

Faculty Handbook – V 4.0

***NOTE:** This copy of the Faculty Handbook was placed on the Dean of the College website in December of 2011. The original handbook was written during the 1996-97 academic year, after two years of development. It was adopted by the Trustees on May 2, 1997, and an updated version was first placed on the Web in 2006.*

This latest version of the Handbook is not substantially different from the original 1997 document, but it does include these changes:

- *all ratified changes to the Constitution since 1997;*
- *the new mission and vision approved through the recent strategic planning processes;*
- *all updates to college policies in Parts III and V, which do not require special faculty or other non-administrative approvals;*
- *all updates to Parts II and IV, which have been approved according to the process outlined at the end of Chapter I.*

PART I: Purposes, Organization and Governance

1.1 History

The College was founded by members of the Disciples of Christ (later the Christian Church) in 1850, during that period just before the Civil War when nearly 600 institutions of higher learning were created. Two-thirds of these "colleges", founded more upon faith than substance, were doomed to early extinction. Chartered as the Western Reserve Eclectic Institute, Hiram survived the crisis of sectional conflict and war to become an institution of full collegiate rank in 1867, when its charter was modified and its name changed to Hiram College. The institution has had an excellent academic reputation from the beginning. As the first principal of the Eclectic Institute, Amos Sutton Hayden laid a solid foundation for future growth and maintained close ties with the Disciples of Christ.

Amos Hayden was the first in a long series of distinguished leaders, the most famous being James Abram Garfield, who served as head of the institution from 1857 to 1863. Garfield continued to take an active interest in the affairs of the College even after he became President of the United States. His untimely death deprived not only the country but also the College of an inspirational leader and sound political and educational thinker. Garfield left the Eclectic Institute in 1852, and returned as a teacher, and then as principal strengthened the curriculum, raised academic standards, and extended the institution's influence beyond the confines of the Church. In many ways, Garfield is the real father of the College.

Hiram's tradition is one of continuing intellectual ferment, curricular experimentation and innovation, and dedication to excellence. Beginning with the revolutionary single-course study plan adopted in the 1930s, Hiram has been a pioneer in curricular reform. It was one of the first schools to adopt the quarter academic calendar and recently implemented the unique 12-3 split semester academic calendar, which combines elements of both the single course study plan and the quarter system. The College is also distinguished by its long-standing commitment to off-campus and international education. Hiram's Study Abroad program has sent nearly 4000 students abroad since its inception in 1970. In 1977, Hiram instituted Ohio's first Weekend College; in less than twenty years, over 1000 students have graduated from this program. (Adapted from the *1980-81 Hiram College Catalogue*.)

1.2 Mission and Vision

Mission (adopted as approved by the Board of Trustees May, 2007)

The mission of Hiram College is to foster intellectual excellence and social responsibility, enabling our students to thrive in their chosen careers, flourish in life, and face the urgent challenges of the times.

Vision Statement

Hiram's students will be among those called to address the urgent problems facing our era. Answering this call will require timeless intellectual capacities for critical thinking, imaginative problem-solving, and reflective decision-making. Cultivating these skills in the foundational knowledge of humanity, nature, and their relationships, has been the essential core of the liberal arts tradition since its beginning in antiquity.

Hiram College commits to continuing the rich legacy of liberal learning for students, developing the knowledge, skills, and habits of mind acknowledged for over two millennia as both valuable in their own right and conducive to success in any endeavor. Throughout its rigorous core curriculum and specialized academic programs, Hiram College will emphasize the ability to think critically and communicate effectively, to engage in disciplined inquiry and autonomous learning, and to recognize the essential connectedness of all knowledge.

Liberal education has been traditionally concerned not only with developing the intellect, but also with educating the whole person. To this end, Hiram College attends to the emotional and ethical lives of our students throughout both the curricular and co-curricular life of the campus, promoting respect for diversity, understanding of cultural difference, ethical reflection, and the ideal of engaged citizenship.

We believe in addition that learning by doing and knowing through experience are critically important preparation for the complex challenges that our students will confront in their lives and careers. Hiram College therefore commits to providing students, not only with rigorous and relevant preparation in their chosen areas of major study, but also with opportunities to prepare themselves to meet the challenges of their future careers through experiential learning, application of their new skills and knowledge to real problems, and attentive mentoring during the transition into their careers by both faculty and staff.

Because success will require rigorous preparation and superior effort, Hiram College expects the same of itself. Because our world sorely needs tolerance, civility, understanding and respect for diversity, Hiram must insist upon the same. Because solutions to the problems of our times can only be achieved through innovation, creativity, and boldness of vision, the College will continue to encourage and practice these, as it has since its founding in 1850.

1.2.1 Educational Assumptions/Outcomes

Hiram College's educational assumptions and outcomes are described in a concise, coherent format in the College's decennial accreditation review self-studies. These documents provide an overview of the College and its academic program. The next self study, to be initiated in 1998-99, will include the latest

version of recently completed Hiram College Assessment Plan.

1.2.2 Accreditation

Hiram College is fully accredited by the North Central Association of Colleges and Universities. The report of the last review is available for inspection at the office of the Vice President and Dean of the College. The next review is scheduled for March, 2010.

1.3 Board of Trustees

{Section 1.3 of the Handbook is primarily from the Bylaws of the Board of Trustees and Charter of Hiram College, adopted May 1986; amended October 1992; amended May, 1996. The substance of all in this section can be changed only by action of the Board.}

The Board of Trustees is the legally constituted governing body of Hiram College, having and exercising all of the powers, rights and privileges appertaining to the Corporation under the laws of the State of Ohio and of the United States of America. The Board of Trustees retains and reserves to itself the final and ultimate authority to act at any time and on any matter regarding the operation of the College; and its actions take precedence over all other institutional statements, documents and policies which, if inconsistent with this reserved authority, are not binding on the Board. As the final institutional authority, it grants all degrees, on the recommendation of the faculty. One of its primary responsibilities is the articulation of general educational policies and academic goals. In so doing, it is obligated to husband the financial resources of the Corporation and to relate them to the likely needs of the future, and to assure that the College tradition serves as a prelude to and inspiration for the future of the Institution. While maintaining a general overview, the Board entrusts the conduct of administration to the President and through him or her to other administrative officers of the Institution; and to the faculty, the Board entrusts the conduct of teaching and research. When ignorance or ill-will threatens the College or any part of it, the Board is available for support of the President, the faculty, or the student body.

1.3.1 Membership

According to its bylaws, the Board consists of not more than 40 elected members plus the President of the College. Each of the 40 is elected for a six-year term. Six of the trustees are nominated and elected by the alumni of the College, one each year. All other trustees, excepting the President of the College, are elected by the Board at its regular Spring meeting. No person is eligible for election as trustee who, by reason of age, will be unable to complete a six-year term before attaining age 76.

1.3.1.1 Alumni Trustees

Anyone who has attended Hiram College is eligible to be nominated and

elected Alumni Trustee. The Executive Council of the Hiram College Alumni Association may choose one or more nominees to succeed the Alumni Trustee whose term expires at the next Spring meeting of the Board and to fill any vacancy or vacancies that may then exist. Other nominations for Alumni Trustee may be made by petition signed by not less than 50 alumni. All such nominations shall be filed with the Director of Alumni Relations not less than 60 days before the regular Spring meeting of the Board of Trustees. If no nominations are made and filed, then the President of the Alumni Association and the Director of Alumni Relations, in consultation with the President of the College and the Chairperson of the Board of Trustees, may select the candidate or candidates for Alumni Trustee to be elected as stated in the bylaws of the Board of Trustees.

1.3.1.2 Honorary Trustees

The Board may elect any person as an Honorary Trustee. They shall receive all notices and information sent to trustees, are eligible to attend meetings and may serve on committees of the Board but are not required to serve. Honorary Trustees do not have the power to vote. The number of Honorary Trustees is unlimited and election shall be for life. Selection of Honorary Trustees is based upon distinguished service to the College, to the community, or to higher education in general.

1.3.2 Time and Place of Trustee Meetings

The Board of Trustees holds three regular meetings each year; the Fall meeting, the Winter meeting, and the Spring meeting. The Fall meeting is held in the last quarter of the calendar year, the Winter meeting in the first quarter of the calendar year, and the Spring meeting, called the Annual meeting, is held prior to Commencement. The time and place of the meetings are determined by the Chairperson and the President.

1.3.3 Officers of the Board

The officers of the Board of Trustees consist of a Chairperson, a Vice Chairperson, and a Secretary. These officers are elected by the members of the Board at the Spring meeting and serve for one year.

1.3.4 Committees of the Board of Trustees

Committees of the Board give counsel and assistance to the Board of Trustees and to the officers of the College. They shall not undertake independent direction of administrative functions unless authorized to do so by these Bylaws, the Board, of the Executive Committee, or unless requested to do so by the President of the

College. The Standing Committees are as follows:

- Executive Committee
- Finance Committee
- Investment Committee
- Audit and Compliance Committee
- Faculty and Academic Affairs Committee
 - a. Faculty-Trustee Subcommittee
- Trusteeship and Governance Committee
- Physical Assets Committee
- Institutional Development Committee
- Enrollment Management Committee
 - a. Student Life Subcommittee
- Technology Committee

For more information on the Board of Trustees see the Hiram College *Bylaws of the Board of Trustees and Charter of Hiram College* (Adopted by Hiram College Board of Trustees May 1986; amended October 1992; amended May, 1996).

1.4 Administrative Structure

The officers of the College shall be a President, a Vice President and Dean of the College, a Vice President for Business and Finance, a Vice President for Development and Alumni Relations, a Vice President for Admission and Financial Aid, a Vice President and Dean of Students, a Treasurer, and a Business Manager. The Office of Vice President for Business and Finance, the office of Treasurer, and the office of Business Manager may be held by one person.

The President may, subject to the approval of the Board, employ such other administrative personnel from time to time as the size of the College and the number and complexity of administrative details dictate, assigning to them such duties as shall be determined, and fixing their salaries and the other terms of their employment (from the *Bylaws of the Board of Trustees and Charter of Hiram College*, adopted May 1986; amended October 1992; amended May, 1996. *The substance of all in these sections can be changed only by action of the Board.*).

1.4.1 President

The President is a member *ex-officio* of the Board of Trustees and of all committees of the Board, and is the chief executive officer of the College, and as such shall perform all functions ordinarily pertaining to the office, including, but without limitation, the following duties. The President is the titular head and public spokesperson of the College and has supervision of its administrative and

academic affairs, including decisions and actions necessary to assure the continuity of the educational process. Except as may otherwise be provided in the Bylaws, the President has, with the approval of the Board, the authority to hire and dismiss all other members of the administrative staff, maintenance and clerical force, faculty and other personnel, and fix the compensation of such persons. The President may delegate to other members of the administrative staff such duties and authority as may be judged necessary and proper in the interests of orderly and efficient action, make clear to all concerned the extent and limits of their authority and responsibilities. As far as is consistent with assigned duties, the President shall be active in promoting the financial welfare of the College and its relationship to the general public, and shall at all times exhibit an interest not only in maintaining but in making known the aims and character of the College (from the *Bylaws of the Board of Trustees and Charter of Hiram College*, adopted May 1986; amended October 1992; amended May, 1996).

1.4.2 Vice President and Dean of the College

The Vice President and Dean of the College shall assist the President in the conduct of all academic matters, shall devote attention primarily to curricular and academic policies of the College which include faculty relations, tenure and promotion recommendations, replacements and assignments, student affairs, the library, the Weekend College, and any examination and evaluation of the academic progress and standing of the College, shall assist the Educational Policy Committee of the Board and shall accept and discharge such additional duties as the President or the Board designate. In the absence of the President, unless the President or the Board specifically provides otherwise, the Vice President and Dean shall be the chief administrative officer of the College, with the duty of carrying out the policies laid down by the President (from the *Bylaws of the Board of Trustees and Charter of Hiram College*, adopted May 1986; amended October 1992; amended May, 1996).

The following academic support staff work with the Vice President and Dean of the College and are not established by the Bylaws of the Board.

1.4.2.1 Associate Dean of the College

The Associate Dean of the College is appointed by the President with the advice of and in consultation with the Vice President and Dean of the College and the faculty. His or her primary responsibilities are to assist the Dean in all aspects of his or her responsibilities and to prepare the College Catalog and the all year schedule of courses; and to oversee Freshman Institute, Freshman Colloquia and the First Year Seminar. The Associate Dean also serves as the chair of the New Course Committee and the Committee on Ethics and Values. In fulfilling these responsibilities, the Associate Dean of the College consults and cooperates with the faculty, the Department Chairs, the Registrar, the Director of Institutional

Research, and all others as appropriate. He or she represents the Vice President and Dean of the College as requested; for example, he or she may substitute at committee meetings as directed, and assist the Vice President and Dean of the College as assigned in budgetary preparation and other tasks.

1.4.2.2 Registrar

The Registrar is appointed by the President with the advice of and in consultation with the Vice President and Dean of the College and the faculty. He or she is supervised by the Vice President and Dean of the College. The Registrar provides direct supervision and planning for maintenance and evaluation of all student academic records, including registration and student academic information. He or she prepares various government and other reports as requested.

1.4.2.3 Director of Institutional Research

The Director of Institutional Research is appointed by the President with the advice of and in consultation with the Vice President and Dean of the College and the faculty. He or she is supervised by the Vice President and Dean of the College. The Director of Institutional Research is responsible for developing and administering databases, for analyzing campus surveys, and other projects as directed by the Vice President and Dean of the College. In addition, the Director of Institutional Research is the liaison with data-sharing consortiums to which Hiram College belongs.

1.4.2.4 Director of the Library

The Director of the Library is appointed by the President with the advice of and in consultation with the Vice President and Dean of the College and the faculty. He or she is supervised by the Vice President and Dean of the College. The Director administers and supervises all personnel, equipment, and services undertaken within that facility.

1.4.2.5 Dean of the Weekend College

The Dean of the Weekend College is appointed by the President with the advice of and in consultation with the Vice President and Dean of the College and the faculty. He or she is supervised by the Vice President and Dean of the College. The Dean of the Weekend College administers the Weekend College and Summer programs including publications, advertising, scheduling of courses, hiring and evaluation of faculty, student advisement, development and evaluation of programs.

1.4.2.6 Director of Assessment

The Director of Assessment is appointed by the Vice President and Dean of Students, and is supervised by the Vice President and Dean. The Director of Assessment administers the academic assessment of student

learning at the level of the department and individual courses, and works with the Academic Program Committee to direct assessment of the liberal arts Core Curriculum. The Director chairs the Assessment Committee.

1.4.2.7 College Chaplain

The Chaplain is appointed by the President with the advice of and in consultation with the Vice President and Dean of the College. He or she is supervised by the Vice President and Dean of the College. The Chaplain performs public ritual (prayers, etc., for the Opening Convocation, Commencement, and other convocations as directed) and organizes Baccalaureate; functions in a pastoral way with the community, visiting in the hospital, and with families suffering loss, and paying attention to other needs of the College's employees and students; counsels with students in cooperation with the Director of Counseling; advises religious organizations and students, including working with pre-ministerial students; provides occasional religious programming; works with the Disciples of Christ Committee on church relations; advises the Hiram Volunteer Association; sits on various committees by virtue of the position; and sits on the staffs of both the Vice President and Dean of the College and the Dean of Students.

1.4.2.8 Academic Department Chairs

Refer to Section 1.6.1 (the Constitution), Article III.

1.4.3. Vice President and Dean of Students

The Vice President and Dean of Students is appointed by and reports to the President. The Dean of Students is responsible for developing, recommending and implementing policies, procedures and programs for providing such services as housing, counseling, student health, multicultural, recreational, social and career assistance as will facilitate students in the attainment of their educational goals. Specifically, the Dean of Students is charged with the oversight of the following areas within Student Life: career services, counseling, disability services, ethnicity affairs, residence life, student academic support services, student activities, Student Code of Conduct, student health center, safety and security, peer tutoring services, Greek social clubs, and volunteer/community services.

1.4.4 Vice President for Business and Finance

The Vice President for Business and Finance shall be the chief business officer of the College and be responsible for and have supervision of the

financial services, auxiliary services, physical plant services and the financial aid program; shall attend all meetings of the Finance, Investment, Audit and Compliance, and Physical Assets Committees and, as the representative of the President of the College, keep minutes of their proceedings and execute their decisions; shall be in charge of coordination of budget planning and the execution of budget control and research; shall prepare the annual budget for submission to the President, and to the Finance and Executive Committees. Such Vice President shall furnish a suitable surety bond for the faithful performance of the duties of this office and maintain reasonable and proper amounts and kinds of insurance for the College. The Vice President for Business and Finance shall keep suitable records of, act as custodian of, and be responsible for the care, safety, and preservation of all moneys, stocks, notes, bonds, securities, and other evidences of property interests belonging to the College. Arrangements made for the protection and safekeeping of such property interests shall be in accordance with methods prescribed by the Finance Committee. The Vice President for Business and Finance shall perform such additional duties as may be assigned by the President. (From the *Bylaws of the Board of Trustees and Charter of Hiram College*, adopted May 1986; amended October 1992; amended May, 1996.)

1.4.5 Vice President for Development and Alumni Relations

The Vice President for Development and Alumni Relations shall be appointed by the President and shall have the responsibility for the administration of the financial development of the College and augmentation of its resources. The Vice President for Development and Alumni Relations shall coordinate alumni relations with the Alumni Association. The Vice President for Development and Alumni Relations shall assist the Institutional Advancement Committee of the Board and its subcommittees and perform such additional duties as may be assigned by the President. (From the *Bylaws of the Board of Trustees and Charter of Hiram College*, adopted May 1986; amended October 1992; amended May, 1996.)

1.4.6 Vice President of Admissions and Financial Aid

The Vice President for Admissions and Financial Aid will be appointed by the President. He or she shall have primary responsibility for the direction and administration of the admission effort and the enrollment of new students; shall be responsible for conducting the merit scholarship program and shall assist in the development, coordination and administration of the financial aid program as it relates to the recruitment of students. The Vice President for Admissions and Financial Aid shall assist the Institutional Advancement Committee of the Board and its

subcommittees and perform such additional duties as may be assigned by the President. (From the *Bylaws of the Board of Trustees and Charter of Hiram College*; amended June, 2009.)

1.4.7. Chief Marketing Officer

The Chief Marketing Officer will be appointed by the President and will report to that office. He or she shall direct and manage the offices of college relations, institutional outreach, and athletics.

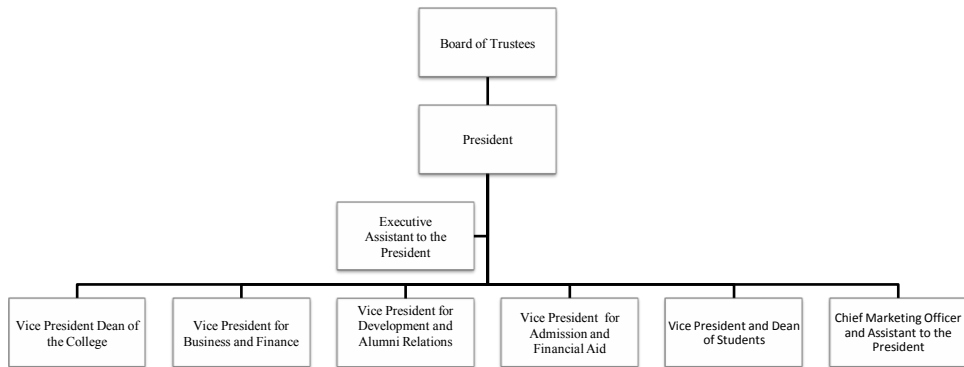
1.4.7.1 Athletic Director

The Athletic Director is appointed by the President with the advice of and in consultation with the Vice President and Dean of the College. He or she is supervised by the Dean. The Athletic Director is responsible for assuring that all of the College's participation in intercollegiate athletics is conducted in full compliance with NCAA Division III and Ohio Athletic Conference rules and regulations. In addition, the Athletic Director is charged with the oversight of the following areas within Athletics: the intramural program; supporting the admissions effort through recruitment of student athletes; the exercise and sport science academic program; supporting the development office in athletic fund raising activities; management of athletic facilities, fields and equipment.

