professors encourage the free pursuit of learning in their students. They hold before them the best scholarly and ethical standards of their discipline. Professors demonstrate respect for students as individuals and adhere to their proper roles as intellectual guides and counselors. Professors make every reasonable effort to foster honest academic conduct and to ensure that their evaluations of students reflect each student's true merit. They respect the confidential nature of the relationship between professor and student. They avoid any exploitation, harassment, or discriminatory treatment of students. They acknowledge significant academic or scholarly assistance from them. They protect their academic freedom.
3. As colleagues, professors have obligations that derive from common membership in the community of scholars. Professors do not discriminate against or harass colleagues. They respect and defend the free inquiry of associates, even when it leads to findings and conclusions that differ from their own. Professors acknowledge academic debt and strive to be objective in their professional judgment of colleagues. Professors accept their share of faculty responsibilities for the governance of their institution.
4. As members of an academic institution, professors seek above all to be effective teachers and scholars. Although professors observe the stated regulations of the institution, provided the regulations do not contravene academic freedom, they maintain their right to criticize and seek revision. Professors give due regard to their paramount responsibilities within their institution in determining the amount and character of work done outside it. When considering the interruption or termination of their service, professors recognize the effect of their decision upon the program of the institution and give due notice of their intentions.
5. As members of their community, professors have the rights and obligations of other citizens. Professors measure the urgency of these obligations in the light of their responsibilities to their subject, to their students, to their profession, and to their institution. When they speak or act as private persons, they avoid creating the impression of speaking or acting for their college or university. As citizens engaged in a profession that depends upon freedom for its health and integrity, professors have a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.

Source: <http://www.aaup.org/AAUP/pubsres/policydocs/contents/statementonprofessionalethics.htm>

Academic Integrity Policy

The fabrication, falsification, or plagiarism of research or other intellectual property constitutes a serious breach of academic integrity. Instances involving students should be reported to the academic officer of the college or school. Instances involving faculty members should be reported to the academic officer. Penalties for students are described in the student handbook of the college or school. Penalties for faculty, up to and including termination of employment, are determined by the vice president or director of the college or school after consultation with the academic officer and legal counsel.

Emergency Closures Policy

Bethel University takes appropriate steps to maintain a safe and secure environment for its students, faculty and staff. Infrequently, weather or other emergency situations may require alterations in the normally scheduled operations of the institution. This may include closure of the institution for brief periods of time including the cancelation of classes or closure of campus facilities. In these events, all students, faculty, and staff are required to follow instructions from Bethel University's Security Department or civil authorities. This may include relocation of classes or suspension of classes and relocation of students, faculty, and staff. Announcements of closures will be through the university's website(s) and through local media channels.

If the university cancels classes (either in McKenzie or at a satellite campus), it is the responsibility of the instructor to determine whether alternative assignments, additional sessions, or make-up work are appropriate. Course outcomes should not be altered because of a class cancelation. Instructors should make themselves available through alternative means (phone, email, video conferencing) to students to cover the course content. If the instructor concludes that too much class time has been lost, the instructor should refer the matter to the academic officer of the college or school for further review.

Information Technology Policy

POLICY FOR TECHNOLOGY AND COMPUTING RESOURCES

The policy contained herein is subject to change as dictated by the prevailing Information Technology policy adopted by the Board of Trustees.

Summary/Purpose

The purpose of the Bethel University network is to provide faculty, staff, and students with an electronic means of transmitting, receiving, and reviewing information necessary for academic pursuits as well as conducting daily business operations of the University. The Acceptable Use Policy covers all devices that comprise the Bethel University network. This includes, but is not limited to, all laptops, desktop systems, hand-held computers, tablets, cell phones, lab facilities, servers, classroom technology, the wired and wireless campus networks, and software licensed to the University.

Rights and Responsibilities

The Bethel University network is provided and maintained by Bethel's information technology department for the use of faculty, staff, and students. These policies and standards include, but are not limited to: software, wireless, remote access and email. Accounts are created and given to all users for the purpose of academics, daily business and administrative operations, transmitting and receiving electronic mail and messages, and other authorized activities. Anyone using the Bethel network is responsible for:

- a. Recognizing and honoring the intellectual property rights of others, making attribution as appropriate;
- b. Refraining from any illegal and improper intrusions into the accounts of others or into any Bethel University network resources or systems;
- c. Taking all reasonable steps to insure the accuracy and the security of information compiled, accessed, or provided;
- d. Being ethical and respectful of the rights of others and of the diversity of the University community, including the rights to privacy and all other legal requirements and restrictions regarding access to and the use of information; and refraining from acts that waste resources and prevent others from having broad access to Bethel's information technology resources.

