

To: The General Faculty
From: FPC
Re: Items for the October 5, 2020, General Faculty Meeting

Vote Item 1:

FPC seeks General Faculty approval for Significant Part-Time Faculty members Dan Higgins and Scott Kretzer to be granted membership to the General Faculty as described in the Constitution, Section 2, Item F.

Vote Item 2:

FPC has approved and seeks General Faculty approval for the following resolution item:

Resolution Item 1: *Resolved*, In regards to the general welfare of the University, the following amendment will be added to items appearing on all Heidelberg University course syllabi (see underlined):

1. Instructor name
2. Course prefix, number, and course title
3. Course description pasted from Catalog
4. Time and place of course, if seated or blended
5. Instructor contact information: office hours (seated or by Heidelberg e-mail), office location if course is seated, Heidelberg office phone number or Heidelberg department admin phone number
6. Required texts, if any
7. Recommended texts, if any
8. Other required/recommended instructional materials, if any (calculators, safety goggles, etc.)
9. Student learning outcomes mapping to course, major and/or program outcomes with corresponding assessment(s)
10. Brief description of course grade components, with weights expressed as a percentage of the course grade, when applicable
11. Grading scale (50-pass, 60-pass, 70-pass, etc.)
12. Attendance policy, exam make-up policy, etc.
13. Hyperlink to the University Academic Honesty policy
14. Hyperlink to student support documents (disability policy, etc.)

[end of resolution]

Item 2 Rationale: FPC is presenting this amendment to the syllabus items approved by the General Faculty at the October, 1, 2019, meeting in response to the ongoing conversation between the University and the Higher Learning Commission (HLC).

This resolution is in accordance with the standing rule approved by the General Faculty on April 2, 2019, that permits the General Faculty to establish required syllabus elements, to wit:

The General Faculty hereby resolves, as a standing rule, that in cases of particular interest in the general welfare of the University, (1) the General Faculty may establish that specific elements or content shall appear in every course syllabus, or every course syllabus of a certain cross-curricular sort, (2) no such common syllabus elements shall become effective unless approved by the General Faculty, and (3) all other syllabus content, including formatting, remains under the exclusive control of the instructor. This rule shall not be construed as a transfer of copyright ownership of the syllabus by an instructor to the General Faculty nor to be in conflict with the provisions of an instructor's intellectual property rights set forth in the Faculty Manual at 2.12.2.2.4. This rule shall become effective immediately.

Vote Item 3:

FPC has approved and seeks General Faculty approval for the following minor changes to the Faculty Manual:

Current FM language:

2.2.1 Ranked Full-time Faculty

Full-time Faculty hold the academic ranks of Instructor, Assistant Professor, Associate Professor, or Professor. Full-time appointments may be tenured, tenure-track, or non-tenure track, according to the contractual status with the University. In addition to teaching responsibilities, full-time Faculty participate in the governance of the University by serving on committees, hold voting rights on the General Faculty, serve as academic advisors, and perform other duties by agreement with the Provost of the University. Ranked Full-time Faculty may receive partial or full release from their teaching duties in order to conduct research or perform administrative assignments. Regardless of the contractual arrangement, such releases do not affect the employee's standing as a ranked full-time Faculty member.

Suggested changes:

2.2.1 Ranked Full-time Faculty

Full-time Faculty hold the academic ranks of Instructor, Assistant Professor, Associate Professor, or Professor. Full-time appointments may be tenured, tenure-track, or non-tenure track, according to the contractual status with the University. A full-time Faculty teaching load generally consists of 24 credit hours in an academic year. Some departments and programs, due to performance- and/or laboratory-based coursework and/or accreditation requirements, calculate full-time Faculty loads according to alternate guidelines. Such guidelines are determined by the Provost in consultation with the department chair/program director and FPC; guidelines can be found in the Office of the Provost. In addition to teaching responsibilities, full-time Faculty participate in the

governance of the University by serving on committees, hold voting rights on the General Faculty, serve as academic advisors, and perform other duties by agreement with the Provost of the University. Ranked Full-time Faculty may receive partial or full release from their teaching duties in order to conduct research or perform administrative assignments. Regardless of the contractual arrangement, such releases do not affect the employee's standing as a ranked full-time Faculty member.