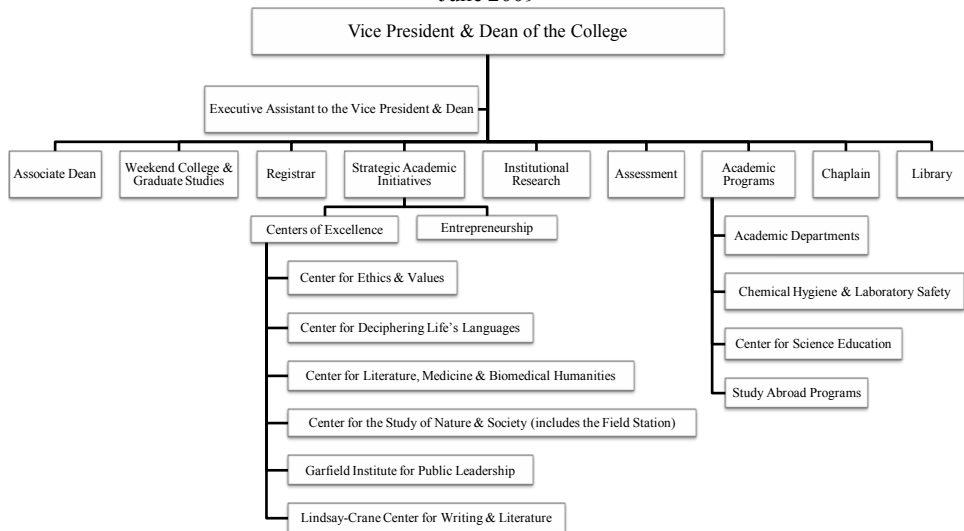
1.5 Organizational Structure Chart

The chart below reflects the overall organizational structure of Hiram College. Except for the Officers of the College, this is an internal, administrative structure determined by the President of the College.

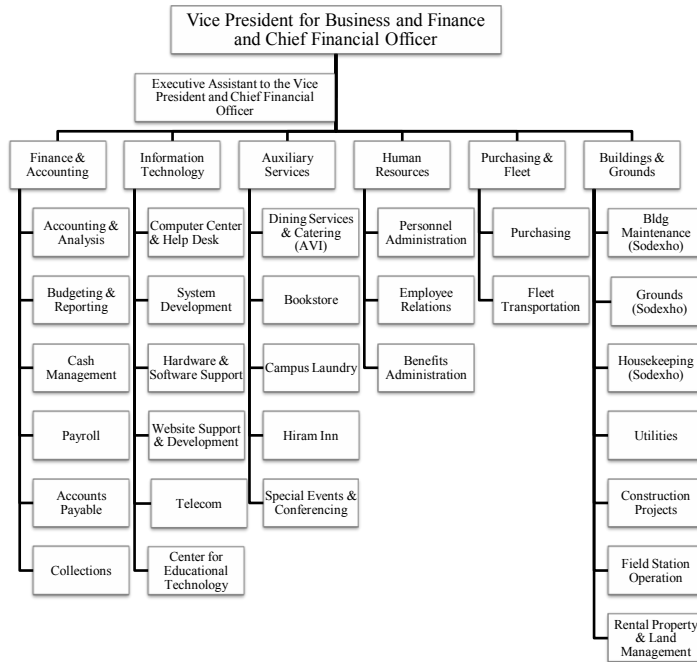
Hiram College Organizational Chart
May 2009



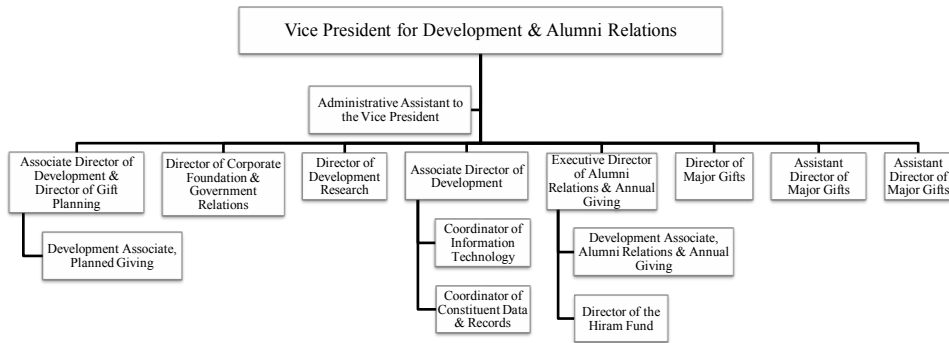
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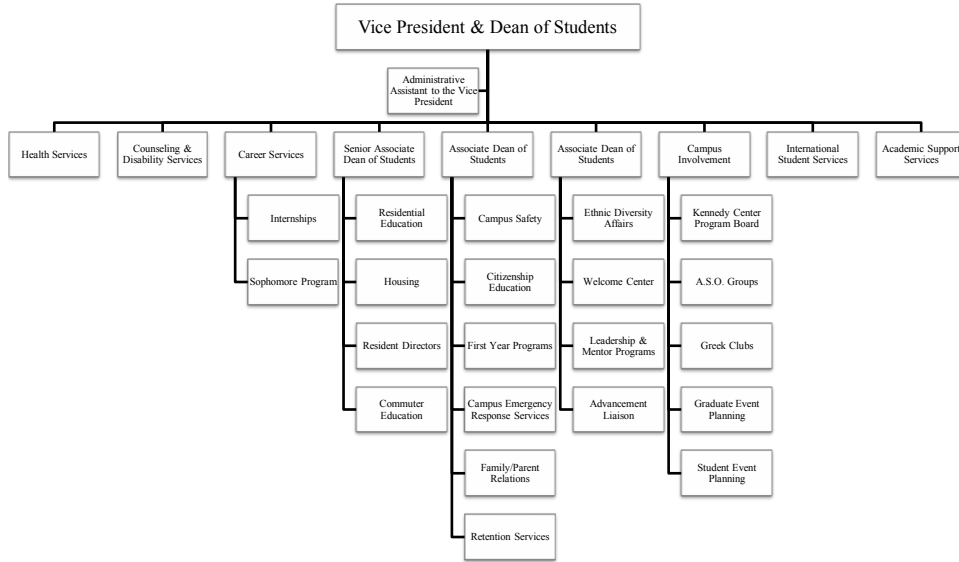
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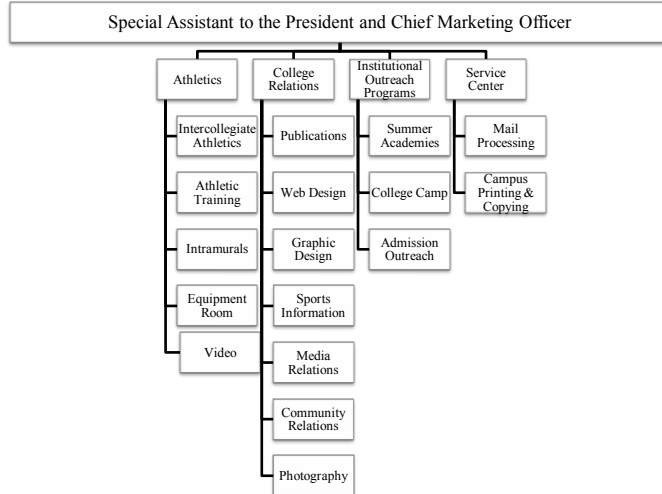
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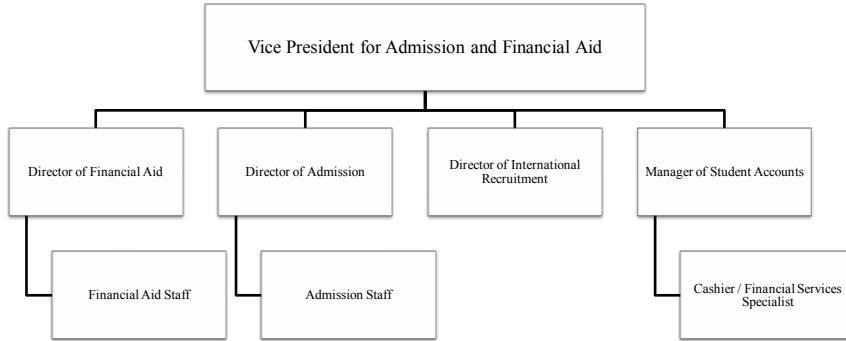
Hiram College Organizational Chart
June 2009



Hiram College Organizational Chart
June 2009



Hiram College Organizational Chart
June 2009



1.6 Governance at Hiram College

The Faculty, the Officers, and the Board of Trustees of Hiram College all embrace the 1966 joint statement on the governance of colleges and universities as issued jointly by The American Association of University Professors, The American Council on Education, and The Association of Governing Boards. It stated that:

The faculty has primary responsibility for such fundamental areas as curriculum, subject matter and methods of instruction, research, faculty status, and various aspects of student life that relate to the educational process. On these matters, the power of review or final decision lodged in the Board of Trustees or delegated by it to the President should be exercised adversely only in exceptional circumstances, and for reasons communicated to the faculty.

To this statement, one additional line has been added in the Constitution of Hiram College (Article I, A.2.a):

The faculty shall, following such communication, have opportunity for further transmittal of its views to the President or Board.

1.6.1 The Constitution of Hiram College

It should be noted that the Constitution is an internal organizational document. It describes the College's governance procedures and the way that some of the College's day-to-day working activities are organized. The Constitution specifically does not have the status of Board of Trustees Policy.

It should also be noted that the definition of "faculty" in the constitution applies only for purposes of College governance, as spelled out and delimited by the Constitution. The provisions of Part II of this faculty handbook apply only to those College employees who are faculty as defined in section 2.1.

The Constitution of Hiram College

Adopted October 14, 1987

Amended May 8, 1991

Amended September 29, 1993

Amended October 26, 1994

Amended April, 1996 (*separate faculty meetings added*)

Amended November 5, 1998 (*add Diversity Committee*)

Amended August 29, 2008 (modifications to Committees after governance re-evaluation in '07-08)

Amended May 20, 2011 (*College Life Steering Committee modifications*)

ARTICLE I. COLLEGE ASSEMBLY

A. Membership

The members of the College Assembly are the Officers of the College, The Faculty, The Professional Staff, The Librarians, Employee Group Representatives, and Student Representatives.

1. The Officers of the College are the President and Vice Presidents.
2. A member of The Faculty of Hiram College is a full-time employee of the College whose principal job assignment is at least a half-time teaching obligation to engage students, through coursework, in the understanding and critical examination of a body of knowledge and/or the development of skills. Additional expectations of each faculty member include advising and mentoring students, participating in college service and governance, and pursuing scholarship.

In addition, the Vice President and Dean of the College, emeritus faculty, and faculty on sabbatical or on temporary (no more than six years) administrative assignment maintain faculty status even though they may teach less than half-time during a given year. The Vice President and Dean of the College, emeritus faculty, and faculty on temporary administrative assignment will not be eligible for faculty development benefits or sabbaticals.

Adjunct Faculty are contracted to teach on a course-by-course, term-by-term basis. Adjunct faculty who teach three or more regular courses (3 or 4 semester-hour courses) or their equivalent in an academic year are members of the College Assembly.

 - a. The Faculty has primary responsibility for such areas as curriculum, subject matter, and methods of instruction, research, its own status, and those aspects of student life which relate to the educational

process. On these matters, the power of review or final decision lodged in the Board of Trustees or delegated by it to the President shall be exercised adversely only in exceptional circumstances, and for reasons communicated to the Faculty. The Faculty shall, following such communication, have opportunity for further transmittal of its views to the President or Board.

- b. The Faculty sets the requirements of the degrees offered, determines when the requirements have been met, and authorizes the President and the Board to grant the degrees thus achieved.
- c. The Faculty shall elect a Chairperson of the Faculty from the tenured members of faculty. The Chairperson of the Faculty shall serve for two years, beginning July 1 and ending June 30 two years later. The Chairperson shall be a member of the Executive Committee and the representative of the Faculty to the Board of Trustees.

The Chairperson shall represent the Faculty in all appropriate policy matters and shall act as liaison among faculty, administration and staff. Should the Chairperson resign or be incapacitated, the faculty shall elect, within one month, a new Chairperson to assume the responsibilities of the position until completion of the term of office.

No one may serve consecutive two-year terms as Chairperson of the Faculty.

- 3. The Professional Staff: all full-time, exempt employees who administer and support the College's programs. Professional Staff are individuals who possess a degree of autonomy and decision-making in fulfilling their job responsibilities. The Vice Presidents and President will identify those positions which qualify for this category of college employees.
- 4. Librarians: those individuals who are employed at least half-time and whose primary responsibilities include library instruction, reference duties, research assistance to faculty and students, collection development and management, and the use of electronic information systems. Librarians have the same protection of academic freedom as the Faculty.
- 5. Employee Groups Representatives shall be the following: four persons from the Secretarial, Technical, Academic, Clerical Staff (STACS); five persons from the Maintenance committee; four persons from the Dining Service Committee.
- 6. Students shall be represented by the members of the Student Senate.

B. Officers of the College Assembly

1. The College Assembly shall be chaired by the President or the President's designee.
2. A Recorder shall be elected by the College Assembly and shall serve for one year, beginning July 1 and ending June 30 of the following year. The Recorder shall be responsible for keeping accurate minutes of the College Assembly meetings. The Recorder shall distribute minutes of the meetings to each Assembly member, and the minutes of each meeting of the Assembly shall be approved as presented or as amended at the subsequent meeting of the Assembly.
3. A Parliamentarian shall be elected by the College Assembly and shall serve for one year, beginning July 1 and ending June 30 of the following year. The Parliamentarian shall be responsible for interpreting rules of procedure and the College Constitution.

C. Duties

1. The College Assembly is a forum for the exchange of ideas through the expression of opinions to reach wise decisions, endorsed by members of the Hiram College community.
2. The College Assembly is an open meeting. The full College Assembly shall vote on matters that pertain to broad institutional issues.
3. The College Assembly shall meet at least twice a semester. Additional meetings may be called by the President, Dean of the College, or by petition of ten members of the College Assembly.

D. Officers of Faculty Meetings

1. Faculty meetings shall be chaired by the Faculty Chair or the Faculty Chair's designee. The agenda shall be constructed by the Faculty Chair and the Vice President and Dean of the College.
2. A Recorder shall be elected by the Faculty and shall serve for one year, beginning July 1 and ending June 30 of the following year. The Recorder shall be responsible for keeping accurate minutes of Faculty meetings. The Recorder shall distribute minutes of the meeting to each Faculty member and the minutes of each meeting of the Faculty shall be approved as presented or as amended at the subsequent meeting of the Faculty.
3. A Parliamentarian shall be elected by the Faculty and shall serve for one year, beginning July 1 and ending June 30 of the following year. The Parliamentarian shall be responsible for interpreting rules of procedure and the College Constitution.

E. Duties

1. A Faculty meeting is a forum where information can be disseminated, ideas can be exchanged, and decisions can be made regarding curriculum and other academic matters, and other issues of concern for the faculty.
2. A Faculty meeting is an open meeting. Only faculty members (as defined in I.A.2) and librarians shall vote on academic and curriculum matters, as defined by the College Executive Steering Committee. Only faculty members, librarians, and members of the Department of Exercise/Sport Science and Athletics shall vote on academic and curriculum matters that are related to the academic programs of the Department of Exercise/Sport Science and Athletics, as defined by the College Executive Steering Committee.
3. Faculty meetings shall be held at least twice a semester. Additional meetings may be called by the Faculty Chair, the Vice President and Dean of the College, or by petition of ten members of the Faculty.

ARTICLE II. COMMITTEE STRUCTURE AND DUTIES

A. College Executive Steering Committee (CESC)

1. Membership:

President (Co-Chair)

Vice Presidents

Dean of the Weekend College

Chairperson of the Faculty (Co-Chair)

Director of Athletics

Four Members who are faculty or librarians, elected at large by the faculty and librarians, to serve a four-year term of office. One shall be elected each year.

President and Vice President of Student Senate

One Professional Staff member, elected at large by the professional staff to serve a two-year term of office.

One non-exempt staff member, elected at large by the non-exempt staff to serve a two-year term of office.

2. Duties:

- a. Hold monthly meetings during the academic year. Additional meetings may be called by the co-chairs throughout the entire year.
- b. Advises in the development and articulation of college goals – academic and non-academic long-range planning
- c. Serves as the eyes, ears, and voice of the college community, ensuring adherence to the constitution, functioning as a steering committee by

referring issues to appropriate committees and boards and creating ad hoc groups as necessary, and examining the effectiveness of communication efforts across the campus.

- d. Advises in the construction and monitoring of the college budget
- e. Determine which issues require College Assembly action. Prepare agendas for College Assembly and distribute agendas one week in advance of the scheduled meeting. Any issue requested by a petition of ten College Assembly members at least two weeks prior to a scheduled meeting shall automatically be including in the agenda for the next College Assembly meeting.
- f. Distribute College Assembly agendas one week in advance of the scheduled meeting. Any issue requested by a petition of ten College Assembly members shall by two weeks prior automatically be included on the College Assembly agenda of the next meeting.
- g. Oversee all college operations and ensure adherence to the constitution and function as a steering committee, including referring matters to appropriate committees and boards, creating ad hoc groups as necessary.
- h. Identify and respond to problems and issues in all areas of college activities.

3. Communication:

- a. Post all agendas three working days prior to committee meetings
- b. Make minutes available in a timely manner following meetings.
- c. Joint report to the Trustees through the President and/or Faculty Chair and/or committee members
- d. The Faculty Representatives report CESC activities at Department Chairs Meetings.

B. Academic Program Committee

1. Membership:

Vice President and Dean of the College (Chair)

Dean of the Weekend College

Registrar

Six Members who are faculty or librarians, elected at large by the faculty and librarians, to serve a three-year term of office. Two shall be elected each year.

One Professional Staff Member, elected at large by the Professional Staff, to serve a three-year term of office.

Two Students selected by the Student Senate.

2. Duties:

- a. Plan future academic programs and supervise current ones.
- b. Represent academic concerns at Trustee meetings (representation by a faculty member).

3. Communication:

- a. Post all agendas prior to committee meetings.
- b. Make minutes available following meetings.
{NOTE: Agendas and minutes may be distributed either electronically or in paper form.}
- c. Report all work at Faculty Meetings.

C. Appointment, Tenure, and Promotion Committee

1. Membership:

Vice President and Dean of the College (Chair)

Eight tenured Faculty members, elected at large by the Faculty, to serve a four-year term of office. Two shall be elected each year. No member, after completing a full four-year term shall be eligible for membership on the committee again until a full year has elapsed.

2. Duties:

- a. Recommend appointments, reappointments, tenure, and promotion decisions to the President. The committee shall consider departmental and other appropriate recommendations as it reviews each faculty member. When a candidate is under consideration, either for tenure or promotion, a faculty member agreed upon by the Dean and the candidate as most familiar with the candidate's work may join the deliberations of the committee concerning the candidate's qualifications. This advocate would participate in the deliberations until all materials have been presented and all questions raised by ATP members have been answered. If after the advocate's exodus from the deliberations, new questions or issues emerge in the ensuing discussion, the advocate would be invited to return to speak to these matters. The advocate would not be present, however, for the concluding discussions or the actual vote by the Committee.
- b. Participate in the appointment and retention of administrative personnel.

3. Communication:

- a. Report recommendations to the President. The Board of Trustees and the President should, on questions of faculty status, as in other matters where the Faculty has primary responsibility, concur with its judgment except in rare instances and for compelling reasons which should be stated in detail.
- b. Report annually to the College Assembly decisions on appointment, tenure and promotion.
- c. Publish annually the criteria employed in making decisions on appointment, tenure and promotion.

D. Campus Diversity Committee

1. Membership

Director of Ethnic Diversity

Vice President and Dean of Students

Vice President and Dean of the College or designee

Vice President for Institutional Advancement or designee

Four members who are faculty or librarians to serve a two year-term of office (2 will be elected and 2 will be appointed by the Committee on Committees; at least 2 will be tenured faculty members)

Two students selected by the Director of Ethnic Diversity in conjunction with Student Senate

Director of International Student Services and Intercultural Programs

Director of Human Resources

One Professional Staff Member (to be appointed to the Committee on Committees)

The committee will be chaired by a tenured faculty member.