Consent to Monitor

Bethel's computers and networks are shared resources, for use by all faculty, staff, and students. Any activity that inhibits or interferes with the use of these resources by others is not permitted. Information technology staff, as authorized by the Vice President, may access or examine files or accounts that are suspected of unauthorized use or misuse, that have been corrupted or damaged, or that may threaten the integrity of Bethel's computer systems. In addition, files, e-mail, access logs, and any other electronic records may be subject to search under court order.

E-mail Usage

Bethel University recognizes the utilization of electronic communications as an efficient and necessary method of conducting business and advancing its mission of education. Electronic mail (e-mail) should be used with the same care and discretion as any other type of official University communication. All communications regarding a student's educational record must take place via Bethel e-mail (Bethel account to Bethel account) or through the secure messaging system in the learning management system.

The Bethel's e-mail system is not a private secure communications medium. As such, e-mail users cannot expect privacy. By using Bethel's e-mail system, each user acknowledges:

The use of electronic mail is a privilege not a right. E-Mail is for University communication, research, or campus business. Transmitting certain type of communications is expressly forbidden. This includes messages containing chain letters, pyramids, urban legends, and alarming hoaxes; vulgar, obscene or sexually explicit language; threatening or offensive content; derogatory, defamatory, sexual, or other

harassment; and discriminatory communication of any kind. As with other information technology resources, the use of e-mail for commercial or political purposes is strictly prohibited. Under the U.S. Electronic Communications Privacy Act, tampering with e-mail, interfering with the delivery of e-mail, and using e-mail for criminal purposes may be felony offenses, requiring the disclosure of messages to law enforcement or other third parties without notification.

E-mail messages should be transmitted only to those individuals who have a need to receive them. Distribution lists should be constructed and used carefully. E-mail distribution lists should be kept current and updated regularly. Inappropriate mass mailing is forbidden. This includes multiples mailings to newsgroups, mailing lists, or individuals (e.g. "spamming," "flooding," or "bombing").

All users of Bethel's e-mail system waive any right to privacy in e-mail messages and consent to the access and disclosure of e-mail messages by authorized University personnel. Accordingly, the University reserves the right to access and disclose the contents of e-mail messages. Users should recognize that under some circumstances, as a result of investigations, subpoenas, or lawsuits, the University might be required by law to disclose the contents of e-mail communications.

Bethel University Confidentiality Agreement

The following statement is to be added to the signature of all e-mail originating from a Bethel University account:

The information transmitted in this electronic mail is intended only for the person or entity to which it is addressed and may contain confidential, proprietary, and /or privileged material. Any review, retransmission, dissemination or other use of, or taking of any action in reliance upon, this information by persons or entities other than the intended recipient is prohibited. If you received this in error, please contact the sender and delete the material from all computers. Although Bethel has taken reasonable precautions to ensure that no viruses are present in this message, Bethel cannot accept responsibility for any loss or damage arising from the use of this message.

Privacy

Bethel provides computers, e-mail, e-portal, and network accounts to faculty members, staff and students for the purpose of furthering the University's academic mission and conducting business. While incidental and occasional personal use of such systems is permissible, personal communications and files transmitted over or stored on Bethel systems are not treated differently from business communications; there is no guarantee that personal communications will remain private or confidential. Pursuant to the Electronic Communications Privacy Act of 1986 (18 USC 2510 et seq.), notice is hereby given that there are no facilities provided by this system for sending or receiving private or confidential electronic communications. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

Individuals authorized by the University may access e-mail, voice mail or computer accounts without the consent of the assigned user when there is a reasonable basis to believe that such action: is necessary to comply with legal requirements or process, or may yield information necessary for the infraction of policy (for example alleged misconduct or harassment), or is needed to maintain the integrity of Bethel's computing systems, or may yield information needed to deal with an emergency, or in the case of staff, will yield information that is needed for the ordinary business of the University to continue.

This policy is intended to be fully consistent with the State of Tennessee Internet Acceptable Use Policy and the State of Tennessee Electronic Mail Acceptable Use Policy, as they exist or as they may be amended in the future, as well as with any other applicable policies regarding information technology systems which may be promulgated in the future by the State of Tennessee. To the extent that a discrepancy exists between this policy and State policy, State policy shall take precedence.