Current FM Language:

2.2.3 Adjunct Instructional Staff

Adjunct instructional staff are contracted to teach on a per-course basis, and normally teach less than a full annual teaching load. Adjunct instructional staff are eligible to hold the title of Lecturer or Senior Lecturer. The title of Senior Lecturer is reserved for adjunct instructors who have taught at least 20 courses at Heidelberg or who have taught at the University for at least 10 semesters. Adjunct instructional staff are not considered to have academic rank as designated in Sections 2.2.1 and 2.2.2. Adjunct instructional staff are not eligible for University benefits. Adjunct instructional staff are subject to the Criteria for Personnel action and other responsibilities stated under 2.2.7 and 2.9.

Suggested Changes:

2.2.3 Adjunct Instructional Staff

Adjunct instructional staff are contracted to teach on a per-course basis, and normally teach less than a full-time annual teaching load. Adjunct instructional staff are eligible to hold the title of Lecturer or Senior Lecturer. The title of Senior Lecturer is reserved for adjunct instructors who have taught at least 20 courses at Heidelberg or who have taught at the University for at least 10 semesters. Adjunct instructional staff are not considered to have academic rank as designated in Sections 2.2.1 and 2.2.2. Adjunct instructional staff are not eligible for University benefits. Adjunct instructional staff are subject to the Criteria for Personnel action and other responsibilities stated under 2.2.7 and 2.9.

Item 3 Rationale: FPC is presenting the changes in to Section 2.2.1 of the Faculty Manual to clarify the definition of a full-time teaching load. This clarification is necessary for the graduate programs as they go through the accreditation and re-accreditation processes. The change to 2.2.3 is to maintain consistency in the language.

Vote Item 4:

FPC has approved and seeks General Faculty approval for the following addition to the Faculty Manual

Section 2.2.7.5 Urgent Response to an Alleged Departure from Responsibilities for Instructors

This policy addresses unusual and/or urgent departures from responsibilities for instructors that are not addressed by the Faculty Evaluation process and/or Portfolio reviews. Such departures include but are not limited to:

- Basic Responsibilities in Section 2.2.7: Criteria for Personnel Action
- University policies that apply to all employees and instructors

Allegations of a Title IX violation are immediately reported on receipt to the Chief Human Resources Officer and Title IX Coordinator in compliance with University policy.

In the process outlined below, if the instructor is the Chair/Director, the Provost will designate another faculty member to act as the Chair/Director in this process.

Section 2.2.7.5.1 Meeting related to Alleged Departures from Responsibilities

The instructor's Chair/Director will first conduct a meeting of inquiry with the instructor to determine if there is sufficient reason to further respond to the alleged departures from responsibilities for instructors. If such is the case, the policies below will be followed.

Section 2.2.7.5.2: Agreement related to Alleged Departures from Responsibilities

In cases where the instructor and the Chair/Director are in agreement regarding alleged departures from responsibilities for instructors, the Chair/Director (or Provost) will provide a Personnel Action Letter that presents requirements that the instructor must meet. A copy of the Personnel Action Letter will be sent to the instructor and the Provost, for inclusion in personnel records. A copy of this document will also be forwarded to FPC. In some situations, the circumstances may lead to adverse employee action (See Section 2.8).

Section 2.2.7.5.3: Lack of Agreement Related to Alleged Departures from Responsibilities

In cases where the instructor and the Chair/Director are not in agreement regarding alleged departures from responsibilities, the Provost will be contacted. The following steps may be taken:

- a. If the instructor is a Faculty member, the Grievance Policy in the *Faculty Manual* (Section 2.15) should be consulted.
- b. If the instructor is not a full-time teaching Faculty member, as defined in the *Faculty Manual* (Section 2.2.7), the Grievance Policy in the *Heidelberg Employee Handbook* will be consulted. The matter will be referred to FPC for final resolution on an ad hoc basis.

Item 4 Rationale: This policy is necessary to address unusual and/or urgent departures from responsibilities for instructors that are not addressed by the Faculty Evaluation process and/or Portfolio reviews. These types of departures from responsibilities have arisen in the past, and there was no clear and consistent procedure to follow. This process has been developed in collaboration with the Interim Provost, and chairs and directors suggested revisions on an earlier draft.