2. Duties

- a. Encourage, oversee, coordinate, and evaluate all efforts related to diversity.
- b. Establish a system to assess the impact of diversity on the quality of life of all students.
- c. Collect extra-and intra-institutional data regarding diversity issues on a regular basis. Data gathered should focus on faculty and staff composition, minority student recruitment; use of financial aid to increase diversity; creation of an environment to support diversity; academic support services; integration of diversity into the curriculum; and support of diversity through campus-wide programs.
- d. At the end of each academic year, develop a statement of focus to target the committee's efforts the following year. The identification and rationale for this focus should be based on data collected which identifies the most pressing needs of our current population.
- e. Develop and institutionalize accountability mechanisms.
- f. Establish mechanisms by which community members can communicate concerns to the committee.
- g. Maintain continuity of campus efforts, including an archive of on-going efforts.
- h. Oversee the implementation of the College's Faculty and Professional Staff Recruitment Procedures (with an emphasis on attracting minority candidates). In doing so, the committee assists search committees, reviews search committee reports, and develops recommendations for improvement.

3. Communication

- a. Post all agendas prior to committee meetings
- b. Make minutes available following meetings
- c. Report all work at College Assembly Meetings and to the President

E. College Life Steering Committee (CLSC)

1. Membership:

Human Resources Administrator

Four Members who are faculty or librarians, appointed by the Committee on Committees, of which at least one comes from each rank of assistant, associate and full professor and at least two must be tenured, to serve a three-year term of office. The terms shall be staggered so that no more than two expire in any given year.

Two Professional Staff Members, appointed by the Committee on Committees, to serve a three-year term of office.

Two Non-Exempt Staff Members, appointed by the Committee on Committees, to serve a three-year term of office. If two non-exempt staff members are not available to serve, the positions may be filled by professional staff members. The chair shall be elected from the membership. One member of CLSC (not necessarily the chair) will sit on College Executive Steering Committee (CESC) as a liaison between the two committees.

2. Duties:

- a. Assess and make recommendations concerning the morale, welfare, and professional practices of employees.
- b. Assess and make recommendations concerning annual salary and benefits.
- c. Publish an annual report on college employee salaries.
- d. Represent college employees at Trustee meetings (representation by a faculty member).
- e. Develop opportunities for professional enrichment among the various constituencies of the college.
- f. Function as a steering committee, including referring matters to appropriate standing committees, ad hoc committees and boards.
- g. Review nominations for staff awards and make recommendations of winners to the Human Resources Administrator (review to be done by faculty subcommittee of CLSC).

3. Communication:

- a. Post all agendas prior to committee meetings.
- b. Make minutes available following meetings.
{NOTE: Agendas and minutes may be distributed either electronically or in paper form.}
- c. Report all work to the College Assembly.
- d. Recommend to the College Executive Steering Committee for approval all

policy decisions that entail budgeting implications.

F. Committee on Committees

1. Membership:

Three Members who are either tenured faculty, or librarians with at least six years of service to the College, elected at large by the faculty and librarians, to serve a three-year term of office. One shall be elected each year.

Two Professional Staff Members, elected at large by the Professional Staff, to serve a three-year term of office. These elections will be conducted annually and the results will be submitted to the Dean of the College and the President for approval. The Chair shall be elected from the membership.

2. Duties:

- a. Assess people's interests and willingness to serve on committees, attempting to distribute governance involvement wisely to give everyone an opportunity to serve.
- b. Provide education to the college community about how one volunteers to run for or serve on a committee.
- c. Provide information about the mission, duties and current membership of committees and boards. This information should be provided with the preference form as well as the ballot.
- d. Ensure the maintenance of full membership on the committees.
- e. Populate committees by two methods:
 - 1) By direct appointment to the following committees: College Life Steering Committee, Student Life Committee.
 - 2) By preparing a slate of candidates who will stand for election for the following committees: College Executive Steering Committee, Appointment, Tenure and Promotion Committee, Academic Program Committee.
- f. Conduct the election for Chairperson of the Faculty.
- g. Review the committee structure and constitutional function on a yearly basis.

3. Communication:

- a. Post all agendas prior to committee meetings.
- b. Make minutes available following meetings. {NOTE: Agendas and minutes may be distributed either electronically or in paper form.}
- c. Report all work to the College Assembly.

ARTICLE III. DEPARTMENTAL ORGANIZATION and FUNCTIONS

A. The department or special academic program shall be the basic instructional unit at Hiram College. It shall have the responsibility to recommend course offerings,

curriculum changes and requirements for area(s) of concentration to the appropriate college committee. Its members shall consult in preparing recommendations concerning budgets, personnel recruitment, tenure and promotion, teaching, advising, and other assignments.

B. Each department and special academic program shall normally elect its own chair. The term of office shall be three years. The position of chair is open to any full-time departmental or special academic program member. Rotation of the chair is advisable but not required.

C. The chair shall be elected in the following manner:

1. In March of the terminal year of the chair's term, the Dean of the College shall circulate to each faculty member of the department a ballot listing each member of the department eligible to be chair. The faculty member will make a choice and return the ballot to the Dean of the College by a date agreed upon in advance. The Dean of the College will tabulate and announce the results.
2. In case no member receives a majority vote, there will be a run-off election between the two with the most votes, administered in the same way as the original election. In case of a continued tie, the issue shall be decided by the Academic Program Committee.

D. Upon the Vice President and Dean of the College's request and for sufficient reason, the Appointments, Tenure and Promotion Committee may grant the Dean the responsibility of appointing a chair of a specific department or special academic program for a stated term not to exceed three years. Members of the department should be consulted.

E. The Department or Special Academic Program Chair has the duty of calling and presiding at meetings of the department or special academic program, of representing the department or special academic program before the administration and presenting its recommendations.

F. To coordinate schedules, use of facilities, curriculum, areas of concentration, and other programs, the chairs of the various departments or special academic programs shall be convened by the Office of the Dean of the College when necessary. The Faculty Chair, faculty members serving on CESC, and a faculty representative from CLSC shall be invited to these meetings.

ARTICLE IV. AMENDMENTS

This constitution shall be amended by a two-thirds majority vote of those present at the College Assembly, provided that one month's notice in writing shall have been given prior to the balloting, and provided that the proposed amendment shall have been

discussed in a meeting of the College Assembly. For ease of use, all changes to this Constitution shall be incorporated into the text at the appropriate position.

* * * * *

1.6.2 Faculty Elections

A method known as *Approval Voting* is used in all elections involving more than two candidates. With this method, a voter may cast a vote for ("approve") one, two, three, or any number of candidates. The election winners are those with the most votes (approvals).

Approval Voting satisfies the desire for a procedure that will minimize the need for runoff elections. More importantly, the procedure permits, even encourages, voters to support their true first choice along with an acceptable "front-runner." Approval voting also seems to discourage *insincere voting* -- an expressed preference that differs from one's true preference.

How many candidates should a voter approve in a given election? A good rule of thumb is to approve no more than half. A more sophisticated answer is the following: First, assign a rating, on a scale of 0 to 10, to the most preferred and least preferred candidates. Then rate the other candidates (remember, all ratings are done in the voting mind only!) and vote for (approve) those who have a rating higher than the average of the lowest and highest ratings. Thus, if the most and least preferred candidates were (mentally) rated 8 and 4, then the voter would approve all candidates with a (mental) rating of 6 or more.

Approval Voting is currently an object of study by social choice researchers. With slight variations, the system is already being used by the National Academy of Sciences, the Econometric Society, the Mathematical Association of America, the United Nations Security Council, and the Baseball Hall of Fame. Arrow's Impossibility Theorem tells us that no voting system can be perfect, but many believe that Approval Voting may come "closest."

1.7 Committees and Boards of Hiram College

Faculty members are asked to serve on committees and boards in one of two ways:

- * Through the annual election and appointment process operated by the Committee on Committees. This process is used for all committee responsibilities that are specifically referenced in the Constitution.
- * By the Vice President and Dean of the College, for all other standing boards and

committees, and ad hoc committees and special working groups. These appointments are made shortly before the beginning of the academic year. The Dean collects information on faculty preferences for committee service from the Committee on Committees and from the results of the Deans's Summer Faculty Survey.

A complete list of all committee and board and other service responsibilities is distributed to the entire College community at the beginning of the academic year.

1.8 Faculty Handbook Revision Process

The provisions of this handbook derive their authority from various sources; they are primarily statements by the administration of customary practice, administrative organization, or explicit policy established by the College, often after consultation with the faculty. The academic requirements of the College are determined by the faculty, in accordance with authority authorized and enabled by the Board of Trustees. Fringe benefit provisions and the conditions of employment are derived from actions taken by the College's administration and the Board of Trustees. The descriptions of College facilities and services and other general information are provided as helpful addenda.

Members of the faculty or administration may propose changes in the faculty handbook by presenting them to the Vice President and Dean of the College (except for amendments to the Constitution; see section 1.6). The approval process occurs according to the following table. Changes become effective after final approval and when proper notice of the change has been given. All changes are subject to the supervening authority of the Board of Trustees.

<u>Handbook Sections</u>	<u>Approval Process</u>
PART I, Sections 1.1, 1.4, 1.5, 1.7.	Changes are approved annually by the President or the Vice President and Dean College. Changes in Section 1.4 must be consistent with the <i>Bylaws of the Board of Trustees</i> ; changes in Sections 1.5 and 1.7 must be consistent with the <i>Constitution of Hiram College</i> (Section 1.6).
PART I, Section 1.2	Changes are discussed broadly on campus, including in meetings of the College Assembly and the Faculty. Final approval is by the Board of Trustees.
PART I, Section 1.3	Changes occur as a result of changes to the <i>Bylaws of the Board of Trustees</i> .
PART I, Section 1.6	Changes occur as a result of changes to the <i>Constitution of Hiram College</i> .

PART I, Section 1.8	Changes must be approved by both the President, and by vote of the faculty at a Faculty Meeting.
PART II, the <u>policy</u> Sections 2.8, 2.15, 2.5. and 2.5.3.3, 3.4	Changes are approved by the President or portions of the Vice President and Dean of the College, after the faculty has had opportunity to discuss at a Faculty Meeting (called in accordance with Constitutional provisions) and transmit its views. Final approval is by the Board of Trustees.
PART II, the <u>policy</u> portions of 2.1.2, 2.5.1, 2.5.2, 2.5.3.1, 2.5.3.2, 2.5.3.6, 2.5.3.7, 2.5.3.8, 2.10	Changes must be approved by both the President, and by vote of the faculty at a Faculty Meeting.
PART II, the <u>policy</u> portions of 2.1.1, 2.1.3, 2.1.4, 2.2, 2.3 2.4, 2.5.3.5, 2.5.3.7, 2.5.3.8, 2.5.3.9, 2.5.4, 2.9, 2.11, 2.14	Changes are approved by the President or the Vice President and Dean of the College after the faculty has had opportunity to discuss at a Faculty Meeting (called in accordance with Constitutional provisions) and transmit its views. Final approval is by the Board of Trustees.
PART II, all other portions	Changes are approved by the Vice President and Dean of the College, usually after consulting with the President, College Committees, Boards and/or other appropriate faculty groups.
PART III	Changes are approved by the President, usually after consultation with appropriate faculty groups and other employee representatives.
PART IV	Changes are approved by the faculty at a regularly scheduled faculty meeting.
PART V	Changes are approved by the appropriate vice president, usually after consulting with the appropriate faculty groups.

PART II: Faculty Personnel Policies

All portions of Part II are considered to be official policy of Hiram College except those sections that are shaded. The shaded portions generally describe certain current policy implementation details, or are intended to provide useful additional information.

Policy changes require approval by the appropriate campus constituents as indicated in Section 1.8. Although consultation with faculty is generally a part of policy development at Hiram College, formal faculty approval is required only for those policies that include specified faculty roles for policy implementation, and are so noted in Section 1.8.

Actions, practices and policies adopted and implemented from time to time by the faculty and administration of Hiram College are and remain subject to the reserved powers and authority of the Board of Trustees.

2.0 Opening Contractual Statement

Part II of this Handbook contains the approved policies and procedures of Hiram College concerning the terms and conditions of employment of the faculty of the College. A faculty member's contract with the College consists of the annual offer of appointment letter and the provisions of Part II of this Handbook. Where the terms and provisions of an individual's contract are inconsistent with the general policies contained herein, the provisions of the individual contract shall supersede. No College representative other than the President (or, in the absence of the President, the Vice President and Dean of the College), in a signed written statement, is authorized to modify the individual contract of employment of a faculty member or to enter into any agreement, oral or written, contrary to the provisions of Part II of this Handbook. Otherwise, the provisions of (Part II) of this Handbook are in effect until changed by procedures contained in Section 1.8. Should there be any misapplication or misinterpretation or violation of the specific provisions of this Part, the faculty member involved in such a situation may use the problem solving method specified in Section 3.3.7. If the matter involves peer review and is a faculty related matter, then the grievance procedure specified in Section 2.15 is the appropriate procedure to be used. It should be noted that the other Parts (I, III and later) of this Faculty Handbook do not come under the Section 2.15 Grievance Procedure in this Handbook. The different or additional terms and conditions of employment of faculty members with Administrative or Staff Appointments duties are specified in their individual contracts.

2.1 Definition of Faculty

Faculty at Hiram College are full-time employees who have been appointed to one of the four regular academic ranks: Instructor, Assistant Professor, Associate Professor, or

Professor. (NOTE: a different definition of faculty applies for governance purposes, as per the Constitution (1.6.1))

NOTE: The “renewable” category of ranked faculty was added in the fall of 2003, after discussion by ATP and the Faculty, and approval by the President and the Educational Policy Committee of the Board of Trustees. It is intended that faculty in this new category would enjoy a security of ongoing employment at the College longer than previously available for non-tenured or non-tenure-track faculty. They would have promotion possibility and access to all regular faculty benefits. They would not, however, be eligible for promotion to full professor. They could be considered for tenure, if they met the qualifications for such an appointment, after six years at the College.

2.1.1 The Ranked Faculty

2.1.1.1 Regular Full-Time Faculty

Regular full-time teaching faculty at the ranks of instructor, assistant professor, associate professor or professor shall be one of the following:

- (i) **tenured**
- (ii) **tenure-track probationary**

Tenure-track probationary appointments will be for no longer than six years. For a faculty member with prior full-time teaching service, credit granted by the Vice President and Dean of the College will be noted in the faculty member's initial appointment letter, and this appointment letter's provisions will govern the timing of the interim and tenure reviews. Faculty are not hired with tenure. Faculty seeking exceptions to a six year line for tenure must submit a formal request in writing to the Vice President and Academic Dean, who may consult the Appointment, Tenure and Promotion Committee on a decision.

Tenure track probationary faculty with an initial appointment as an Instructor will have until December 1 of their year of the midpoint review to complete the degree requirements for their terminal degree to maintain tenure track status.

- (iii) **renewable**

Renewable appointments are used in special cases for faculty who emerge as the best available candidate in a search, despite not having the appropriate terminal degree for a tenure-track or tenured appointment, because they have experience and other credentials deemed suitable for a regular full-time faculty appointment. Faculty members with a tenure-track appointment do not have the option to switch to a renewable appointment.

2.1.1.2 Pro-Rata Part-Time Faculty

Pro-Rata faculty is a status limited in time during which a ranked faculty member serves the college in less than a full-time appointment. Such faculty will function in all aspects of faculty service, such as academic advising and committee work, in addition to teaching courses. Pro-Rata faculty are generally paid proportionately to the time spent in college service, as specified in the appointment letter. Pro-Rata is a special arrangement depending on the agreement of the Vice President and Dean of the College to accommodate special circumstances for an established full-time faculty member.

2.1.2 Criteria for Appointment to Regular Ranked Faculty Status

Appointment to a tenure track probationary position is minimally contingent on the holding of the appropriate terminal degree as specified by the College or the reasonable expectation that the degree will be completed before the interim review. Terminal academic degrees by department are currently defined as follows:

Art	Historian positions: Ph.D. Studio positions: M.F.A.
Biology	All positions: Ph.D.
Biomedical Humanities	Humanities positions: Ph.D. or MFA Clinical positions: Professional degree e.g. MD, DO, MSN, ND
Chemistry	All positions: Ph.D.
Communications	All positions: Ph.D.
Econ/Management/Acct	Accounting positions: C.P.A. and M.A. Other positions: Ph.D.
Education	All positions: Ph.D., EdD. or Doctor of Arts
English	All literature positions: Ph.D. Creative Writing positions: M.A. or M.F.A. Poet in Residence: M.A. or M.F.A.
Environmental Studies	All Positions: PhD.
Foreign Languages	All positions: Ph.D.
History	All positions: Ph.D.
Mathematical Sciences	All positions: Ph.D.
Music	Music history positions: Ph.D. All other positions: D.M.
Nursing	Clinical Instructor positions M.S.N. All other positions: N. D. or PhD.
Philosophy	All positions: Ph.D.
Political Science	All positions: Ph.D.
Psychology	All positions: Ph.D.
Religious Studies	All positions: Ph.D.

Sociology/Anthropology	All positions: Ph.D.
Theatre Arts	Dance positions: M.F.A.
	Directing/Acting positions: M.F.A./Ph.D.
	Design, Scene, Lighting, Costume: M.F.A.
	Theatre History and Literature: Ph.D.

Considerations for appointments are educational credentials, experience and quality of performance.

2.1.2.1 Rank of Initial Appointment

The faculty rank at initial appointment is negotiated with the Vice President and Dean of the College, or the President, and is specified in the initial appointment letter. Most initial appointments, for candidates who have completed the appropriate terminal degree, will be as Assistant Professor. Candidates who have not completed the appropriate terminal degree will be appointed as Instructor. Instructors will automatically be elevated to the rank of Assistant Professor for the academic year following the date of completion of all requirements for their appropriate terminal degree. Candidates who have completed the appropriate terminal degree and who possess substantial full-time teaching experience may be appointed at the Associate Professor or Professor level.

2.1.3 Visiting (Temporary) Appointments

A visiting appointment is a temporary full-time appointment for a faculty member for a contractually defined period of time, not to exceed a total of three years. The position is established upon invitation by the Vice President and Dean of the College based on the recommendation of the chair of the department in which the person will serve and/or the Appointment, Tenure and Promotion Committee, and approval by the President. These full time appointments typically include specific expectations of departmental presence and interaction with students outside of the classroom, as specified in an appointment letter.

2.1.4 Adjunct Faculty

Adjunct faculty are hired on a course by course basis each term. Their duties are limited to teaching designated classes unless otherwise specified.

2.1.5 Emeritus Faculty

Emeritus status is an earned recognition that may be given at retirement.

2.1.5.1 Criteria for Emeritus Status

The Appointments, Tenure, and Promotion Committee will recommend to the President those faculty who should be granted faculty emeritus status.

The President will present these recommendations to the Faculty and Academic Affairs Committee of the Board of Trustees. The chair of FAAC will present the President's positive recommendation to the full Board for approval.

The following criteria will be considered:

1. The length of service shall be at least 15 years.
2. The reason for leaving the College shall be retirement and not resignation.
3. The faculty member will have made valued contributions to the College.

2.2 Contracts

2.2.1 Term Contracts

Visiting (Temporary) Appointments are term contracts. Term contracts are for a designated period of time, up to three years, as specified in the appointment letter. Term contracts are to be used for purposes of maintaining institutional stability (for instance for replacing faculty who are on sabbatical or other leave or for filling a vacancy late in an academic year) and institutional flexibility (for instance for visiting appointments to meet special short-term needs of the College). As fixed-time contracts, they terminate at the end of the designated period with no right or expectation of reemployment and are not subject to continuation or notification rights. A totally new term contract can be given at the discretion of the College, but the total of such contracts cannot generally exceed three years for any one person. Term contract faculty will undergo teaching observations from members of the department in which they teach using the format approved for use by the Appointment, Tenure and Promotion Committee. Department chairs will provide annual teaching evaluation letters to the Academic Dean prior to reappointment of term contract faculty.