Intellectual Property Policy

Preamble

Bethel University understands that the public interest is best served by creating an intellectual environment whereby creative efforts and innovations can be encouraged and rewarded, while still retaining for the University and its learning communities reasonable access to, and use of, the intellectual property for whose creation the college has provided assistance.

The University supports the development, production, and dissemination of intellectual property by its faculty members.

Definition of Intellectual Property

The term "Copyright" shall be understood to mean that bundle of rights that protect original works of authorship fixed in any tangible medium of expression, now known or later developed, from which they can be perceived, reproduced, or otherwise communicated, either directly or with the aid of a machine or device. "Works of authorship" (including computer programs) include, but are not limited to the following: literary works; musical works, including any accompanying words; dramatic works, including any accompanying music; pantomimes and choreographic works; pictorial, graphic, and sculptural works (photographs, prints, diagrams, models, and technical drawings); motion pictures and other audiovisual works; sound recordings; architectural works and any material developed to support online coursework. "Tangible media" include, but are not limited to, books, periodicals, manuscripts, phonorecords, films, tapes, and disks.

The term "Patent" shall be understood to mean that bundle of rights that protect inventions or discoveries which constitute any new and useful process, machine, manufacture, or composition of matter, or any new and useful improvement thereof.

Ownership Intellectual Property

The University shall own copyright in the following three circumstances:

1. The work is created as a specific requirement of employment as an assigned institutional duty that is included in the faculty contract or an auxiliary agreement. Any work created by a faculty member at the request of the University for its use which is outside of the specific requirements of employment is considered property of the University in the absence of a specific contractual agreement specifying ownership.
2. The faculty author has voluntarily transferred the copyright, in whole or in part, to the institution. Such transfer shall be in the form of a written document signed by the faculty author.
3. The University has contributed to a “joint work” under the Copyright Act. The institution can exercise joint ownership under this clause when it has contributed specialized services and facilities to the production of the work that goes beyond what is traditionally provided to faculty members generally in the preparation of their course materials. Such arrangement is to be agreed to in writing, in advance, and in full conformance with other provisions of this agreement.

Use of Intellectual Property

Material created for ordinary teaching use in the classroom and in department programs, such as non-electronic courses developed for use in the traditional program, lectures, PowerPoint presentations, syllabi, assignments and tests, shall remain the property of the faculty author, but institutions shall be permitted to use such material for administrative purposes, including satisfying requests of accreditation agencies for faculty-authored syllabi and course descriptions.

Distribution of Any Funds Generated

Funds received by the faculty member from the sale of intellectual property owned by the faculty author or inventor shall be allocated and expended as determined solely by the faculty author or inventor.

Funds received by the University from the sale of intellectual property owned by the University shall be allocated and expended as determined solely by the University.

Funds received by the faculty member and the University from the sale of intellectual property owned jointly by the faculty member and the University shall be allocated and expended in accordance with the specific agreement provided by the parties.

Dispute Resolution

Disputes over ownership, and its attendant rights, of intellectual property will be decided by arbitration in accordance with the rules of the American Arbitration Association and shall take place in Carroll County, Tennessee or at some other location agreed to by the parties. Any dispute over arbitrability shall be resolved exclusively by courts of Tennessee without reference to its conflicts of laws.

Work Product Policy

Definition: Bethel work product represents any document or recorded communication generated in the course of business operations. This includes documents and email sent on Bethel business to or from personal accounts. (See also Documents Retention Policy).

Policy: Bethel work product belongs to Bethel University unless it is specifically exempted under the Intellectual Property Policy. This policy excludes communications between faculty and students except as may otherwise be required as part of investigations. Upon a change of status, such as a program director returning to full-time faculty, the employee shall surrender all Bethel work product to the parties designated by the President. In the event of an involuntary separation, Human Resources, Information Technology and Security will take such steps as are prudent to prevent the loss of work product.

Effective Date: 8/1/2016

Responsible Parties: Director of Human Resources, Director of Information Technology, Security

Publication: Employee Handbook, Faculty Handbook, website

Review: This policy is reviewed on an annual basis

Approved: August 2016

Drug-Free Workplace Policy

You are notified that the unlawful manufacture, distribution, possession or use of a controlled substance is prohibited by any Bethel faculty while undertaking duties as a faculty member of Bethel University. Violation of this prohibition will result in action that may lead to dismissal.

As a condition of employment, each faculty member shall:

Abide by the terms expressed in paragraph one and notify the vice president of the college of their respective college (e.g. Arts and Sciences, Professional Studies, etc.) of any alcohol or drug-related conviction no later than six (6) days after the arrest.

The Vice President shall notify the Human Resource Office within ten (10) working days of receiving notice of the conviction. In addition, the University shall within thirty (30) days of the conviction take appropriate personnel action against the faculty, up to and including termination.

Externally-funded Grants and Contracts

Externally funded grants and contracts, as they regard to Bethel University as a corporate entity, will be sought and administered for the purpose of the enrichment and development of programs which assist the students while seeking educational and professional goals for Bethel University.

The Development Office and/or faculty members will freely proceed to investigate grant resources, with the support from Bethel University. The Development Office will be made aware of all grant proposals submissions, and will hold copies of all grants submitted on behalf of Bethel University. Approval from the Development Office is required prior to the submission of any application or proposal.

The approval of grant submissions requires written documentation of the following:

1. The initial assent and approval of the chief academic officer of the college from which the grant arises;
2. For grants involving human subjects, evaluation of the grant from a scientific or medical point of view from the Office of the Dean of the College of Health Sciences.
3. Approval from the Institutional Review Board (IRB) for those grants that involve human subjects.
4. For grants related to infrastructure, approval from the University Development office.
5. For grants involving research, approval from the Office of the Chief Financial Officer

The expected portion of the faculty member's time which is to be spent on grant research will be termed in agreement attachments to the yearly contracts, prior to the academic year, with equity to all full-time educational staff. Approval from the academic officer of the college or school is required if any adjustment in workload is required.

Application Plan of Operation:

- a. Prior to grant application, a timetable will be established ensuring that all objectives of the grant can be met by the faculty applicant.
- b. The plan of operation will include a new schedule of teaching load, as it would be affected by receipt of a successful grant. This modification, along with any changes regarding advisement responsibilities will be a part of pre-arrangement plan as determined by the university.
- c. The plan will include all payment changes that would affect the faculty salary, if that person is to be charged with the responsibility if administering the grant proposal or research.
- d. Unless prohibited by the guidelines of the grant or contract, the faculty applicant's involvement in the administration of the grants should result in a salary increase of no less than 10%.
- e. Summer salaries from grant, contract or consultant funding will be paid to the faculty member, as per the grant application fee structure. This cannot be changed following the submission process.

Notification of Funding Success:

In the event of successful receipt of funds for research and instruction from external agencies, the development office, academic officer, and business office should be notified immediately. The Bethel University policy will be to maintain control over the project from inception to completion. The faculty member or members, who have previously agreed to the above guidelines, and therefore serve as agents of Bethel University, will be charged with the following:

- a. Administration of the project without deterrence from the guidelines as directed by the funding instruments;
- b. Exercising full authority over the domain of the guidelines;
- c. Accepting full responsibility for all projects and research documentation.

At no time, will Bethel University subdue or omit the continuance of general institutional activities which might appear to be temporarily affected by grant or external funding. Outside funding is helpful and needed, a much sought-after resource, which serves as an important part of Bethel University progression. However, it will not become a necessary tool that threatens the existence of any of the current academic programs offered by Bethel University.

Bethel University controls all funds, whether internal or external, with the same prudence in financial control. External funds are managed by the Chief Financial Officer, unless otherwise specified in a grant or contractual agreement from the funding individual or agency. Departments receiving external funds should remand the funds to the Business Office immediately upon receipt. The funds will be placed in a restricted account for use only for the specified purpose of the grant. Funds from the account may be requested only by the administrator of the grant. Funds should be requested through the normal request procedures for purchase requisitions and check requests. These requests MUST specify that the funds requested are from the grant.

Indirect costs are taken from external funds only if such a policy is listed in the grant documentation. Indirect costs shall be distributed as follows: 33.3% of the indirect costs shall go to the department that generates the grants, 33.3% shall go to the college that generates the grant and 33.3% shall go to the University General Fund. Bethel University reserves the right to alter the distribution under extenuating circumstances.

The grant administrator is responsible for completing the appropriate reports requested by the grant agency in a timely manner. Reports of funds used may be obtained from the Business Office as needed for completion of these reports.

The Office of the Chief Financial Officer shall perform annual audits of the research grant and reserves the right to perform audits as needed. In addition, the Chief Academic Officer of the college receiving the grant reserves the right to perform audits in concert with the Office of the Chief Financial Officer.

Conduct

Attendance

Faculty teaching face-to-face classes are expected to arrive for class at the scheduled time and conduct the class according to the schedule assigned by the college or school. Classes are not to be cancelled or rescheduled without prior approval of the vice president or his/her representative. Any absence from class must be reported. College of Arts and Sciences and College of Health Sciences faculty members receive one day of sick leave for each month worked. A faculty member can accumulate up to 50 days of sick leave.