2.2.2 Notice Contracts (Tenure Track, Probationary)

Notice contracts, sometimes called probationary or Tenure Track contracts, are given to ranked faculty during their pre-tenure years at the College. Each of these contracts has a date by which the faculty member will be given notice of non-reappointment. Such non-reappointment notice will follow the procedure of Section 2.8.3.1.

A Notice Contract shall not be construed as a continuing offer of employment. Notice contracts may be renewed on a year-to-year basis, but this contract status shall not be construed to give to, or vest in, the faculty member any right beyond the term of this contract, nor any right to the renewal of this contract, except at the sole discretion of the College in accordance with the review and notice procedures

stipulated in Section 2.5.3 of this Faculty Handbook.

2.2.3 Continuous (Tenured)

Continuous contract rights are given to ranked faculty members who have attained tenure status as provided for in Section 2.8 of this Faculty Handbook. The tenured faculty member will be offered a new employment contract annually, subject to the terms and conditions specified in the then current Faculty Handbook, and/or other terms and conditions specified in the contract letter. The right of the tenured faculty member to such continued annual offers of employment will not be terminated without adequate cause (refer to section 2.8).

2.2.4 Contract Format

Faculty contract letters are issued by the President of the College to inform the faculty members of the term, salary, position, and other general issues of employment. The information and conditions stated in Part II of the Faculty Handbook are understood to be part of the faculty contract, except when contrary provisions are specified in the individual contract. No College representative other than the President (or, in the absence of the President, the Vice President and Dean of the College), in a signed written statement, is authorized to modify the individual contract of employment of a faculty member or to enter into any agreement, oral or written, contrary to this. It is the responsibility of the faculty member to respond to the letter or contract within 30 days or by June 30, whichever is earlier.

2.3 Searches and Initial Appointments

2.3.1 Search Procedures

The College has developed written procedures to be used in the recruitment and selection of full-time faculty and professional staff members. Search committee chairs must complete an employee requisition form and obtain written approval from the Vice President and Dean of the College and the President. Copies of these guidelines are available from the Human Resources Office and must be reviewed prior to initiating any search procedures.

2.3.2 Appointment Procedures

Members of the Faculty shall be appointed and reappointed by the President of the College. The signed terms and conditions of every appointment shall be in writing and in possession of both the President of the College and the individual before the appointment is completed. Appointments to the rank of Instructor,

Assistant Professor, Associate Professor, or Professor shall be for the academic year, as defined in Section 2.11.1, unless otherwise stated in the letter of appointment.

2.3.2.1 Full-Time Faculty

Only the President or the Vice President and Dean of the College can commit the College to an appointment and/or to exceptions to usual policy with candidates. Others should discuss terms of appointment and/or exceptions to usual practice or policy with candidates only at the specific request of the Vice President and Dean of the College. With the advice of the department conducting the search and the Appointment, Tenure and Promotion Committee (ATP), the Vice President and Dean of the College (or a designee) will make a verbal offer to the candidate. No other person is authorized to speak on behalf of the College in this regard. When the candidate has given a verbal acceptance, the appointment letter will be sent by the President (or, in the absence of the President, by the Vice President and Dean of the College).

2.3.2.2 Adjunct Faculty

The hiring decision for adjunct faculty will be based on the recommendation of the department chairperson, with the approval of either the Dean of the Weekend College or the Associate Dean.

2.3.3 New Faculty Orientation

New faculty members must attend all orientation sessions organized or recommended by either the Vice President and Dean of the College or the Dean of the Weekend College.

2.4 Personnel and Evaluation Files

The college shall maintain three categories of personnel files for each faculty member. No material shall be added to any faculty member's personnel files unless it is signed by its author and the date of its receipt has been recorded.

2.4.1 Pre-employment File (Dean's Office)

There shall be a pre-employment file which shall contain all and only materials requested or received by the College in connection with the original employment of the faculty member. Initial letters of recommendation shall be kept confidential, and kept exclusively in the pre-employment file. Other material submitted prior to the faculty member's employment, with the understanding that it be kept confidential, shall be so kept in the pre-employment file. Copies of non-confidential materials received prior to the employment of the faculty

member may be kept in the faculty member's personnel files described below. This pre-employment file shall be kept by the Vice President and Dean of the College or his/her designee. (See Section 2.4.4)

2.4.2 Personnel File (Human Resources Office)

There shall be a personnel file for each faculty member which shall be maintained by the Director of Human Resources. This file will be used primarily for the maintenance and retention of records dealing with general employment matters and including but not limited to payroll and benefits, rank, employment and leave history, and individual terms or conditions of employment. Keeping this information correct and up to date is necessary. Notify the Human Resources Office of any change regarding a faculty member's: address, telephone number, marital status, dependents, name of beneficiary, or person to notify in case of emergency. The faculty member has responsibility for assuring that the initial information is correct and that the Human Resources Office is notified of all changes.

2.4.3 Performance and Evaluation Files (Dean's Office)

There shall be a post-hire personnel file for each faculty member which shall be maintained by the Vice President and Dean of the College. Only this personnel file shall be used for faculty evaluation purposes. A portion of this file, containing letters of evaluation, will be closed to examination by the faculty member. Those portions of personnel files available for examination and review by the faculty member, or an authorized designee, shall be examined at reasonable hours in an area designated by the Vice President and Dean of the College or the Director of Human Resources, and only upon prior notice to and in the presence of one who normally has custody of such files. Only a faculty member is permitted to make copies of materials in his/her personnel file and copying will be done at the faculty member's own expense.

The personnel file maintained by the Vice President and Dean of the College shall be made available to the committees and individuals responsible for the review and recommendations of faculty members with respect to reappointment, promotion, tenure and other matters of faculty status. All individuals having access to personnel files shall maintain the contents of such files in confidence. The personnel file shall be available to appropriate committee members, such as Appointment, Tenure and Promotion, only in the course of the Committee's work and in their capacity as member of these committees. If a faculty member alleges that some of the contents of his/her file are demonstrably false (excluding judgmental observations such as faculty and student evaluations), the following opportunities shall be available to the faculty member:

- a. The faculty member may include in the file any rebuttal material and evidence he/she chooses.
- b. The faculty member may appeal to the Vice President and Dean of the College to have such material removed from the file and destroyed. Before rendering his/her decision, the Vice President and Dean of the College shall review the material alleged to be false and all rebuttal material and evidence submitted by the faculty member. Should the faculty member disagree with the Vice President and Dean of the College, he/she shall so note in the personnel file, stating his/her reasons.

2.4.3.1 Promotion and Tenure Records

"Open" Material

- A. Course Evaluation Summaries
- B. Annual Report
- C. Updated Vita
- D. Materials Submitted by Candidate
- E. Communication with the Appointment, Tenure and Promotion Committee (ATP)
 1. Past Requests for ATP Action and Response
 2. Past Reappointment, Tenure and Promotion Letters
- F. Record of Disciplinary Actions

"Closed" Material

- G. Department Chair letters
- H. Letters from Students
 1. solicited
 2. unsolicited
- I. Letters from Colleagues
 1. solicited
 2. unsolicited

During the appointment, reappointment, tenure, or review process all materials maintained in a confidential file will be made available only to members of the Appointment, Tenure and Promotion Committee, the President, and the Administrative Assistant to the Dean. When the candidate for tenure or promotion has an advocate, the advocate, with the permission of the candidate, may have access to the following items: A, B, C, D, E and F.

Three years after a decision has been communicated to the candidate, items A through C and G through I may be destroyed. Items D will either be held for three years following a negative decision or returned to the candidate shortly after a positive decision. Should an appeal of a decision

be made by a candidate within one calendar year following the communication of the decision, all materials collected during the review process will be maintained until the review process is concluded. A list of the persons, students and colleagues, writing letters will be provided to the candidate appealing the decision. A summary of the comments made in the letters will be compiled and provided to the candidate, without attribution of the comments. Once the appeal process is completed all items G, H, and I will be destroyed.

Items G, H and I will be treated confidentially. Documentation will be requested for any unsubstantiated accusations made in the letter(s). The individual(s) writing the letter(s) will be notified that, if they wish the issues raised in the letter(s) to be considered, the nature of the issue raised will be communicated to the candidate.

2.4.4 Summary of File Types and Access

TYPE	Access by Candidate?	Access by Candidate's Location)	Access by Right to Add Designee?	Candidate's Committee Materials?	ATP Materials Work Use?	Minimum Time are Kept	(and
PRE-HIRE (Dean's Office)	No	No	No	Yes	3 years		
PERSONNEL (Human Resources)	Yes	Yes	Yes	No	no time limit		
POST-HIRE OPEN FILE					no time	(Dean's	Yes Yes

Yes	Yes	limit	Office)				
<hr/>							
POST-HIRE CLOSED FILE (Dean's Office)	No	No	No	Yes	3 years		

2.4.5 Grievance Files

In cases where a faculty member believes that there have been procedural violations in arriving at a personnel decision, and files a grievance, the personnel files will be kept for a period of five years or until the results of the grievance are complete.

2.5 Evaluation

Faculty are evaluated throughout their careers at the College. This evaluation occurs through a peer review process conducted by the Committee on Appointment, Tenure, and Promotion (ATP), which consists of nine voting members: eight tenured faculty members and the Vice President and Dean of the College. ATP recommends candidates for tenure and promotion to the President, who makes a final recommendation to the Board of Trustees for formal approval.

2.5.1 Criteria for Evaluation

The criteria used in evaluating faculty for appointment, reappointment, promotion, and tenure are teaching and mentoring, scholarship, and service. These criteria are further outlined below. The evaluation will be conducted by ATP, with input from the other members of the department or academic program as described elsewhere.

Faculty are also responsible for fulfilling obligations as elaborated in section 2.9.1, Faculty Responsibilities.

2.5.1.1 Teaching and Mentoring

Faculty at Hiram College must be dedicated, knowledgeable, and professional. They must commit themselves to teaching well and mentoring students. Excellence in teaching and mentoring may be

evaluated on the basis of factors that include but are not limited to:

- Effectiveness in advising students
- Involving and/or supervising students in scholarship, research, and creative work
- Leading students on service learning opportunities or study abroad trips
- Advising MAIS students
- New course development, development of new curriculum materials and methods for assessment of student learning, etc.
- Providing students an appropriate level of intellectual stimulation
- Effectiveness and consistency in observer evaluations of instruction and other assessments of teaching and learning
- Quality of the educational programs delivered

The College highly values participation in the core curriculum and the First Year, WEC and MAIS programs.

2.5.1.2 Scholarship

Scholarship, including research and creative work, informs good teaching and fosters the continuing growth and quality of mind necessary to maintain a stimulating intellectual environment. Because of the importance of scholarly conversations among peers in remaining vibrant contributors to their discipline, the College requires scholarship of its faculty and recognizes the centrality of relevant professional and disciplinary criteria and expectations for the evaluation of scholarly success. For many years, Hiram College has found the inclusive definition of scholarship developed and promoted by Ernest Boyer particularly helpful for explaining the expectations the College has for individual faculty members.¹ Boyer advanced four forms of scholarship appropriate for faculty work: the scholarships of Discovery, Integration, Application, and Teaching:

The scholarship of **Discovery** (pp. 17-18) is committed to developing new knowledge, and focuses on the question, "What is to be known, what is yet to be found"(p. 19). The scholarship of **Integration** (pp. 18-19) is represented by work at the boundaries of a discipline where it overlaps and connects with other disciplines, and seeks answers to the questions, "What do the findings mean? Is it possible to interpret what's been discovered in ways that provide a larger, more comprehensive understanding?"(p. 19). The scholarship of **Application** (pp. 21-23) focuses on the questions,

¹ *Scholarship Reconsidered: Priorities of the Professoriate* (Boyer, Ernest L; The Carnegie Foundation for the Advancement of Teaching. San Francisco: Jossey-Bass, 1990 (also: Revised Edition, 1997)

"How can knowledge be applied to consequential problems? How can it be helpful to individuals as well as institutions? . . . Can social problems themselves define an agenda for scholarly investigation?"(p. 21). Finally, Boyer recognizes the scholarship of **Teaching and Learning** (pp. 23-24). He notes that teaching is an involved intellectual activity and a dynamic endeavor involving all the analogies, metaphors, and images that build bridges between the teacher's understanding and the student's learning (pp. 23-24). Using this definition leads to many examples of appropriate scholarship at Hiram College. Depending on a faculty member's particular discipline, they might include, but are not limited to, the following: (Note that these vary in terms of form, purpose, and criteria for acceptance, but all include a key-component of good faculty scholarship: the communication of the results of scholarly activity to an appropriate audience.)

- Book publication
- Publication in print or online peer-reviewed scholarly journals, including journals dedicated to developments in pedagogy
- Peer-reviewed publication of assessment data or strategies
- Preparation of accreditation reports that link assessment data to program quality, and that will be reviewed by national or regional accreditation associations.
- Peer-reviewed publication of scholarship focusing on engagement
- Publication in a scholarly volume of collected essays
- Presentation of papers or posters at national and regional professional meetings
- Participation on scholarly panels at national and regional professional meetings
- Grant writing in support of expanding research programs
- Participating in appropriate seminars, workshops and courses
- Literary reading at regional or national venue
- Exhibition at juried show
- Exhibition at regional or national gallery or museum

- Directing, acting, scripting, costuming, lighting for theatrical productions
- Solo and ensemble musical performances
- Performance of original theatrical or musical work

The College highly values presentation and/or publication of work in collaboration with students.

How does Hiram College evaluate the appropriateness and quality of faculty scholarship? At a high level, the College believes that faculty have a responsibility to articulate clear goals for their scholarship, respond appropriately to feedback they receive on their research goals, and demonstrate that they can produce results. Good scholarship should incorporate those qualities identified by Glassick, Huber and Maeroff: clear goals, adequate preparation, appropriate methods, significant results, effective presentation, and reflective critique.² Additional criteria that inform evaluation are derived from Lee Shulman: “scholarship must be public, not private, susceptible to critical review and evaluation, and accessible for exchange and use by other members of one's scholarly community.”³ Finally, a faculty member’s scholarship should relate directly to the faculty member’s teaching areas and reflect appropriate disciplinary or professional criteria.

In evaluating a particular scholarly activity, ATP is looking for evidence of the presence of all of these qualities and criteria. For example, the trajectory of the pre-tenure years is structured to facilitate this: After receiving feedback on their scholarship during the first two years, a third-year faculty member will provide a detailed statement of scholarship goals for the Interim Review. The College provides feedback, and also an important resource for those faculty who pass the Interim Review: the pre-tenure mini-sabbatical. At the time of the Tenure Review, faculty members will be evaluated on how well they have stated their goals and then carried out a fruitful program of scholarly activity.

2.5.1.3 Institutional and Community Service

Hiram College requires and values constructive and cooperative participation in the faculty governance structure, as well as in the social and intellectual life of the College community. Faculty are expected to contribute in service to both their departments and to the College in areas

2 (Glassick, C. E., Huber, M. T., & Maeroff, G. I. (1997). *Scholarship Assessed: Evaluation of the Professoriate*. San Francisco, CA: Jossey-Bass Publishers.):

3 <http://www.kareyperkins.com/newsite/what/boyer.html#1>

that best suit their interests and talents. Examples of appropriate service include but are not limited to the following:

- Service to the Department/Division/Centers of Distinction
 - Chair or Program Director
 - Ad hoc committees (including search committees)
 - Report writing, such as assessment reports, planning reports, etc.
 - Assessment activities
 - Curriculum and program planning
- Service to the College
 - Associate deanship(s), Center Director, Faculty Chair
 - Standing and Ad Hoc Committee service (including search committees)
 - Report writing, such as certification/accreditation reports
 - Grant writing
 - Assessment and strategic planning activities
 - Ongoing assistance with admissions, recruitment, and summer advising
 - Organizing and/or participating in summer conference and camp activities
 - Contributions to student life, such as advising student groups and attendance at student events, including athletic events, Center programs, major fairs, and performances or exhibitions
- Service to the Profession
 - Journal editing
 - Manuscript review, Grant review, or other participation in peer review in one's discipline

- Regional/state/national officer in professional organization
- Conference and/or seminar coordination
- Service as accreditation evaluator
- Service as academic consultant
- Service to the Community
 - Active participation and leadership in civic, political, and religious organizations
 - Participation with students in volunteer activities

2.5.3 Evaluation Procedures

2.5.3.1 Reappointment Reviews

Pre-tenure faculty are evaluated annually on teaching, scholarship, and service performance on the following schedule:

- Year One: ATP evaluation
- Year Two: ATP evaluation
- Year Three: ATP evaluation (see section 2.5.3.2 Interim Review)
- Year Four: ATP evaluation
- Year Five: ATP evaluation
- Year Six: ATP evaluation (see section 2.5.3.3 Tenure Review)

Reappointment reviews of non-tenure track, annual renewable faculty are based on information available from such sources as annual faculty activity reports, student evaluations of classes, and letters from the candidate's department chair. Visiting faculty eligible for reappointment are reviewed by the appropriate department or program chair. Annually renewable faculty will be reviewed every third year by ATP using a process similar to that for an Interim Review. Non-tenure track faculty who wish to apply for a tenure-track position should request a review before they apply.

2.5.3.2 Interim Review

An interim review is required of all tenure-track faculty at Hiram College. The timing of the interim review will be specified in the initial appointment letter (see section 2.2.2). The purpose of this review by the Appointments, Tenure, and Promotion Committee is to provide faculty members with an early review of their prospects for tenure at the end of their overall probationary period. The interim review will be conducted at or near the midpoint of the probationary period. No interim review may take place without a terminal degree or its equivalent. During the review, the faculty member's strengths and weaknesses will be assessed and areas for improvement identified. The successful completion of the interim review is in no way to be regarded as an assurance or guarantee of tenure.

Criteria

The interim review will be similar in thoroughness to a tenure review, and based upon the same criteria. During the fall term of the interim review year, the Vice President and Dean of the College will request that each candidate being reviewed assemble a file of credentials to be submitted to ATP. This file will include the following:

1. an updated vita;
2. copies of publications, consulting reports, grants, awards, or honors;
3. a statement of philosophy of teaching;
4. a statement outlining growth in the areas of teaching, scholarship, and service;
5. other information the candidate wishes the Committee to consider (which might include letters from others inside or outside Hiram)

Confidential letters of evaluation will be added to the file from the following sources:

6. students:
 - a. The candidate will provide a list of current and former students he/she would like to have write. The office of the Vice President and Dean of the College will send a letter inviting him/her to write to ATP.
 - b. The office of the Vice President and Dean of the College will generate a representative list of students randomly selected from the faculty member's class lists since the initial appointment and invite him/her to write to the committee.
7. faculty with whom the candidate has taught;

8. the department chair, who will write a letter representing the consensus of the tenured members of the department;
9. all department members, if they wish to write individual letters.

Additional materials to be added to the file will include:

10. student course evaluations;
11. classroom observation reports;
12. annual reports;
13. prior letters from ATP; prior reappointment letters; letters of discipline and sanction.

After consideration of all evidence, the ATP Committee will evaluate the performance of the faculty member as:

- a. Satisfactory in all areas;
- b. Satisfactory, but with qualifications in some areas;
- c. Mixed, with satisfactory performance in some areas and substantial improvement required in others;
- d. Unsatisfactory, with a recommendation to the President that a terminal contract be issued.

The committee will write comments relevant to the reappointment recommendation.

Notice and Time Period

The President will write a letter notifying the candidate of the reappointment decision on or before June 30 of the interim review year. The Vice President and Dean of the College will discuss the President's letter with the faculty member. If concerns have been identified, strategies and actions for improvement will be discussed with the faculty member.

2.5.3.3 Tenure Review

Definition of Tenure

The holding of tenure, granted formally by the Board of Trustees of the College, is an assurance that a faculty member will be offered continuous employment on an annual basis and shall not be removed from such employment without adequate cause (see sections 2.8.4.1, 2.8.4.2, 2.8.4.3). Tenure is not a guarantee that the terms and conditions of employment will not change from year to year. Tenure is a means to certain ends, specifically: (1) academic freedom of teaching and research, and in extramural activities; (2) careful selection of permanent members of the faculty, and (3) a degree of economic security sufficient to make the

profession attractive to men and women of ability. In accepting tenure, faculty members assume certain responsibilities, as described in section 2.9.1.