Faculty-Student Consensual Relationships Policy

The University has determined that there is an inherent conflict when a faculty member and a student are simultaneously participating in a consensual sexual relationship and student is enrolled in a faculty member's course. A faculty-student relationship is an inherently unequal relationship placing the faculty member in a position to directly affect the student's academic process. Faculty members should be aware that such relationships are prohibited and may be considered sexual harassment. Should the student complain, the alleged consensual nature of the relationship will not be accepted as a defense of the faculty member's conduct. The University will not indemnify the faculty member against civil suits resulting from such a situation.

If such a consensual relationship exists, the student should not enroll in a course under the instruction of the faculty member.

Travel Policy Regarding Student-Faculty Travel

Faculty members must have prior approval from the academic officer of the college or school prior to traveling with students. All travel requests should include an itinerary and identify the hostelry where students will be housed. If faculty members travel with students, it is inappropriate for the faculty members to share a motel/hotel room with a student or students. Faculty members should not invite students into their motel/hotel rooms nor enter a student's room except in cases of emergency. Faculty members should avoid the appearance of inappropriate behavior with students or promoting conduct among students that is in conflict with the mission of the university. Faculty members should remember that they are representing the university all times when in the presence of students.

Faculty Complaints

A faculty member who believes that s/he has been treated unfairly should bring a written statement regarding the situation to the academic officer for the college. The complaint will be reviewed and the faculty member notified of the result. If the faculty member is not satisfied, the faculty member should notify, in writing, the vice president of the college. The vice president will review the situation and notify the faculty member of the result. If the faculty member remains unsatisfied, the faculty member may communicate this in writing to the President. The President will review the situation and notify the faculty member of the result. The President's decision is final.

Anti-Harassment Policy

Bethel University is committed to a work environment in which all individuals are treated with respect and dignity and that is free from sexual harassment, racial harassment or harassment based upon membership in any other protected group. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. Therefore, Bethel University expects that all relationships among persons in the office will be business-like and free of bias, prejudice and harassment.

It is the policy of Bethel University to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, religion, gender, national origin, age, disability, genetic information, marital status, amnesty or status as a covered veteran.

Harassment, in this context, is defined as verbal, visual or physical conduct that:

- a. Either explicitly or implicitly makes it a condition of employment to submit to such conduct;
- b. Has the effect of interfering unreasonably with the recipient's work performance;
- c. Creates an intimidating, offensive, or hostile environment;
- d. Or where submission to or rejection of such conduct is used as the basis for employment decisions affecting the individual.

If you believe you are a victim of harassment, you should immediately notify the offender that the conduct is unwelcome, offensive and must stop. However, if you are uncomfortable confronting the offender, or if the harassment continues after a confrontation, it is your responsibility to report the conduct immediately by filing a written complaint with the University's Title IX coordinator. If you do not feel comfortable filing a written report you must bring the conduct to the attention of your immediate supervisor, Human Resources, or any member of management.

All reports of harassment will be promptly and thoroughly investigated by the University. The University will respect the right to confidentiality of all members of the academic community in both formal and informal procedures, insofar as possible. Retaliation in any form against an individual who exercises his or her right to make a good faith complaint about harassment or who participates in an investigation into a report of harassment is strictly prohibited. However, false accusations of harassment with the intent to cause harm to another individual, will result in severe disciplinary action up to and including immediate termination.

Individuals who believe they have witnessed conduct prohibited by this policy should discuss their concerns with their immediate supervisor, Human Resources or any member of management.

Sexual Harassment Policy

Bethel University affirms the freedom of its students, faculty, and staff from sexual harassment by any member of the academic community.

Sexual harassment is an attempt to coerce another person into sexual relationships, or to subject a person to unwanted sexual attention, or to create a sexually intimidating, hostile, or offensive working or educational environment. Sexual harassment encompasses a wide range of behaviors, from actual sexual coercion to the unwelcome emphasizing of sexual identity. This definition is based upon an understanding of accepted standards of mature behavior, academic freedom, and freedom of expression.

Sexual harassment in any situation is reprehensible and will not be tolerated. Sexual harassment is particularly reprehensible when it exploits the educational dependence and trust between students and faculty.

Please see the University's Policy on Sexual Assault and Misconduct available at: <https://sites.google.com/a/bethelu.edu/business-office/1-budget>

Insubordination

Insubordination occurs when a faculty member refuses to follow a directive from an administrative officer of the university to whom the faculty member has a direct or indirect reporting relationship, including but not limited to, the academic officer of the college or school. In order for the faculty member to be found to be insubordinate, the directive must be within the formal scope of authority of the administrator.

Promotion

Decisions regarding promotion to a higher academic rank that one is currently holding are made by the vice president upon the recommendation of the academic dean. It is the policy of Bethel University to recognize outstanding professional achievements through promotion in academic rank. The criteria used in determining promotions shall be the same as the criteria considered in the faculty member's annual review. The Office of Human Resources will conduct a background check to be added to the packet after the review of the academic officer.

Procedure

- a. A letter of recommendation from the division/department chair regarding proposals for promotion will be submitted to the academic dean.
- b. A confidential review and evaluation will be made by the academic dean.
- c. The recommendation of the academic dean will be transmitted confidentially to the vice president. A copy of the recommendation shall also be retained in the individual's evaluation file in the office of the academic dean of the applicable college or school making the recommendation. The vice president will act upon the recommendation and, if the action is in the affirmative and the promotion is made, the executive vice president will notify the faculty member. Increases in compensation will become effective the next contract year.

Faculty Rank

All regular full-time and adjunct faculty have rank.

1. Professor: The faculty member who holds the rank of professor must have a terminal degree from a regionally accredited institution of higher education, a minimum of ten years of successful full-time teaching experience at the university/college level, and four years at the level of associate professor.
2. Associate Professor: The faculty member must have a minimum of six years of successful full-time teaching experience at the university/college level and a minimum of three years as assistant professor to be considered for the rank of associate professor. The individual need not have an earned doctorate.
3. Assistant Professor: The faculty member must have at least three years of successful full-time teaching experience at the university/college level to be considered for this rank, or the individual may be appointed to this rank with the possession of an earned doctorate from a regionally accredited institution of higher education, without having at least three years of teaching experience.
4. Instructor: The person appointed to this rank must have a master's degree from a regionally accredited institution of higher education. Any faculty member appointed to the rank of Instructor will be considered for promotion to assistant professor automatically upon completion of an earned doctorate from a regionally accredited institution of higher education.
5. Lecturer: The faculty member must have a master's degree or terminal degree from a regionally accredited institution of higher education. Lecturer is not a tenure-track rank, and service in the rank of Lecturer does not count toward tenure. Faculty members holding the rank of Lecturer may apply for tenure-track positions. Lecturers are expected to participate in the curriculum development process.
6. Teaching Assistant: The person appointed to this rank must have a bachelor's degree from a regionally accredited institution of higher education with 18 graduate semester hours in the field of instruction. Any faculty member appointed to the rank of Teaching Assistant may be considered for promotion to Instructor upon completion of an earned master's degree from a regionally accredited institution of higher education. Service in the rank of Teaching Assistant does not apply toward tenure. Teaching Assistants will be under the direct supervision of a faculty member with minimum status of Instructor.
7. Emeritus: Retired faculty of outstanding service to Bethel University may be given the rank Emeritus. Faculty must retire from a tenured faculty position to be eligible for emeritus status. The Bethel University Board of Trustees may grant emeritus status upon a recommendation of the President.

Faculty Status

Faculty may have one of the following classifications:

Full-Time Permanent: A full-time Permanent faculty member teaches a normal load of 24 semester hours on a 9 month contract or 30 hours on a 12 month contract. Permanent faculty are reviewed annually and unless grandfathered, are not eligible for tenure. Occasionally, administrative assignments may reduce work load.

Adjunct: An adjunct faculty member may teach up to a full load but is employed on a course-by-course basis. Extension of a contract offer or acceptance of a contract offer does not imply offers may be extended or accepted in the future.

Part-time Faculty: a part-time faculty member is any faculty member who does not teach a full-load and does not have a full-time contract.

Full-Time Faculty Indicators

Full-Time Faculty Indicators: The metrics determining the adequacy of the number of full-time faculty to support the University's mission and to ensure the quality and integrity of academic programs are reviewed regularly. This may be concurrent with the annual budgeting process but may also occur as enrollment changes. The indicators include the percentage of courses taught by full-time faculty (disaggregated by program and location), faculty teaching loads, and student-faculty ratios. The Full-Time Faculty Indicators include thresholds or targets, are used in planning, and guide decisions concerning the need to hire additional faculty members.