Criteria for Tenure

The College will award tenure only to those Regular Full-Time Faculty who possess the terminal degree or equivalent in their discipline and who have demonstrated excellence over time in the review criteria specified in section 2.5.1. The likelihood of continuing performance at the same or at a higher level should be evident. A candidate must present a strong positive case to be awarded tenure. Since a decision by the institution to award tenure represents a substantial commitment, both financially and in terms of the College's educational program, tenure can be extended only on the basis of a very strong record of accomplishment and future potential.

Process for Tenure Evaluation

The timing of the tenure review is specified in the individual's contract for those appointed to the faculty in 1992 or later, but will occur not later than during the sixth year of Regular Full-Time Faculty employment at Hiram College, unless the faculty member obtains formal approval by the Academic Dean. During the summer prior to the tenure-review year, the Vice President and Dean of the College will request that each candidate being considered for tenure assemble a file of credentials to be submitted to the Appointment, Tenure and Promotion Committee (ATP). [This file will include the same materials required for the interim review process (see section 2.5.3.2)]. The faculty member may request an advocate. If this is done, the advocate will be invited to appear before ATP to present an overview of the case for tenure and to respond to questions or issues raised by the ATP. ATP makes either a positive or negative tenure recommendation to the President and informs the candidate of the recommendation. A positive Presidential tenure recommendation (which may differ from that of ATP) is presented to the Faculty and Academic Affairs Committee of the Board of Trustees. The Chair of FAAC presents the President's positive recommendation to the full Board for approval.

Notice and Time Period

A written notice of ATP's positive or negative tenure recommendation shall be received by the candidate prior to the final meeting of the Board of Trustees in the year of service specified in the Candidate's contract letter. Following the Board meeting, the candidate will be notified of the Board's formal action in a letter from the President of the College. Tenure begins with the faculty member's next contract.

A negative tenure decision is not a dismissal for cause as defined in sections 2.8.4.1, 2.8.4.2, 2.8.4.3; therefore, the college will not state its

reasons for a negative tenure decision.

2.5.3.4 Promotion

Criteria

The criteria used in evaluating faculty for promotion are teaching and mentoring; scholarship, research and creative work; and institutional and community service (see 2.5.1).

Process for Promotion Review

Instructor to Assistant Professor

Instructors hired into tenure track faculty positions will automatically be promoted to the rank of Assistant Professor for the academic year following the date of completion of all requirements for their appropriate terminal degree if degrees are complete prior to the initiation of their mid-point review. (see section 2.1.2.1). Instructors hired into non-tenure track, renewable positions may consult with the Vice President and Dean regarding possible renegotiation of their contract.

Assistant to Associate Professor

1. Review for promotion to Associate Professor is normally linked to the tenure decision. A faculty member at the Assistant Professor rank who is granted tenure is usually promoted to Associate Professor, effective the beginning of the next appointment year, after Board of Trustee actions.
2. Promotion to Associate Professor before or after being granted tenure is possible in exceptional cases. Consideration of these cases will follow the procedure described for promotion from associate professor to professor.

Associate Professor to Professor

1. Promotion to the rank of professor is granted to those exemplary faculty members who, since the time of their promotion to associate professor, have continued to show growth in the criteria for evaluation (section 2.5.1). There is no set time for promotion, but evidence of this growth is usually accumulated over a period of years. Most current professors had been at the associate professor rank for a period between six and ten years before being promoted. Faculty asking to be considered for promotion with fewer years in rank need to present a stronger case than those considered with

more years in rank.

2. During the fall term, the faculty will receive a written notice from the Vice President and Dean of the College, requesting that faculty wishing to be considered for promotion be identified.
 - a. Faculty members may submit in writing their own names for promotion consideration by ATP; or
 - b. Faculty members may nominate in writing colleagues for promotion consideration. Those faculty members nominated by a colleague must write a letter to ATP indicating their willingness to be considered for promotion.
3. The Vice President and Dean of the College will request that each candidate being reviewed assemble a file of credentials to be submitted to ATP. This file will include the same materials required for the interim and tenure review process (see 2.5.3.2).
4. ATP recommends to the President that the candidate either be granted or not granted a promotion. Those candidates whom the President recommends for promotion (which may differ from ATP's recommendation) are presented to the Educational Policy Committee of the Board of Trustees. The chair of EPC presents the President's positive recommendation to the full Board for approval. A promotion in rank will take effect with the beginning of the next contract year.
The committee will write a letter summarizing its perceptions of the faculty member's strengths and weaknesses.
5. If a candidate for promotion to professor is considered by ATP and not approved, the faculty member will normally need to wait at least two years before being eligible for consideration again. For example, if promotion is considered but not approved in the 2006-07 academic year, the faculty member will not be eligible for consideration again until the 2008-09 academic year.

2.5.3.5 Annual Activity Report

All faculty members must submit to the Vice President and Dean of the College an annual report, using a report template designated by the Dean, to be placed in their personnel files. The reports are used by the Vice President and Dean; center and program directors; department chairs; ATP; and with faculty permission, Institutional Research, Development, and the Office of College Relations.

2.5.3.6 Senior Faculty Review

During the 1996-97 academic year, the Appointments Tenure and Promotion Committee approved a new procedure for reviewing tenured faculty who have not yet been promoted to full professor. The procedure is intended to remove some of the present uncertainty about when assistant and associate professors should be reviewed for possible promotion by scheduling formative evaluation reviews at regular intervals. The reviews can lead to promotion or to feedback that will be helpful for future reviews.

The reviews began during the 1997-98 academic year. They will be similar to a promotion review in scope. Faculty selected for a review will be notified early in the academic year. Faculty may also request a review before their next scheduled senior faculty review.

2.5.3.7 Endowed Professorships

Endowed professorships are restricted to Regular Full-Time Faculty holding the rank of assistant or associate professor, and may be awarded to faculty during the pre-tenure period of employment. Faculty awarded an endowed professorship during the pre-tenured period are not guaranteed to be awarded tenure.

Endowed professorships are normally awarded for a period of 5 years and are reviewed at the end of that time for reassignment or for possible renewal, unless specified to the contrary by the donor.

If the recipient of an endowed professorship is promoted to professor during the term of the award, the award will terminate at the beginning of the academic year in which the new rank takes effect.

The Appointment, Tenure, and Promotions Committee will recommend to the President the faculty member(s) to be considered for the endowed professorship. The President will make the final appointment. Under extraordinary circumstances, the President may also revoke the award after consultation with ATP.

2.5.3.8 Endowed Chairs

Endowed chairs are restricted to full time regular tenured faculty holding the rank of associate professor or professor.

Endowed chairs are normally awarded for a period of 5 years and are reviewed at the end of that time for reassignment or for renewal, unless specified otherwise by the donor.

The Appointment, Tenure, and Promotions Committee will recommend to

the President the faculty member(s) to be considered for the endowed chair. The President will make the final appointment. Under extraordinary circumstances, the President may also revoke the award after consultation with ATP.

Criteria and Procedure

1. All eligible candidates, as defined by the description of the Chair in the documentation approved by the Board, will be asked to provide ATP with:
 - a. an updated vita
 - b. copies of publications
 - c. other information as desired, or requested by ATP. (e.g. letters from colleagues at Hiram or elsewhere, letters from students)
2. ATP will invite the campus community to write concerning any and all candidates (e.g. through a general announcement in the Harbinger or Advance).
3. ATP will use the following guidelines:
 - a. The recipient should have scholarship recognized by outside judges, such as a book published by a university press or works of art included in juried professional shows;
 - b. The recipient should have outstanding teaching ability as attested by such recognitions as the Vencl/Carr award, the Student Senate award for best teacher, or some other significant recognition;
 - c. In cases of multiple candidates, judicious consultation will be done by ATP with departments;
 - d. Other qualifications being equal, preference will be given to full professor.
4. ATP will review all eligible faculty and conduct a preliminary discussion. When ATP has identified the strongest candidates, the President will meet with the Committee to discuss these finalists before making an appointment.

The President may request more information or conduct a further review before making an appointment decision.

2.5.4 Appeals of Evaluation Decisions

An appeal of an evaluation decision may be made in writing to the decision

making body or person if the candidate believes that relevant evidence has not been considered or has not been valued appropriately. The appeal must be made within fourteen calendar days of the candidate's initial notification of the evaluation decision. The decision-making body or person will reconsider the initial decision and notify the candidate in writing of a final decision.

2.8 Separation

Occasionally, Hiram College or individual faculty members may find it necessary to sever their contractual relationship. To protect the interests of both parties, categories of separation are herein defined, and the policies and procedures related to each are set forth. Faculty leaving college employment fall into one of the following categories:

- * resignation;
- * retirement;
- * non-reappointment;
- * termination prior to expiration of current contract; or
- * suspension or dismissal for cause.

2.8.1 Resignation

Any faculty member under contract or on tenure who wishes to resign from the College shall advise the Vice President and Dean of the College in writing no later than June 30 or 30 days after receiving notification of the terms of continued employment for the following year, whichever date occurs earlier. In an emergency the faculty member may ask the Vice President and Dean of the College to waive this requirement; but the faculty member will conform to the decision. In order to facilitate replacement faculty are encouraged to notify the Vice President and Dean of the decision to resign as early as possible. Faculty should consult with the Director of Human Resources concerning payment for services rendered or reimbursement of payments for contractual obligations which will not be completed, as applicable.

2.8.2 Retirement

A faculty member who wishes to retire should notify the Vice President and Dean of the College at least six months prior to the scheduled retirement date. In an emergency the faculty member may ask the Vice President and Dean to waive this requirement; but the faculty member will conform to the decision.

2.8.3 Non-Reappointment

The performance of individuals on probationary tenure track appointments is reviewed annually by the Appointment, Tenure and Promotion Committee, and a recommendation to the President is made for or against continuation in each case.

The President will make the final decision concerning reappointment. A failure to recommend continuation may be based on unsatisfactory evaluations of the faculty member's responsibilities as discussed in Section 2.5.1. However, the failure to recommend continuation may be based on other factors that do not necessarily reflect unfavorably on the individual.

2.8.3.1 Notice of Non-Reappointment

Notice of non-reappointment of a faculty member on a tenure track appointment shall be given in writing in accordance with the following schedule:

- * Not later than March 15 of the first academic year of service, if the appointment expires at the end of that academic year.
- * Not later than December 15 of the second academic year of service, if the appointment expires at the end of that academic year.
- * At least 12 months before the expiration of an appointment after two or more years at Hiram College.

If the College fails to provide timely notice as defined above, but does so within 90 calendar days from the date when notice was due, the President may, at his or her discretion, either (1) give the faculty member severance pay equivalent to the salary the faculty member would have been entitled to receive for a period of employment equivalent to the number of days by which the notice is late; or (2) extend the faculty member's employment for a period equivalent to the time period by which the notice is late. If the notice is more than 90 calendar days after it is due, the President will, at his or her discretion, either (1) offer the faculty member re-employment for the next succeeding academic year with an assignment not less than the assignment of the preceding academic year; or (2) give the faculty member severance pay equivalent to the salary the faculty member received for employment during the academic year in which the decision not to reappoint was made.

2.8.4 Termination of Appointment Prior to Expiration of Contract

Termination of an appointment with tenure, or of a probationary or special appointment before the end of the specified term, may be effected by the college for adequate cause as discussed in Sections 2.8.4.1, 2.8.4.2 and 2.8.4.3.

2.8.4.1 Prolonged Mental or Physical Illness

(At the 10-APR-97 faculty meeting, it was agreed that section 2.8.4.1 would be modified or eliminated as needed to bring it into full compliance with the law. At its 02-MAY-97 meeting, the Board of Trustees decided to eliminate the draft version of section 2.8.4.1 completely.)

The Vice President and Dean of the College will discuss the matter with the faculty member in a personal conference in an attempt to reach a mutually agreeable resolution. The matter may be terminated by mutual consent at this point. Whether mutually agreed or not, the Vice President and Dean of the College shall provide written notification of the recommended action affecting the faculty member's terms of employment to the President and the faculty member concerned. (proposed language 15-JULY-09)

2.8.4.2 Major Changes in Curricular Requirements, Academic Programs, or Departments

(NOTE: At its 02-MAY-97 meeting, the Board of Trustees specifically excluded section 2.8.4.2 from its resolution to accept the Faculty Handbook. The Board asked that a revised 2.8.4.2 be brought to its January, 1998 meeting for Board Review and Action. For reference purposes, the original (unaccepted) text of 2.8.4.2 follows.)

The employment of a tenured faculty member may be terminated because a program or department of instruction has been deleted from the curriculum. The reasons for such termination should be based upon both educational and financial considerations indicating that the college's ability to achieve its mission will not be jeopardized by the discontinuation of the program or department and the reallocation of resources. An academic program is a coherent sequence of courses or educational activities that offers a student an in-depth study of a field or discipline, leading toward or constituting a minor, major, education certification, or other similar credential.

Before termination of appointments based upon discontinuance of a program or department is determined, consultation between the Vice President and Dean of the College and the Academic Program Committee shall occur. Following this consultation the committee will review and discuss the situation with the faculty at a Faculty Meeting. The Faculty Chair and the Vice President and Dean will submit the recommendations and comments of the Academic Program Committee and the Faculty to the College Executive Steering Committee which will make a formal recommendation for action to the President. Once the discontinuance of a program or department is determined an effort will be made to seek alternative assignments for all affected faculty. If the President's decision is to terminate tenured faculty the President will submit a recommendation, based on Section 2.8.4.5 of this handbook, accompanied by the recommendations of the Academic Program Committee, the Faculty, and the College Executive Steering Committee to the Board of Trustees for final action. Notice will be provided according to Section 2.8.4.4.

2.8.4.3 Financial Exigency

Termination of an appointment with tenure, or of a probationary or special appointment before the end of the specified term, may occur because of financial exigency. Financial exigency is the critical need on the part of the College to make a fundamental adjustment in its monetary expenditures in such a way as to remedy and relieve a state of urgency within the College created by a continuing inability to meet its monetary expenditures with sufficient revenue to prevent a sustained and persistent loss of funds and reduction of capital assets. Prior to termination proceedings efforts will be made to identify faculty who will voluntarily leave the College.

Before a state of financial exigency is declared the President will consult with the College Executive Steering Committee. After review and comment by the College Executive Steering Committee, the President will review the situation at a College Assembly including the size of the necessary cost reduction and, if possible, the number of positions to be eliminated, and request a formal motion of support or non-support from the Assembly. The President shall consider the comments and motions from the College Executive Steering Committee and the College Assembly prior to making a recommendation to the Board of Trustees. Should the President decide to recommend the declaration of financial exigency, the motions and minutes from the College Executive Steering Committee and the College Assembly will be included for consideration by the Board of Trustees. The Board of Trustees will make the final determination.

Once a state of financial exigency has been declared the President and/or the Vice President and Dean of the College will present a specific draft plan for reductions in faculty, based on Section 2.8.4.5, to the Academic Program Committee for comment. Concerns of program viability, integrity, academic excellence and the mission of the college should be the focus of the comments. The President and/or the Vice President and Dean will present the draft plan and the comments from Academic Program Committee to the faculty at a Faculty Meeting. The President then will submit the final plan, accompanied by the comments and recommendations from Academic Program Committee and the faculty, to the Board of Trustees for final adoption. Notice will be given according to Section 2.8.4.4.

2.8.4.4 Notice of Termination due to Changing Needs or Financial Exigency

Whenever a tenured faculty member's contract is terminated for reasons stated in 2.8.4.2 or 2.8.4.3 the faculty member concerned shall be given

not less than a 12-month notice in writing. During this 12-month period, a notified faculty member may submit a resignation to be effective as of the close of any academic term, and the salary of the faculty member shall be terminated as of the effective date of resignation. However, such compensation may not be paid if the faculty member refuses to continue to perform the regular duties for which the salary was being paid. In lieu of employment with a 12-month written notice the college may provide a faculty member severance pay of one year's salary.

Upon determining that termination of one or more tenured faculty members is required, the President shall furnish each faculty member to be terminated a written statement of the reasons for the termination. Those reasons shall address the curricular and/or financial circumstances that warranted the termination and shall indicate the manner and the information in and upon which the decision to terminate was reached. This decision is subject to appeal according to Section 2.8.4.6.

2.8.4.5 Order of Termination Within a Department or Program

The following considerations are a guide -- not to be construed as mandatory and subject to the provisions in the following paragraph -- in determining the order of faculty reductions in a department or program division where termination of faculty is proposed for curricular reasons:

- * Employment of adjunct and pro-rata faculty within a department or division should be eliminated before tenured faculty are terminated.
- * Faculty with term contracts should be terminated before tenure-track faculty in the probationary period or tenured faculty.
- * Tenure-track faculty in the probationary period should be terminated prior to the termination of tenured faculty.
- * Among tenured faculty those with higher rank should have priority over those with lower rank.
- * Among tenured faculty with comparable rank and degrees, those with greater seniority in rank should normally have priority over those with less seniority.

These guidelines will be considered when the President and the Academic Program Committee discuss the reductions that best protect the viability, integrity of a program, the academic excellence and the educational mission of the College. Performance evaluations regarding the abilities of individual faculty members will be considered, but will be subordinate to the primary concern for the future strength of the educational programs of the college. A tenured faculty member shall not be dismissed for reasons of retrenchment of a department or program in favor of a non-tenured faculty member as long as the tenured faculty member can meet the full

professional and instructional responsibilities associated with the requirements of a teaching position held by a non-tenured faculty member which is being continued within a program of the College, as judged by the Appointment, Tenure and Promotion Committee.

2.8.4.7 Recall

Faculty members terminated due to a reduction in force under Sections 2.8.4.2 or 2.8.4.3 shall be retained on a recall list for a period of 36 months for tenured and 12 months for untenured faculty members.

Individuals on the recall list shall be given first right of refusal for any faculty position at Hiram College which is opened for hiring, provided the individual is qualified for the position as determined by the Vice President and Dean of the College in consultation with the Appointment, Tenure and Promotion Committee.

If more than one individual is qualified for the position, the Vice President and Dean of the College shall offer the position first to the best qualified individual. If the offer is declined, the position shall be offered to the next best qualified individual in descending order until the position is accepted or until all qualified individuals have been offered the position, whichever occurs first. If two or more individuals are equally qualified, the position shall be offered first to the individual with greater length of service to the College as determined by the Director of Human Resources. Length of service shall include years of service in an administrative position, but shall not include time on unpaid leave of absence. The order of qualification will be determined by the Vice President and Dean of the College in consultation with the Appointment, Tenure and Promotion Committee.

Offers shall be presented to individuals on the recall list in writing, mailed first class, return receipt requested, to their last known address as contained in the Human Resource Office. The offer must be accepted by written notification to the Vice President and Dean of the College within twenty calendar days of the delivery of the notice to the individual, as evidenced by postal receipt.

Any individual who is offered a position under this provision and who declines the offer, or fails to respond properly, or respond at all, shall be removed from the recall list and all his/her rights under this provision shall end.

An individual on the recall list shall be obligated to maintain a current mailing address, telephone number and vita on file with the Office of the Director of Human Resources at all times during the recall period.

An individual who is re-employed under this provision shall be restored to the rank and tenure status he or she possessed at the time of termination.

2.8.5 Suspension or Dismissal for Cause

Only serious violation of a faculty member's responsibilities as teacher, scholar, or colleague can be considered adequate cause for dismissal of a tenured faculty member or dismissal of a non-tenured faculty member prior to the termination of the stated term of the appointment. Adequate cause shall include, but not be limited to, the following:

- * incompetence;
- * dishonesty, including but not limited to, plagiarism, falsification of academic credentials and misappropriation or misapplication of funds;
- * failure to perform assigned duties satisfactorily;
- * breach of the terms and conditions of employment;
- * substance abuse resulting in diminished professional performance, as described in Section 3.3.6;
- * knowing or reckless violation of established legal rights of students or employees of the college;
- * knowing or reckless violation of the canons of professional ethics of the College or of recognized canons of ethics of the faculty member's discipline or profession;
- * deliberate and serious violation of the rights and freedoms of fellow faculty members, administrators, staff, or students.
- * discrimination or sexual harassment (see sections 3.1 and 3.2)

2.8.5.1 Initial Discussion

When the issue of dismissal for cause arises, the Vice President and Dean of the College will discuss the matter with the faculty member in a personal conference in an attempt to reach a mutually agreeable settlement. The matter may be terminated by mutual consent at this point. Whether mutually agreed or not, the Vice President and Dean of the College shall provide written notification of the recommended action affecting the faculty member's terms of employment to the President and the faculty member concerned.