1. Percentage of courses taught by full-time faculty
 - a. For undergraduate programs, the University has established 25% of the coursework within majors and the general education program is adequate to sustain the accomplishment of the mission of the University.
 - b. For graduate programs, the University has established 50% of the coursework within a graduate level program is adequate.
2. Full-time Faculty Teaching Loads: The overall workload of a faculty member includes teaching as the primary responsibility and a balance of mentoring and availability to students, curriculum development and review, scholarly studies and activity and other university-related assignments. Beyond the policy that prohibits a faculty member from teaching more than 45 semester hours during a 12-month period, no single, simple formula for an equitable faculty workload can be devised for all academic departments, educational programs and modalities. The distinctive requirements of each college, academic program and the unique skills and abilities of faculty members are taken into account. The Vice Presidents have the authority and responsibility to ensure that the teaching loads and overall workloads of faculty support the achievement of student learning outcomes in educational programs within the mission of the University.
3. Student:Faculty Ratios: The University monitors overall student:faculty ratios by program and modality. As a general guideline, the overall student:faculty ratio for the University should not exceed 25:1. However, the requirements of the individual programs may dictate a lower ratio. These are established and monitored by the program directors, academic deans, and vice presidents. The vice presidents have the responsibility and authority to enforce these ratios. The Chief Academic and Compliance Officer has the responsibility to monitor and report to the President the overall student:faculty ratio.

Appointment, Recruitment, Review, and Termination

Appointment

Bethel University employs an adequate number of full-time faculty to accomplish its mission through academic programs. The Vice Presidents monitor faculty loads and recommend staffing levels based on the Full-Time Faculty Indicators. Recommendations are received and reviewed by the President. If approved, additional full-time faculty positions are filled using procedures developed in each college. In the case of elimination of a full-time faculty position, the University will make reasonable effort to reassign the faculty member to another program.

Recruitment

Bethel is an equal-opportunity employer that strives to maintain a diverse faculty through recruiting faculty members through various means and processes. All full-time faculty receive a contract of employment upon hire. The contract establishes the terms and conditions of employment that is subject to change after the first year of employment. All faculty must meet Bethel's qualifications for faculty through graduate level coursework and degrees or present evidence of equivalent qualifications as described in the University's Policy on Alternative Faculty Credentials.

Personnel Files

All faculty members have three personnel files. The Human Resource Office maintains a file with information related to compensation and benefits and official communications (letters or appointment and renewal/non-renewal of contract, tenure, and promotion). The academic officer of each college or school maintains files with student and peer evaluations, evaluations by the academic officer, official communications, and other relevant information. As this information is of a sensitive and confidential nature, access is limited to the academic officer and staff of the academic officer. Under no circumstance do faculty members have the right to remove material from their personnel files. The Office of Compliance maintains a faculty credentials with a current vita, official transcripts, and other documents to justify the qualifications of the faculty member to teach assigned courses. See also the Alternative Faculty Credentials Policy.

Student Evaluation of Instruction

All non-tenured and adjunct faculty are evaluated by students for every course taught. Tenured faculty are evaluated during the semester prior to their evaluation by the academic officer. Student evaluation of instruction instruments are selected by the academic officer.

Review of Non-tenured Faculty

All non-tenured faculty are formally reviewed at least annually by the academic officer of the college or school or by the officer's designee. Informal reviews take place more frequently.

1. The process begins with a self-appraisal completed by the faculty member based on the criteria established by the academic officer and provided to the faculty member.
2. Using a process defined by the academic officer, the faculty member will be evaluated by members of the academic discipline in which the faculty member teaches. If there are more than five other faculty members of the discipline, the academic officer will select five faculty members in the discipline to conduct the evaluation.
3. The faculty member and evaluating faculty will forward their evaluations to the academic officer.
4. The academic officer, or designee, will review the self-appraisal, peer evaluations, and student evaluations and write an evaluation.
5. The academic officer, or designee, will review the evaluation with the faculty member.
6. The academic officer will develop a recommendation to the vice president or director regarding renewal of the faculty member's contract for the following year and any promotions or conditions.
7. The vice president or director will review the evaluation package including the academic officer's recommendation and evaluation, the evaluations of other faculty members, and the self-appraisal of the faculty member.
8. The vice president or director will formulate a recommendation to the president.
9. The president will review the recommendation and any other information deemed pertinent and make a decision as to extending the offer of a contract for the following year and the content of the contract offered.

Retirement

There is no mandatory age for retirement at Bethel University. The age at which a faculty member chooses to retire is of personal choice. Notification of intent to retire sufficient to secure an adequate replacement is a courtesy.

Tenure

Definition

Tenure is recognized only in the College of Arts and Sciences. If a faculty member earns tenure in the College of Arts and Sciences and transfers to another college or school, the tenure status continues but the faculty member may exert the privileges of tenure only in the College of Arts and Sciences.