2.8.5.2 Action Short of Dismissal

Depending on the circumstances, the Vice President and Dean of the College may recommend disciplinary action other than dismissal, e.g., restrictions on activities or suspension with or without pay. Any corrective action or discipline which is mutually acceptable to the two

parties may be implemented immediately. Any corrective action or discipline may be imposed by the college after the faculty member concerned has refused a hearing or the hearing process is over.

2.8.5.3 Informal Inquiry Process

Should a mutually acceptable solution not be reached, the Vice President and Dean of the College, upon the request of the faculty member involved, shall create and charge an informal inquiry committee.

2.8.5.3.1 Informal Inquiry Committee Charge

This committee shall attempt to arrange a mutually agreeable settlement between the faculty member and the College. Should a settlement not occur, the committee shall submit a written opinion, including supporting arguments, to the Vice President and Dean concerning the desirability of initiating formal proceedings for possible dismissal, suspension, or other disciplinary action, or no further action at all. The Vice President and Dean of the College will make a formal recommendation for action to the President. The written opinion of the inquiry committee, which might differ from the recommendation of the Vice President and Dean, will be provided to the President.

2.8.5.3.2 Composition of Informal Inquiry Committee

The informal inquiry committee shall be comprised of three members of the Appointment, Tenure and Promotion Committee. The faculty member concerned shall be given the opportunity to list two or more members of the Appointment, Tenure and Promotion Committee who would be preferred. At least one faculty member from this list will be appointed to the inquiry committee.

2.8.5.4 Formal Hearing Process

In the event the informal proceedings do not result in a mutually agreeable solution, the President shall provide the faculty member with a copy of the inquiry committee's written opinion, a written statement of the College's reasons for the proposed action and information regarding the faculty member's right to a formal hearing. The faculty member will have five working days from receipt of the above mentioned information from the President to respond in writing to the President's letter.

2.8.5.4.1 Creation of a Formal Hearing Committee

Should the faculty member indicate the desire for a formal hearing a committee comprised of five tenured faculty elected at large by the faculty should be created. Faculty will be given an opportunity to decline service for reasons of conflict of interest. Furthermore,

the three faculty who served on the inquiry committee may not serve on the hearing committee.

2.8.5.4.2 Prehearing Activity

At its first meeting the hearing committee shall elect its own chair and shall determine its rules and procedures consistent with this document. The chair will direct the proceedings and rule on procedural matters, including the admissibility of evidence. The parties concerned (herein defined as the faculty member and the President or designee) shall be informed by the chair of the procedural rights that will be accorded to the faculty member.

The hearing committee may, with the consent of the parties concerned, hold joint pre-hearing meetings with the parties concerned to define and clarify the issues, effect stipulation of facts, provide for the exchange of documentary or other information and achieve such other appropriate pre-hearing objectives as will make the hearing fair, effective, and expeditious. A written memorandum of the pre-hearing conference will be prepared and provided to each party.

2.8.5.4.3 Formal Hearing

The hearing will begin no sooner than seven days after the membership of the committee has been determined. During the proceedings, the faculty member shall be permitted to have an advisor and/or counsel of the faculty member's choice. This advisor or counselor may be present during the hearing, but may not participate. The faculty member, the Vice President and Dean of the College (or designated representative), and the hearing committee shall have the right to call willing witnesses to the hearing. The faculty member, the Vice President and Dean of the College (or designated representative), and the hearing committee shall have the opportunity to question all witnesses who testify orally. Where unusual and urgent reasons make it impossible for a willing witness to appear, statements may be taken outside the hearing and reported to it. The parties shall have the right to respond to these statements. The hearing committee shall not be bound by strict rules of legal evidence or proceedings, and may admit any evidence which is of value in determining the issues involved.

All of the proceedings shall be duly recorded, private and confidential. After the committee's recommendation has been submitted to the President others may be provided information on a need-to-know basis.

2.8.5.4.4 Committee Recommendation

The hearing committee, after consideration of all relevant materials, shall submit its written recommendations to the President and the faculty member concerned. It shall make explicit findings and provide a reasoned opinion with respect to each of the grounds for dismissal.

2.8.5.5 Final Action by the President and Board of Trustees

After consideration of the committee's report and the hearing record, the President may consult with the faculty member prior to reaching a final decision regarding termination or disciplinary action. The President shall notify the faculty member of the final decision, which, if contrary to the committee's recommendation, shall be accompanied by a statement of reasons. If the President wishes to terminate the employment of the faculty member, he or she shall, in consultation with the Educational Policy Committee of the Board of Trustees, submit to the Board of Trustees a recommendation to withdraw tenure and terminate employment. The Board of Trustees should be given the opportunity to review the recommendation of the hearing board. The action of the Board of Trustees will be final and shall be communicated in writing to the faculty member concerned.

2.8.5.6 Temporary Suspension During Dismissal Proceedings

Suspension of the faculty member during dismissal proceedings shall occur only if, in the judgment of the President of the College after consultation with the Appointment, Tenure and Promotion Committee, immediate harm to the faculty member or other members of the college community or considerable harm to the quality of the instructional program of the College is threatened by continuance. Any such suspension shall be with full pay and benefits.

2.9 The Faculty's Obligations, Rights, Academic Freedom and Code of Ethics

2.9.1 Faculty Responsibilities

2.9.1.1 General Statement

Membership in the academic profession carries with it responsibilities for the advancement of knowledge, the intellectual growth of students, the improvement of society, and the success of the institution. Faculty must order and evaluate their activities in terms of their commitment to these goals, as well as in terms of their own personal and professional development.

It is incumbent upon each faculty member of Hiram College to understand the institution, to recognize its mission and goals, and to acknowledge the unique backgrounds, needs, and goals of the students who attend Hiram College.

Hiram College values highly the special characteristics of a residential liberal arts college. Central to these is the relationship between students and faculty. Generally, the faculty responsibilities described in this section are derived from the College's need to develop and cultivate that relationship, and to maintain and enhance other characteristics important for the College's success.

A faculty member shall be responsible for carrying out satisfactorily the duties agreed to in the individual faculty contract (*see Section 2.0*). Continued application of time and talents to improve in the areas specified as criteria for evaluation (section 2.5.1) is an obligation of all faculty members.

As an educational institution, Hiram College has certain legitimate expectations concerning the conduct of professional academics. The following statements outline additional obligations incumbent on faculty members of Hiram College.

2.9.1.2 Adherence to College Regulations

This Faculty Handbook is intended to set forth the policies and regulations of the College. These policies and regulations are established so that members of the College community will understand what is required of them, and so that each individual may be treated in a fair and consistent manner. Each member of the faculty has the responsibility to adhere to these policies and regulations.

The material in this Faculty Handbook and future revisions will be approved by the appropriate individuals and bodies of the College (see section 1.8) and will be disseminated, in writing, to the College community. Each faculty member has a responsibility to know these regulations and to make every reasonable effort to adhere to them. If questions of interpretation arise, clarification should be sought from the President, the Vice President and Dean of the College, the Director of Human Resources, or the College Life Steering Committee. Any exceptions mutually agreed to must be in writing and signed by all parties concerned.

2.9.1.3 Principal Occupation

It is expected of a regular full-time faculty member that Hiram College is

the principal employment. He/she will be principally occupied with the academic growth and development of students through teaching and advising, and with other college duties and responsibilities, during all sessions of the academic year (see 2.11.3).

2.9.1.4 Course Offerings and Content

All course offerings must be in accord with the general academic requirements of Hiram College, the needs of the majors, and the needs of the student body.

Faculty members are required to conduct their classes at a level suitable to maintaining the rigor appropriate to each of their assigned courses. Each instructor is responsible for planning and presenting the assigned course material; establishing course objectives and requirements and making them known to students through a written syllabus; selecting and ordering texts and supplemental materials; assessing student progress; and assigning grades in a timely fashion.

Faculty members are also obliged to maintain records that may be used by the institution for purposes of course level, department level, and institution level assessment.

2.9.1.5 Absence and Class-Related Duties

Faculty are required to meet their classes punctually and according to the official College schedule throughout the entire term. If, for some valid reason, a faculty member is unable to meet a class, arrangements shall be made to offer alternate instruction to satisfy students' expectations and the individual's own contractual obligations. This can be accomplished in a variety of ways. If all classes scheduled for a course during seven or more consecutive calendar days must be missed, then the faculty member must have the approval of the Vice President and Dean of the College for alternative arrangements. The Vice President and Dean of the College should be notified of absences for conference attendance or other activities which require significant alteration of regularly scheduled class meeting times.

A faculty member shall not enroll or refuse to enroll students in courses on the basis of their beliefs, or otherwise discriminate among them capriciously, based upon considerations unrelated to academic performance as defined by the College. When grades or other evaluations of academic performance are required, a faculty member shall provide the College with such grades or evaluations. A faculty member shall return tests and required papers to students within a reasonable time with appropriate comments and/or grade. A faculty member shall adhere to College policies regarding incompletes, grade changes, independent

studies, etc.

2.9.1.6 Student Advising

The student-faculty advising relationship is at the very center of what Hiram College is. This relationship is cultivated through formal meetings, such as advising sessions or course-related discussions. The faculty member shall remain current and knowledgeable of College requirements in order to provide accurate advising. The development of the relationship requires that faculty be accessible to students. The relationship also grows through less formal interactions, both on and off campus.

2.9.1.7 Availability and Office Hours

An important part of the culture of Hiram College is a faculty presence on campus. When faculty are available in their offices or elsewhere on campus, students find them more approachable, and collegiality among the faculty is enhanced. Certainly it is possible to communicate via phone and e-mail, and faculty should use all of these tools when appropriate. But faculty are also expected to facilitate face-to-face interactions. The availability of such times should be made known to students at the beginning of each course; times should be available on most days and at different hours to accommodate different student class schedules.

2.9.1.8 Share in Governance

A faculty member shares responsibility for the governance of the College. This responsibility can be met by regularly attending and taking part in College Assembly and faculty meetings, by being available for work on college committees, and by performing other duties as requested. This responsibility also includes participation in department meetings and completion of departmental responsibilities. Faculty are expected to attend opening convocation and commencement in appropriate academic regalia. Those who are unable to attend should notify the Vice President and Dean of the College well in advance.

2.9.1.9 Recruitment of Prospective Students

Faculty members are expected to cooperate with the Admission Office in appropriate ways, such as interviewing visiting students and allowing them into the classroom or laboratory, writing letters, and calling prospective students.

2.9.1.10 Participation in Campus Life

Faculty are expected to take part in campus life on a regular basis. This can be accomplished by, for example, attending events such as athletic competitions, musical and theater performances, special events, convocations, and library forums. Such participation is yet another way of cultivating student-faculty relationships and promoting collegiality among

the faculty and staff of the College.

2.9.1.11 Academic Community Cooperation

While members of the faculty have a clear responsibility to their own discipline, they are also members of the larger collegial community and should, therefore, make a demonstrable effort to share responsibility for the general education program, and to work cooperatively with members of other departments, the Weekend College, the administration, and the student body.

2.9.1.12 Deadlines

Each faculty member is responsible for meeting the appropriate deadlines established by the Vice President and Dean of the College, the Registrar, the Business Office, the Bookstore, and the Office of Human Resources.

2.9.2 Academic Freedom Statement

Institutions of higher education are conducted for the common good and not to further the interests of either the individual teacher or the institution as a whole. The common good depends upon the free search for truth and its free exposition. The following quotations are from the AAUP 1940 statement as amended in 1990. Only the portion of AAUP's statements quoted here are a part of Hiram College policy.

Academic freedom is essential to these purposes and applies to both teaching and research. Freedom in research is fundamental to the advancement of truth. Academic freedom in its teaching aspect is fundamental for the protection of the rights of the teacher in teaching and of the student to freedom in learning. It carries with it duties correlative with rights.

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. Teachers are entitled to freedom in the classroom in discussing their subject, but they should be careful not to introduce into their teaching controversial material which has no relation to their subject.

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.

2.9.2.1 Statement of Faculty Right to Academic Freedom

While affirming academic freedom as a right, Hiram College recognizes that, in some circumstances, the questions of academic freedom become enmeshed in questions of professional incompetence or irresponsibility. In the effort to distinguish between these sometimes confusing issues, the guiding principle is that charges of professional incompetence or irresponsibility shall not be used to limit academic freedom, nor shall appeals to academic freedom be acceptable as a shield for professional incompetence or irresponsibility.

2.9.3 Code of Professional Ethics

The privilege of faculty appointment brings with it commensurate responsibilities to students, colleagues, and the College, as well as to academe and society; holding oneself to high standards of teaching, research, and service; and adhering to high standards of professional integrity and conduct.

Integrity in scholarship and teaching is a fundamental value upon which the College is founded. Without integrity, we could not justify the privilege of academic freedom intrinsic to scholarship and education, nor could we provide to society the advancements of knowledge that derive from open inquiry. It is, therefore, a fundamental responsibility of the faculty to abide by college and professional standards of academic and research integrity.

Hiram College and the Board of Trustees have endorsed the following AAUP Statement of Professional Ethics:

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. In the exchange of criticism and ideas professors show due respect for the opinions of others. 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 including full academic freedom within governance.
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 within established faculty forums. 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.

Professional responsibility also requires conduct that is accords all college policies and state and federal laws and regulations. This includes, but is not limited to, policies and laws on the proper use of college funds, conflict of interest, use of animals and human subjects in research, occupational safety, free speech, nondiscrimination, hazardous and toxic waste management and disposal, and sexual harassment.

Failure to maintain these standards may be sufficient cause for a faculty member to be subjected to adverse action, up to and including dismissal from the faculty.

2.9.3.1 Plagiarism and Collaborative Work

Every faculty member must be guided by the following:

1. In dealing with students, professors must demonstrate by precept and example the necessity of rigorous honesty in the use of sources and of utter respect for the work of others.
2. In his or her own work, the professor must scrupulously acknowledge every intellectual debt--for ideas, methods and expressions--by means appropriate to the form of communication.
3. Scholars must make clear the respective contributions on a collaborative project, and professors who have the guidance of students as their responsibility must exercise the greatest care not to appropriate a student's ideas, research, or presentation to the professor's benefit. To do so is to abuse power and trust.

2.9.3.2 Human Subject Research and Animal Research

The College is responsible for safeguarding the rights and welfare of human subjects in any research, development, and related activity, and for assuring the proper care of laboratory animals used in research. Faculty involved in research with people or animals must follow the guidelines established by the College's Institutional Review Board and IACUC.

2.10 Faculty Development and Recognition

Faculty development opportunities are provided to promote institutional excellence and meet institutional needs. The objective is to promote teaching excellence not only as an ideal, but also as a practical benefit to both the faculty and the College, thus a matter of the College's academic vitality. More specifically, the objectives of the College's faculty development opportunities include: to help faculty maintain current knowledge and skills in their disciplines; to help faculty continue to develop general teaching skills and methodologies, including an understanding of developments in learning theory and its implications for teaching, course and program design. Faculty development also supports institutional needs such as retraining, adding content areas in course and programs, curricular evaluation, advising, and improving quality.

2.10.1 Sabbatical Leave

Forms of Sabbatical Leave

The College offers two forms of Sabbatical, traditional and pre-tenure.

Purpose

The purpose of the traditional sabbatical program is to provide every tenured faculty member with opportunities for professional renewal, growth, and development that support institutional excellence. It provides time free of the usual College responsibilities for concentrated intellectual activity. Pre-tenure sabbaticals are intended to allow new faculty the opportunity to bring their theses to publication, or initiate new areas of scholarship.

Eligibility

Pre-Tenure: Pre-tenure faculty undertaking a six-year pre-tenure period are eligible for a pre-tenure sabbatical after successful completion of their mid-point review.

Traditional: All tenured faculty members shall be eligible for sabbatical fellowships. Each year the College will fund sabbaticals for seven faculty: one full-year sabbatical at 50% salary and six half-year (one semester) sabbaticals at 100% salary, or two full-year sabbaticals at 50% salary and five half-year (one semester) sabbaticals at 100% salary. The College will continue its contributions toward customary fringe benefits of faculty members while they are on sabbatical. The entire faculty will be ranked on the basis of number of years being counted from either year of employment or year of last sabbatical. Each full-time teaching year will be equivalent to one sabbatical credit. Newly-hired faculty members will be placed on the schedule and accrue sabbatical credits as they teach (prior teaching experience at other institutions will not count toward sabbatical credits), and when they obtain tenure will be on schedule to be awarded a sabbatical leave. New hires will be placed on the sabbatical schedule in order of the dates of completion of their terminal degree. Faculty who have administrative assignments and who teach part-time, will appear on the schedule and accrue sabbatical credits on the basis of the number of courses taught that can be converted to sabbatical credits. When such faculty return to full-time teaching, they become eligible for sabbaticals once they have accrued enough sabbatical credits. Sabbatical leave will not be granted to faculty who have had a sabbatical in the previous five years. Exceptions to these guidelines will be made in consultation with the Vice President and Academic Dean.

Procedure

Pre-Tenure: Faculty may approach the Vice President and Dean after notification of their successful pre-tenure evaluation to schedule their sabbatical upon consultation with the Chair of their academic department or program.

Traditional: Sabbaticals will be offered each year to the seven faculty members on campus and teaching full time who have accumulated the most sabbatical credits. One or two of these may be for full-year sabbaticals. The full-year sabbaticals will be offered, in the order of their ranking, to each of the top seven

faculty members. If no one accepts a full-year sabbatical, and all choose to take a semester sabbatical, then the full-year sabbatical will not be awarded that year. Should an eligible person take no sabbatical, one will be offered to the faculty member with the next highest number of sabbatical credits until someone accepts the available sabbatical. Should two members from a small department be eligible for a sabbatical in the same year, the one with the greater number of sabbatical credits would be permitted to go, whereas his or her department colleague would be eligible the following year.

Each spring term, before the sabbatical leave application period, a list will be sent to all faculty members showing the Sabbatical Schedule Rankings. The highest ranked seven will be requested to respond promptly as to their intention to apply or not apply for a sabbatical for the year-after-next. The process will continue until seven sabbaticals are allocated or until all eligible faculty have been offered a sabbatical, whichever comes first.

During the subsequent fall term, each faculty member who indicated he or she would propose a sabbatical will submit that proposal. Proposals for sabbaticals will be considered for substantial work that results in a scholarly project, class-related preparation and/or a program of formal study. Proposals should detail goals, objectives, and outcomes. All proposals must be consistent with the mission of the College and result in an appreciable benefit to the institution. Sabbaticals may be taken as study leaves, research leaves, or participation in programs which can be brought back to enrich the service component at Hiram College. Examples could include research leading to publication; the creation of new courses; or service activity which leads to opportunities for student participation. Proposals should be discussed with department members and the Dean of the College. Proposals should be approved by the department chair and include a plan for covering courses and/or providing replacement sections. Proposals will be read by a subcommittee of the College Life Steering Committee. If a proposal is deemed not acceptable according to these guidelines, it will be returned to the faculty member for revision. The sub-committee is responsible for recommending to the Dean those proposals which meet these criteria.

Outside Funding

Given the prestige for the College associated with outside funding of sabbatical leaves, incentives to seek support from foundations and other such sources would be desirable. At the same time, in consideration of College support, including the continuation of employee benefits for faculty on sabbatical, the College should be able to share in the benefits of awards received by those being supported by the College. Therefore, if a faculty member on a one semester sabbatical receives a stipend or salary in addition to the Hiram College support, the Hiram College support will be reduced by one half the amount of the award. If a faculty member

on a full-year sabbatical at half pay receives a stipend or salary that is more than the other half of the faculty member's salary, then the College contribution will be reduced by one half of the amount of the award that is in excess of half the salary. This sharing of awards applies to salaries, wages, and stipends, but awards for expenses are excluded. In addition, if the proposed sabbatical includes summer work, the faculty member could receive an outside award up to 2/9 of his or her base salary in addition to the full base salary before any sharing of the award would apply. Faculty who receive outside support equal to or above their full salary could request a leave of absence and would retain their standing in the sabbatical schedule. However, taking a sabbatical and a leave of absence with less than two full years intervening would be subject to approval by both the department and the Dean.

Obligations

A faculty member is required to remain on the College faculty for at least one academic year following a sabbatical. Upon returning from the sabbatical, the faculty member must take the initiative to organize a campus activity, such as a public lecture, demonstration, seminar, workshop, reading, recital, or show, in order to present the results of the sabbatical to the Hiram community. The form of such a presentation will be decided in consultation with the Vice President and Dean of the College or a representative of the Dean's Office. A written report on the sabbatical shall be prepared for the Dean's Office within four months of returning from sabbatical. Copies of the report and all publications that result from the sabbatical will be deposited in the College Library Archives and in the faculty member's file in the Dean's Office.

2.10.2 Educational/Short-term Retraining Leave

Leaves are available to tenured faculty members without pay upon approval of the Vice President and Dean of the College. Short-term retraining leaves will be available with pay only when initiated by the College. The terms of all leaves will be established in writing (see Section 3.4).

2.10.3 Travel and Conferences

Faculty members may receive assistance with expenses related to attending meetings of professional organizations. The Vice President and Dean of the College will ask faculty on an annual basis to project their conference and convention travel for the fiscal year. Levels of support available vary depending upon the number of requests, the fiscal year budget, and the location of the meetings. Typically, a higher level of support is available for those who are on the program at professional conferences than for those in attendance only. A

written request for such financial assistance should be submitted to the Vice President and Dean of the College.

2.10.4 Faculty Tuition

A tuition benefit is available to faculty members who take coursework at Hiram College (see Section 3.5.3).

2.10.5 Awards and Grants

The Michael Starr Award

The annual award, established by former trustee Michael Dively, seeks to encourage newly appointed faculty to continue a career in academic life and to provide public recognition for outstanding service and potential.

Vencl/Carr Recognition of Teaching Excellence

An Outstanding Teacher Award was established in 1981 through the generosity of John and Hilde Carr. This award recognizes individuals who have made an unusual and significant contribution to the education of students beyond the classroom. Nominees may hold any academic rank and there is no minimum length of service to the College.

Gerstacker-Gund Scholars Fellowship Grants

The Gund Foundation, Esther Gerstacker, and Hiram College have established endowment funds whose earnings will support scholarship and teaching effectiveness for new faculty. Faculty members during their first six years at Hiram may request support for extending dissertation research, developing teaching expertise, and developing new research topics.

The Paul E. Martin Award

The Paul E. Martin Faculty Enhancement Program, established through an endowment gift from Paul Martin, provides income to be used on an annual basis in support of faculty who through the faculty evaluation process have been judged to have made outstanding contributions to the College's academic program and educational life in the preceding year. A faculty member cannot receive a Martin Award two consecutive years.

2.11 Workload

2.11.1 Academic Work Year

The Academic Work Year is a 9-month period, from approximately mid-August to approximately mid-May. Although certain faculty members, especially

department chairs and freshman colloquium faculty, will have responsibilities that can only be completed during the summer, the College will strive to schedule all general faculty responsibilities during the academic work year. The students' recesses--Thanksgiving, Christmas, and Spring Break--are also periods when faculty members usually have no formal responsibilities requiring campus presence.

2.11.2 Teaching Duties

All full-time faculty are required to fulfill their annual teaching load responsibilities (see section 2.11.5) by teaching in all 12-week and all 3-week sessions. This is especially critical during the 3-week sessions because of the need to have sufficient places for all students. Additional teaching during a 12-week session does not typically substitute for not teaching during a 3-week session because it shifts teaching resources from the time of greatest need to a time of less need.

Faculty may request a special exemption from *teaching* responsibilities during a 3-week session only under extraordinary circumstances. A case must be presented to the Associate Dean of the College that explains why teaching resources should be shifted from a 3-week session to a 12-week session. The case must also: (i) rest on curricular issues, not teaching preferences; (ii) describe what other non-teaching activities will be undertaken during the 3-week session; and (iii) be supported by the entire department. The case should be submitted at least two weeks before the deadline for submitting the schedule of classes. The Associate Dean will review all cases and make a recommendation to the Vice President and Dean of the College, who will make the final decision approving or denying each request. Exceptions will not be granted to the same person on a regular basis.

2.11.3 Non-Teaching Duties

A faculty member's non-teaching responsibilities include advising, scholarship and research, and institutional service (committee assignments, administrative tasks, departmental activities, grant writing, etc.). Under the rare circumstance that a faculty member who is not on leave does not have teaching duties during a term, other duties will remain in place.

2.11.4 Conflicts Between Primary College Responsibilities and Outside Activities

As stated in Section 2.9.1.3, it is required that Hiram College is the principal employment for all regular full-time faculty. No outside service or enterprise, professional or other, should be undertaken that might interfere with the faculty member's primary responsibility as an employee of Hiram College. If questions arise, the Vice President and Dean of the College will initiate a meeting with the

faculty member to discuss institutional concerns about whether a faculty member is meeting the standard of this policy. If a disagreement results, as primary employer of a full-time employee, it is the judgment of the institution as to whether or not there is a conflict of commitment.

2.11.4.1 Primary Faculty Responsibility

The primary responsibility of a faculty member is to render to the College the most effective service possible and to devote his/her full working time to the College. At the same time, outside activities of a professional nature may be encouraged by the College where such activities help the faculty member make worthy contributions to knowledge, contribute to instructional programs, or otherwise make a positive contribution to the College or the community, providing that they are limited and do not interfere with the faculty member's performance of his/her primary responsibilities.

2.11.4.2 "Outside Activities" and "Outside Professional Activities"

For the purposes of this section, "outside activities" and "outside professional activities" are distinguished as follows:

- a. "outside Activities" are those activities, compensated or uncompensated, which are not included directly or indirectly in a faculty member's contractual obligations to the College, and which are not related to the faculty member's academic specialty
- b. "outside professional activities" are those activities, compensated or uncompensated, which are related to the faculty member's academic specialty and which involve persons, entities or governmental agencies other than the College or programs administered through or sponsored by an outside entity. Examples of "outside professional activities" include:
 1. practicing a profession on a part-time basis;
 2. providing professional, managerial, or technical consulting services to an outside entity;
 3. serving on a committee, panel or commission established by an outside entity;
 4. testifying as an expert in administrative, legislative, or judicial hearing;
 5. participating in or accepting a commission for a musical, dramatic, dance or other artistic performance or event sponsored by an outside entity; and/or
 6. teaching at an institution other than the College

2.11.4.3 Prior Authorization Required

Faculty members engaged in outside activity are required to seek approval from the Vice President and Dean of the College to be sure that the

activity meets the standard of the policy in Section 2.11.4. Such approval is usually given for a specified period of time, or for a specified activity, and may be revoked with written notice from the Vice President and Dean of the College.

2.11.5 Teaching Load

As a general rule, a 22-24 semester hour teaching load is viewed as a full-time teaching load and is considered to be approximately two-thirds to three-fourths of a faculty member's overall responsibilities to Hiram College. In most cases, a faculty member's teaching load is calculated simply by adding the semester hour value of all courses taught. In some cases, however, responsibilities other than "regular" classroom teaching will contribute to the semester hour calculation.

The Associate Dean of the College is responsible for evaluating each faculty member's teaching load. He or she will discuss possible overload (more than 24 hours) and underload (less than 22 hours) situations with individual faculty and report the results to the Vice President and Dean of the College. Compensation for overloads is paid in May and June.

2.11.5.1 Teaching Loads in Non-Science Departments

For most faculty members in non-science departments, the annual teaching load will correspond to the total semester hours of the courses taught. Some examples of teaching assignments that would meet the annual load expectation for full-time faculty members include the following:

- a. Six courses, each with sufficient enrollment, totaling at least 22 semester hours.
- b. Seven or more courses, each with sufficient enrollment, totaling at least 21 semester hours.
- c. A teaching load that does not meet the conditions of a or b, but is augmented by appropriate credit for the following:
 - * Music lessons, music ensembles;
 - * Theater productions (directing, set design);
 - * Independent study/research, internships; field supervision (see 2.11.5.3)

The calculations used for "appropriate credit" in part c will be submitted by the department chair and reviewed annually by the Associate Academic Dean.

If a teaching load calculation results in an overload situation, and includes part c type credit, and also includes full credit for a low enrollment course (see section 2.11.5.6), then the overall calculation may be reduced. The appropriate reduction, if any, will be determined by the Associate Academic Dean, in consultation with the Department Chair and the Vice

President and Dean of the College. The purpose of such a reduction is fairness to all faculty; overload situations that include low enrollment courses sometimes reflect a lighter overall workload than overload situations that do not include low enrollment courses.

2.11.5.2 Teaching Loads in Science Departments

In the sciences, the calculation of the annual teaching load is similar, except for courses that include a supervised laboratory component. For those courses, the following method is used: (the method described is for 12-week sessions; an analogous method is used for 3-week sessions; *The basic change is to divide the hours by 4 in step 1 (i) and (ii).*):

Step 1: Calculate:

- (i) the hours per week of traditional classroom contact (lecture, discussion, etc.), and
- (ii) the hours of supervised laboratory work.
("hours" means clock-hours; i.e., 60 minutes).

Step 2: Calculate the teaching load credit as follows:

- (i) One sem-hr of teaching credit for each hour (per week, for 12 weeks) in the classroom;
- (ii) Sem-hr credit for a percentage of laboratory hours according to the following classification:
 - A. 50%, if the professor is actually in the laboratory throughout the lab period, as the sole person in a supervisory role, assisted, perhaps, during part or all of the time by a student lab assistant. (Multiple sections are counted as separate lab assignments for the professor.)
 - B. 33%, if the professor designs and oversees the laboratory, but the actual lab periods are supervised by a student lab assistant (with regular visits by the professor). (Multiple sections are counted as a single lab assignment for the professor.)
 - C. 25%, if the professor designs and oversees the laboratory, but the actual lab periods are supervised by a laboratory teaching assistant who is a non-student college employee (with only occasional visits by the professor). (Multiple sections are counted as a single lab assignment for the professor.)
 - D. 0%, if there is no lab assignment, or the lab is assigned entirely to another professor.

Thus, a full-time teaching load for faculty in sciences with required laboratories is 22-24 sem-hrs of teaching credit made up of the following:

1. credit for courses with supervised laboratory components, as described above;
2. credit for non-laboratory courses, calculated in the same way as for non-science faculty members;
3. credit for independent study/research, internships (see Section 2.11.5.3)

If a teaching load calculation results in an overload situation, and includes either type 3 credit, or type 1 credit that exceeds the credit-hour value of the course, and the teaching load calculation also includes full credit for a low enrollment course (see section 7.10.2.4), then the overall calculation may be reduced. The appropriate reduction will be determined by the Associate Academic Dean, in consultation with the Department Chair and the Vice President and Dean of the College. The purpose of such a reduction is fairness to all faculty; overload situations that include low enrollment courses sometimes reflect a lighter overall workload than overload situations that do not include low enrollment courses.

2.11.5.3 Internships and Independent Study/Research Teaching

Faculty members often direct independent study or research courses (281, 481), field experiences and internships (298, 498), or tutorial courses for individual students.

The next two sections describe two ways in which the supervision of internships and independent study are counted in the calculation of a faculty member's workload. The premise is that the experience is most beneficial and successful when the independent work is a significant part of the student's workload (3 or more semester hours), and when it counts as a part of the faculty teaching load.

2.11.5.4 Internship Coordinator

Departments that require or strongly encourage an internship (of 3 or more semester hours) as part of the major may designate one faculty member as the Internship Coordinator. Compensation may be in the form of credit towards the faculty member's teaching load, or an additional stipend. For each affected department, the arrangements will be made annually between the department chair and the Associate Dean of the College. The expectation will be that the department's Internship Coordinator (if there is one) will handle nearly all of the department's internships.

2.11.5.5 Other Teaching Credit

Faculty members will receive teaching load credit for directing independent study or research courses (281, 481), field experiences and internships (298, 498), or tutorial courses. In general, a total of three students, each enrolled for 3 or more semester hours, counts as one

semester hour of teaching, provided that each independent study or internship requires development, supervision and evaluation by the faculty member.

For the integrity of our academic program, independent work must actually be done during the semester of registration. In particular, the students must not be permitted to register during the academic year for coursework completed wholly or mostly in the summer.

2.11.5.6 Low Course Enrollment Policy

A course with an enrollment of five students or fewer (14 students or fewer for team taught courses) is a low enrollment course. A low enrollment course signals a possibly unwise use of faculty resources, and may indicate insufficient student interest or other logistical issues. It also suggests that there will be larger enrollments in other courses. Clearly there are situations in which low enrollment courses must be taught because of curricular, departmental and faculty scheduling constraints. The low course enrollment policy that follows recognizes those situations, but also attempts to promote greater awareness of the need to use all of our faculty resources as wisely as possible.

The Associate Dean of the College will review all low enrollment courses each semester shortly after registration. This review will include consultation with the faculty member(s) and the department chair. Factors such as the type of course (e.g., senior seminar, upper level elective in the major), past enrollment history, other similar offerings, etc., will be considered. Based on this review, the Associate Dean will decide either to allow the course to be taught or to cancel it. The decision will be based on serving the interests and needs of our students and using our faculty resources wisely. If the decision is to cancel the low enrollment course, the Associate Dean will discuss the following alternatives (listed in order of preference) with the faculty member and department chair:

- a. Schedule another course in either the traditional or weekend college in the same semester.
- b. For a fall semester cancellation, schedule another course in either the traditional or weekend college in the spring semester.
- c. Schedule some specified alternative project of service to the College.

2.11.6 Overloads

The Associate Academic Dean is responsible for assessing each faculty member's teaching load. When an overload situation exists, faculty will be paid a supplemental stipend. Compensation for overloads is paid in May and June,

because no overload occurs until the faculty member actually exceeds the 24 hour load.

Faculty engage in overload teaching when they agree to teach more credit hours than a full load because such scheduling is in the best interests of the department and the College. Overload teaching situations should not be scheduled unilaterally by either the faculty member or the College. They must be discussed within the department and approved by both the department chair and the Associate Academic Dean.

The overload stipend is calculated in one of two ways:

- a. If a faculty member has a full-time teaching load (as defined in 2.11.5), the overload stipend an additional course that is taught in the Weekend College will be made at the current rates for three or four semester hour courses.
- b. If the entire teaching load is in the traditional college, the overload stipend is \$ 533 for each semester hour of teaching credit over 24.

The annual academic year limit for teaching load credit is 30 semester hours, including all overload hours.

2.12 Leaves

A leave of absence from work may be granted, depending upon circumstances, with or without pay. Any leave of absence must be approved by the Vice President and Dean of the College, and the President. Details concerning particular types of leaves are specified in Section 3.4 of this Handbook.

2.13 Benefits

Benefits are determined by the Board of Trustees, after study and consultation by faculty, staff and administration. Periodically, they are reviewed and revised to meet changing needs and objectives. Details concerning the benefits that are a part of the current annual faculty contract are specified in Section 3.4 of this Handbook.

2.14 Faculty Compensation Policies

Annual letters governing salary are usually tendered to faculty members on or before June 1. While most contracts for full-time faculty are written for a nine-month period, the College pays salaries in 12 equal monthly payments.

2.14.1. Adjunct Faculty Pay Scale

Adjunct faculty pay is based on the number of three and four semester hour courses taught at Hiram. This pay scale rewards adjunct faculty experience and continuity in teaching at Hiram College. The current pay scale is available from the Associate Dean of the College.

2.14.2 Overload Pay

Compensation for overloads is paid in May and June because no overload occurs until the faculty member actually exceeds the 24 semester hour load.

2.14.3 Summer Session Pay

Teaching in the summer session is considered to be outside the traditional nine month academic year. Summer school pay for all faculty (regular or adjunct) will be based on the number of students enrolled in a course. The Dean of the Weekend College administers the summer school program.

2.14.4 Supplemental Pay

For performing tasks determined to be above and beyond the normal professional responsibilities of full-time faculty at Hiram College, supplemental pay will be earned. The Vice President and Dean of the College will normally seek faculty advice and comment when determining whether a task is above and beyond normal faculty responsibilities.

2.14.4.1 Weekend College Advising and Workshop Pay

Serving as an advisor in the Weekend College and teaching Weekend College Workshops is voluntary. Both of these activities involve a supplemental contract with a corresponding stipend. Neither of these activities counts in the teaching load calculation for full-time faculty.

2.14.4.2 Department Chair Compensation

Academic department chairpersons will be paid an additional stipend at the end of the academic year upon the satisfactory completion of their department chair responsibilities. These stipends are based upon an evaluation of the overall complexity and time demands of individual department chair's responsibilities. (suspended FY 2005)

2.14.4.3 Compensation for Faculty/Administrators Who Teach Courses

Some faculty members such as the Writing Director and the Chaplain are contracted to perform multiple duties, including teaching a number of courses. When these faculty members with multiple duties teach additional course beyond their contractual number, they will be compensated for an overload. Full time staff members may be compensated for teaching if their managers agree that the work lies

outside of the context of his/her professional role, and that the expectations for maintaining all current job functions remain intact. In such cases, compensation is warranted, similar to a faculty overload.

2.15 Faculty Grievance Procedure

NOTE: This procedure applies for grievances concerning policies that involve peer review, and which are faculty related matters. For all other grievances, see section 3.3.7.

Intent

The College recognizes and endorses the importance of academic due process and of resolving grievances properly without fear of prejudice or reprisal. Accordingly, the College encourages the informal and prompt settlement of grievances. The orderly processes set forth are designed to protect academic due process and academic freedom. This process is the sole method for the resolution of all formal faculty grievances for grievances as outlined in the definition section of this procedure.

Definition

A grievance is defined as an allegation by a faculty member, or a group of faculty members, that there has been a breach, misrepresentation, or misapplication of College policy, as set forth in Part II of the Faculty Handbook concerning policies that involve peer review and which are faculty related matters, such as appointment or non-reappointment, tenure, promotion, dismissal for cause, or reassignment.

Grievance Review Committee

The Grievance Review Committee will consist of five members as follows: Two full-time, ranked faculty members, chosen annually by faculty election, and two appointed annually by the President. Each August the Faculty Chairperson will arrange for a meeting of the Grievance Review Committee. When convened, the four committee members will elect a chair from amongst themselves. The fifth member of the Grievance Review Committee will be selected by the grievant at the time the grievance is filed. If there is a conflict of interest with one or more of the regular members in an individual case, an alternate(s) will be chosen by the Faculty Chairperson to serve on the Committee for that case.

Duties of the Grievance Review Committee

- * To act as overall facilitator of the procedures handled in the grievance process.
- * To receive grievances from any faculty member or group of faculty members.
- * To review all appropriate material in relationship to the grievance.
- * To hold a grievance hearing where both the grievant and Vice President and Dean of the College (or his/her designated representative) will have ample opportunity to present concerns addressed in the grievance.
- * To prepare a report with its recommendation and submit it to the grievant, the Vice President and Dean of the College, and the President.

2.15.1 Procedure for Handling Grievances

Intent

A demonstrated effort must be made by the parties involved to arrive at a fair and equitable resolution of each such question without resorting to the procedures below. It is essential for the grieving faculty member or group of faculty members to communicate with the Associate Dean of the College and the Vice President and Dean of the College (or his/her designated representative) so they can respond to the situation. However, if the grievant remains dissatisfied with the results of such efforts, he/she may follow these procedures:

Filing of Grievances

(Note: In its motion to accept the Handbook, the Board of Trustees asked that a specific time limit be discussed and agreed upon by the faculty and that a recommendation be brought to the Board for review and action at its January, 1998 meeting.)

Prompt filing is very important. If time lapses after the faculty member(s) knew or reasonably should have known the facts or events giving rise to such matter, it may not be possible to utilize witnesses or evidence that may have been available if timely utilization of the channels identified in this procedure had been followed. The grievant(s) must submit to the Grievance Review Committee Chair a written request for a hearing before the Committee. Requests not timely submitted may limit the College's liability and may make it more difficult or impossible to obtain information. The written grievance should set forth in detail the alleged wrong; insofar as possible, against whom it is directed; the relief and/or remedy sought by the grievant(s); and may contain any other data which the grievant(s) deems pertinent.