Tenure is a status wherein a faculty member and the University understand that each has mutual obligations in regard to the employment relationship. The faculty member is expected to make excellence in teaching at the university their primary occupation with ongoing professional development as an attendant responsibility. Faculty members are also expected to mentor and be role-models for students. Faculty are expected to support the mission of the university through actions and speech. The university is expected to offer continuous employment to the faculty member in exchange for these services. In the event that a faculty member does not meet the performance expectations of the University, the University will take steps to terminate the employment relationship according to the processes outlined below. The

University may also terminate the employment relationship in cases of program change or financial hardship or distress as determined by the university.

Eligibility for Tenure

Only faculty members hired as tenure-track are eligible for consideration for tenure. A faculty member must serve in a tenure-track position for a minimum of three years prior to review. Tenure-track status is determined at the time of hire and is documented on the employment contract. Any consideration for prior experience is documented on the initial contract and the time of review for tenure is noted on employment contracts. A faculty member hired as tenure-track may request to be removed from tenure-track status at any time. In this case, the faculty member negotiates a mutually satisfactory agreement with the university. Faculty hired as tenure-track are expected at the time of review to present sufficient evidence of excellence in performance and commitment to the university and its purposes and that this level of excellence and commitment will continue throughout the faculty member's employment at the university.

Tenure Review Process

Tenure-track faculty are reviewed by their peers, by the academic officer of their college or school, by the vice-president or director of the college or school, and by the president of the university. Tenure is granted only through affirmative action of the Board of Trustees. In order for the Board of Trustees to consider an application for tenure, there must be a positive recommendation to the Board from the president. The president is not bound by the recommendations of peers, the academic officer, or the vice president/director.

Review Process

1. The faculty member prepares an application for tenure consideration including documentation that the faculty member meets and exceeds all university performance expectations.
2. The faculty member presents this application to the department chair who reviews it in conjunction with the other members of the department.
3. The department conducts an anonymous ballot with the results submitted to the Academic Dean directly. Faculty members may include such comments as they feel are relevant to the Academic Dean.
4. The Academic Dean reviews the application and presents a recommendation to the vice president as to whether tenure should be granted.
5. The Vice President reviews the application and recommendations from peers and the Academic Dean and formulates a recommendation to the President.
6. The President reviews the application and recommendations. The President may request additional information or consult with others in reviewing the application.
7. In the case of a positive recommendation, the President presents the recommendation at a time of the President's discretion to the Board of Trustees. The President's recommendation is not subject to appeal.
8. The Board of Trustees will consider the recommendation and inform the President of its decision. Tenure decisions of the Board are not appealable.

9. The President will notify the Vice President of the Board's decision and the Vice President will notify the faculty member.
10. If the Board's decision is favorable, a tenured contract will be issued at the conclusion of the current contract.

Termination of Tenure:

Tenure may be terminated when the performance of a faculty member holding such status does not meet expectations, if the program in which the faculty teaches is eliminated or modified in such a way as to make the faculty member's qualifications inconsistent with the disciplines or sub-disciplines taught in the program, or if the university administration determines that the institution is in financial distress.

Post-tenure Review

Tenured faculty members are evaluated regularly on a three year rotation. In cases where performance issues are present, the faculty member may be evaluated more frequently at the discretion of the academic officer of the College of Arts and Sciences.

Post-tenure Review Process

1. The faculty member will prepare a self-evaluation documenting continued excellence in teaching, mentoring and professional development.
2. The faculty member's peers in the academic discipline will be surveyed by the Academic Dean for feedback on the faculty member's performance.
3. The department chair and the Academic Dean will meet with the faculty member to review the feedback and address any areas of concern.
4. If necessary, a performance and professional development plan will be developed by the department chair and the Academic Dean. The plan will be presented to the faculty member.
5. The department chair will monitor implementation of the plan.
6. If necessary, a review will be scheduled to document implementation of the plan and performance improvement.
7. In the event that performance improvement does not occur, the faculty member will receive notification of termination of employment.

Program Modification or Elimination

In the case of program revision or elimination, the university may, at its discretion, offer financial support for the faculty member to acquire additional qualifications such that the faculty member may continue to be employed. The university is not obligated to offer such assistance. In the case of program elimination, the university will consider performance as the primary criteria in selecting faculty members to separate from the university.

Financial Distress

The university's administration has sole discretion to determine if the institution is in financial distress and to adjust staffing, including faculty, as needed.