Convening an Informal Attempt at Settlement

Normally, within ten (10) calendar days after receipt of the grievance, The Chair will convene the Grievance Review Committee. The Chair will provide the members of the Committee with all materials submitted by the grievant(s) and Vice President and Dean of the College (or his/her designated representative) or faculty member(s) against whom the grievance is being filed. The Grievance Review Committee will try to resolve the grievance(s) by informal means and with no precedent if both parties agree. (Calendar days are calculated only during the days when the College is in regular session.)

Final Hearing

The Grievance Review Committee Chair will normally convene a grievance hearing within ten (10) calendar days of the first meeting of the Committee on the case. The grievant(s) shall be heard first and afforded ample time to frame the

issue or issues, present any relevant testimony or evidence, question the appropriate college administrator or faculty member(s), and request appropriate relief. Upon the conclusion of the grievant's presentation, the Vice President and Dean of the College (or his/her designated representative), or faculty member(s) shall have the same opportunity to present their case. Immediately following this, the grievant will be granted the opportunity for rebuttal. The Vice President and Dean of the College (or his/her designated representative), or faculty member(s) shall have the same opportunity to rebut the issues raised by the grievant(s). It is expected that this hearing will proceed as quickly as is reasonably possible.

Hearing Decision

A report of the Grievance Review Committee shall be prepared by the Chair normally within ten (10) calendar days after the hearing. This report shall be a written summary of what the Committee members judge to be the central issue(s) involved, expressing an opinion of whether or not procedural irregularities occurred, and a statement of recommended resolutions. This document shall be sent to the President and all principal parties of the case, modified as necessary to protect confidentiality or to reflect the varying ways in which parties may have been involved in the case. The President shall receive a complete statement of the Grievance Review Committee's summary and recommendations.

Presidential Decision

The President shall normally make the final determination on actions to be taken following a recommendation made by the Grievance Review Committee. However, the President may delegate such authority in appropriate cases or may submit the matter to the Board of Trustees for its final determination. The final decision shall be written and delivered to the grievant(s) normally within thirty (30) calendar days after receipt of the Grievance Review Committee's report by the President.

Time Constraints

If it is the decision of the Grievance Review Committee that circumstances warrant a different time schedule, such as a grievance being filed at the end of a school term, the Grievance Review Committee will propose an amended schedule to both the grievant(s) and the Vice President and Dean of the College or faculty member(s). The schedule will be finalized at a meeting between the Committee and both parties to the grievance, with the President making the final determination if an agreement cannot be reached.

Process of Proceedings

The hearing will be conducted in private. Indications of irresponsible discussion of the grievance outside of the formal hearing may become the basis for allegations that appropriate procedures have been violated. All parties to the hearing are cautioned against such irresponsible discussion. The parties will make no public statements about the case during the course of the hearing.

During the proceedings, the grievant(s) will be permitted to have an advisor from within the College community.

All parties to the grievance will have the right to obtain witnesses and present evidence.

The College will cooperate with the Grievance Review Committee, and with the grievant(s), in securing witnesses and making available documentary and other evidence requested by either party to the extent permitted by contract or law. All parties will have the right to cross-examine witnesses. When a witness has made a written statement and cannot or will not appear, but the Grievance Review Committee determines that the interests of justice require admission of that statement, the Committee will identify the witness, disclose the statement, and, if possible, provide the interrogatories. The Grievance Review Committee will grant appropriate continuances to enable either party to investigate evidence, or for any other appropriate reason.

In these cases, the burden of proof shall be on the grievant(s).

The Grievance Review Committee will not be bound by strict rules of legal evidence. An effort will be made to obtain the most reliable evidence. The decision will take the form of findings of fact, conclusions, and recommended disposition of the grievance. The findings of fact, conclusions, and the recommended disposition must be based solely on the hearing's record, pertinent College procedures as set forth in the Faculty Handbook and the laws of the United States of America and the State of Ohio.

<p style="text-align: center;">PART III: Institutional Policies Applicable to all Employees of the College</p>

3.0 Overview Statement

These are policies adopted by the Administration and the Board of Trustees, because of Federal, State or Local legal requirements, or by choice of the institution to meet a community or social need.

These policies are subject to change by the President and/or Board of Trustees. These will normally be given for review to appropriate internal governing bodies prior to their promulgation and effect.

3.1 Equal Opportunity Statement

It is the policy of Hiram College that employment determinations are made without regard to race, color, religion, national origin, age, sex, non-job related handicap or disability in accordance with law. The College encourages employees to seek advancement and provides opportunity for upward mobility to higher positions by hiring the best qualified individuals.

Hiram College will not tolerate harassment, prejudice, abuse or discrimination by or of its students, faculty or staff. The College promotes a productive work environment and will not tolerate conduct by any employee that harasses another employee, disrupts or interferes with another employee's work performance, or creates an intimidating, offensive, or hostile environment.

The College also prohibits the use of racial or ethnic slurs and statements directed toward a person's religion, gender, or ethnic or national origin that are intended to demean or diminish that person and that have the effect of creating a hostile work environment.

An employee who believes that the actions or words of a manager, supervisor, another employee, or a non-employee constitute unwelcome harassment of oneself or of another employee, has a responsibility to immediately report the suspected harassment to the Director of Human Resources, a department head or college officer. If an employee believes that he or she, or another employee, has been discriminated against, has an obligation to report the suspected discrimination to the Director or Human Resources, a department head or college officer.

The College will investigate complaints of discrimination promptly. Employees are

required to cooperate in any investigation. The College will communicate the findings of the investigation to the parties involved. Retaliation against any employee for filing a complaint or participating in an investigation is prohibited.

Any employee, supervisor, or manager who is found to have engaged in discriminatory conduct will be subject to disciplinary action up to and including discharge.

3.1.1 Multiple Relationships and Role Conflicts

Policy:

The supervision of the work or progress of another with whom an employee has a familial, business or romantic relationship is a conflict of interest and must be disclosed to the supervisory employee's immediate supervisor. The conflict will then be administered by the College in the manner that it determines is appropriate which may involve changes in assignment, reporting relationships, or other interventions.

Examples:

- * No individual may be assigned to a department supervised by someone with a dual relationship who has or may have a direct effect on the individual's progress or performance. Employees with dual roles cannot work for the same immediate supervisor without the prior written approval of the Vice President responsible for that work area.
- * A faculty member will not serve on the Appointment, Tenure, and Promotion Committee when another faculty member with a dual relationship is being considered. Individuals are precluded from evaluating the work performance of such persons, or from making hiring, salary, or similar financial decisions concerning such persons.
- * In the context of academic evaluation, individuals are precluded from evaluating the progress or performance of those with whom they have multiple roles. Faculty members should refrain from having such persons enroll in a class where the faculty member is the instructor of record. If this is not possible, another faculty member with the appropriate expertise will serve in a support role, as arranged with the appropriate dean.

3.2 Sexual Harassment Policy

Hiram College Harassment-Free Workplace Policy, adopted May, 2007

Hiram College is committed to creating and maintaining an educational and work environment which is free of all forms of unlawful harassment. Any form of unlawful

harassment will be considered unacceptable conduct, is prohibited, and will not be tolerated. This policy defines what constitutes prohibited harassment and explains the procedures that the College will utilize to respond to allegations of violations of this policy. In addition to issuing and enforcing this policy, the College constantly strives through education and programs to inform College faculty, staff and students about the nature of prohibited harassment and to help insure that both preventative and corrective measures are in place. Every employee of the College has a responsibility to adhere to this policy and assist the College in its enforcement. Doing so assists the College in maintaining an academic and social environment which is based upon the principles of human dignity and respect.

Forms of Prohibited Harassment

The College prohibits all forms of unlawful harassment. This includes harassment based on sex or gender. It includes harassment based upon race. It also includes harassment based upon age, religion, disability, sexual orientation, veteran or military status, national origin, ancestry, and any other status protected by law.

• *Sexual Harassment*

Sexual harassment includes any unwelcome sexual advance, request for sexual favors or other verbal or physical conduct of a sexual nature that explicitly or implicitly involves a condition of one's employment or which has the purpose or effect of either unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. Sexual statements, including comments about an individual's body or attire, sexual jokes and unwanted physical touching will not be tolerated.

• *Romantic Relationships with Students*

Implicit in the concept of professionalism is the recognition by those in positions of authority that their relationships with students include an element of power. It is incumbent on those with authority to neither abuse nor to seem to abuse the power with which they are entrusted. Consequently, an employee who has direct professional or supervisory responsibility for a student may not initiate or consent to a romantic or sexual relationship with such a student. Direct professional responsibility for a student includes assigning grades, making writing recommendations, advising, coaching, directing performances, teaching, supervising, awarding financial aid, disciplining, and any other action that may affect the student's current or future study or employment.

• *Romantic Relationships Between Employees*

Any supervisor who has direct professional or supervisory responsibility for another College employee may not initiate or consent to a romantic or sexual relationship with such an employee. In addition, the College strongly discourages the initiation or consent to a romantic or sexual relationship between employees where there is not a direct professional or supervisory responsibility.

• *Ethnic Harassment*

Ethnic harassment may include verbal or physical conduct that is directed at a person's race,

religion, ancestry or national origin and which has the purpose or effect of either unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. Racial or ethnic slurs or

statements having the purpose or effect of denigrating persons because of their race, religion, ancestry, or national origin will not be tolerated.

• ***Other Forms of Prohibited Harassment***

Other forms of prohibited harassment include verbal or physical conduct that is directed at a person's age, disability or veteran or military status and has the purpose or effect of either interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment. Statements having the purpose or effect of denigrating persons because of their age, disability or veteran or military status will not be tolerated.

• ***"Electronic" Harassment***

Each form of prohibited harassment is equally prohibited if it is done "electronically". The policy prohibits harassment which consists of the public display or sharing of sexually, racially, or ethnically offensive and unwelcome audio or visual materials, emails, internet web sites, web logs ("blogs"), pictures, or pornographic images.

• ***Off-Campus Harassment***

This policy prohibits all forms of unlawful harassment regardless of the location of the employee or student. College employees shall not engage in prohibited harassment of other employees or students during any off-campus trips or during any College-related events or activities away from campus.

• ***Retaliation Prohibited***

In addition to prohibiting unlawful harassment itself, the College also prohibits all forms of retaliation taken against any person who reports an allegation of prohibited harassment or who participates in the investigation of any allegation of harassment.

• ***Reporting Harassment***

Any employee who believes they have experienced or observed any conduct which violates this policy is obligated to report the alleged violation.

• ***Harassment Policy Officer***

The College appoints a staff member to act as the College's Harassment Policy Officer.

This person has the responsibility to do the following:

- Provide information about the possible avenues for resolution of allegations of harassment.
- Provide information about the interpretation and enforcement of this policy.
- Provide education about prohibited harassment and methods of maintaining a harassment-free workplace and preventing prohibited harassment.
- Investigate allegations of violations of this policy.

• ***Reports to Harassment Policy Officer or College Supervisors or Managers***

An employee who believes they have either experienced or observed any conduct which violates this policy is required to promptly report the information they have which leads them to believe that a violation has occurred to the Harassment Policy Officer, the employee's supervisor, a human resources manager, or any other College employee with managerial or supervisory responsibility with whom the reporting employee is comfortable speaking about the issue. Supervisors, managers, or any other person with supervisory responsibilities are then responsible for reporting the incident to the Harassment Policy Officer.

• ***Investigating Harassment Allegations***

Allegations of policy violations will be promptly investigated by the Harassment Policy Officer. If the allegation of harassment involves the Harassment Policy Officer in a way that would make the Harassment Policy Officer's investigation of the allegation inappropriate or not objective, then the College will appoint a different person to act as the investigator.

- ***Confidentiality***

Although the College will strive to maintain the confidentiality of the investigation to the fullest extent practicable, it cannot guarantee absolute confidentiality. Each person involved in the investigation of an allegation of harassment will be required to maintain confidentiality.

- ***Investigation Process***

The person investigating the allegation will investigate the allegation in a manner that is prudent and thorough under the circumstances. Ordinarily, the investigation will involve the interview of the persons who allegedly experienced and observed the reported act of harassment and the persons alleged to have engaged in the prohibited conduct. In addition, written statements ordinarily will be required of each person believed to have relevant knowledge or information which could aid the investigator's investigation of the allegation. Finally, the investigator ordinarily will prepare a written report memorializing the facts gathered during the investigation and the investigator's conclusions regarding whether or not a violation of the policy has occurred.

- ***Corrective Measures***

The person investigating the alleged policy violation will share the results of the investigation with the College employees who have supervisory responsibility over the person alleged to have violated the policy who will then be responsible for determining whether or not corrective measures will be taken and, if so, what corrective measures will be taken. The person investigating the allegation will not participate in any decisions regarding the employment status of any person alleged to have violated this policy but may assist the College in implementing any corrective measures which are taken as a result of the results of the investigation. Any person found to have violated this policy will be subject to disciplinary action which may include termination of employment. Any person disciplined as a result of a violation of this policy may request that that decision be reviewed by the College President.

3.2.1 Romantic and/or Sexual Relationships

Romantic and/or sexual relationships are strongly discouraged when they occur between an employee of the College and a person for whom an employee has a professional responsibility; for example, faculty, administrator, subordinate, advisor, coach or residential staff member. The asymmetry of the faculty-student or supervisor-employee relationship means that any romantic and/or sexual relationship between an employee and a student or supervisor and subordinate is potentially exploitative. Such relationships may also result in the appearance of unfair advantage accruing from the consenting relationship. The power differential inherent in such relationships may render any apparent consent void.

Charges of sexual harassment may arise even when romantic and/or sexual relationships exist that are apparently consensual. Misuse of any degree of power or authority over others constitutes an abuse. Should this occur, the claim that the relationship is/was consensual will not be an adequate defense.

Faculty and staff engaged in any romantic and/or sexual relationship with a student or subordinate should be sensitive to the constant possibility that they may unexpectedly be placed in a position of responsibility for the student's or employee's instruction, evaluation, or well-being. Any romantic and/or sexual relationship between an employee and a student or subordinate raises serious concerns about an individual's professional ethics and judgment which may have a negative effect on decisions regarding an individual's employment status. These relationships may be subject to concerns about the validity of consent, conflicts of interest, and unfair treatment of other students or employees. Further, such relationships can undermine the atmosphere of trust essential to the educational process and the employment relationship.

Although consensual romantic and/or sexual relationships between an employee-student or supervisor-subordinate are not illegal, Hiram College strongly discourages such relationships for the reasons described above. Any member of the faculty or staff who engages in such a relationship must accept responsibility for insuring that they are not in the position to teach, supervise, evaluate, or make decisions with regard to the education or employment of the student or subordinate employee. Failure to do so is grounds for dismissal (see Sections 2.8.5 and 3.2).

Questions about this policy should be referred to the Vice President and Dean of the College or administrative supervisor.

3.3 Campus Community Policies

3.3.1 Employee Conflict of Interest and Conflict of Commitment

Hiram College requires that work for and commitment to the institution will take precedence over other work or service commitments (see Sections 2.9.1.3, 2.11.4).

The situation most likely to create a conflict of interest concern is taking on outside work. A conflict of interest situation is one in which an employee influences or is in a position to influence College decisions for personal financial gain or benefit. A conflict of commitment situation is one in which outside activities substantially interfere with an employee's obligation to the institution. It is understood that situations which carry the potential for conflict need not in fact

always lead to an actual conflict because of careful attention to ethics on the part of the employee and the College. Conflicts of commitments arise out of situations in which the loyalty and effort devoted to the College are in apparent conflict with other activities that detract from the obligation to the institution either in terms of employee effort or loyalty. Employees who are exempt from the overtime provisions of the federal Fair Labor Standards Act are expected to devote 100% of their professional effort to the College. Professional effort is not defined in terms of hours worked per week or per day, but rather in terms of the effort that a competent professional would be expected to expend in behalf of the institution. Full-time employees must not devote effort to a competitor of Hiram College.

Each situation is different and many variations are possible. When in doubt, and even if an employee has no doubts but thinks that others may, he or she should discuss his or her plans or situation with the vice president who has overall responsibility for the area of employment. Disclosure is the single most appropriate and acceptable method of addressing potential conflicts of interest or commitment. In resolving questions of potential conflict of interest or commitment, the College's final judgment is binding.

As a result of employment with Hiram College, an employee may have access to and use information and knowledge which Hiram College deems to be unique and private to the College. This information must not be used in any detrimental way during employment or following termination of employment, nor may the employee disclose it to any third-party. Employees are not permitted to copy or remove, without express consent of the President, any confidential information of any type or description. The use or disclosure of any non-public information without the President's consent is illegal and will not be permitted. The use of such information could cause significant injury to the College and the College will look for damages if an employee disseminates confidential material. When in doubt, discuss any questions with the Vice President and Dean of the College.

3.3.1.1 Interest in Creative Works

It is the policy of Hiram College not to interfere with the long-standing and traditional rights of the faculty and staff to write, create, produce, or otherwise generate works or products which are copyrightable, patentable, or of commercial value, on their own initiative. Any such materials written, created, or produced or otherwise generated by a faculty or staff member shall remain the exclusive property of the faculty or staff member, and that person shall have the sole right of ownership and disposition, unless the materials are written, created, produced or otherwise generated "for hire."

3.3.1.2 Sales of Employee-created Materials to Hiram Students

Materials created for use in a particular course shall be sold to students at cost. If materials sold to students or the College are materials for which an

employee receives money, the employee must be sensitive to issues of conflict of interest (see section 3.3.1).

3.3.2 Copyright Law Compliance Policy

All employees of the College, including but not limited to staff, faculty, and administrators, shall conduct their activities on behalf of the College, including but not limited to, any research or writing activities, in compliance with all the requirements of the United States copyright laws and regulations.

As a condition of employment, each employee agrees to accept responsibility for reading and understanding the requirements of the copyright law and the policy statement and guidelines of the College. If such an effort has been made, as determined by the College, it shall be considered "good faith compliance" by the College and the employee shall not be required to indemnify the College for any damages, judgments, or costs which may be obtained against the College for the acts of the employee.

If, however, an employee willfully, intentionally, negligently, or without good faith, violates the copyright provisions, the employee shall be solely liable for all losses, damages, judgments, and costs of whatsoever kind or nature that may be incurred. Should the College be named in a legal or equitable action arising from such wrongful infringement, the employee agrees to save, hold harmless, and indemnify the College against all losses, damages, fees (including attorney fees), or other penalties, monetary or otherwise, that may be incurred as a result of such conduct.

College employees are referred to Section 107 of the Federal Copyright Law Revision of 1978 for the definition of "fair use" of copyrighted material.

3.3.2.1 Use of the College Name and Seal

The College's name and seal are the exclusive property of the College and, consequently, may not be used in connection with goods or services offered by any outside organization without the prior permission of the President of the College. Faculty members publish a considerable number of reports in the form of bulletins, circulars, scientific articles, monographs, and books, some of which are copyrighted and others of which are not. Material from such recognized publications is, of course, quotable, and proper recognition should be given to both the individual author and to the College in connection with such quotations.

Official stationery may not be used in connection with "outside activities" without the written approval of the President. No report or statement relating to outside activities may have the name of Hiram College

attributed to it. The use of official College titles for personal gain or publicity is prohibited without the written approval of the President.

3.3.2.2 Computer Software Use Policy

The extensive usage of computers in higher education has brought about new ethical problems and questions dealing with honesty and security. The following is a College statement dealing with these matters.

General Information

The computer facilities at Hiram College are available to the faculty, staff, students and other members of the College community. Procedures for logging into a College computer are available at the Dray Computer Center. By logging into one of the computer systems of Hiram College, the user is agreeing to be bound by the principles and conditions outlined below.

Purpose

The purpose of the Hiram College computer facilities is to further the mission of the College. All use of these facilities must be in accord with this purpose.

Ownership of Data

All information placed on a Hiram College computer system becomes the property of Hiram College except as provided by license. The College may use this information as it deems fit to further the mission of the College.

Availability of Service

Hiram College makes no representations concerning the availability of its computer systems.

Privacy

Hiram College makes no representations concerning the privacy of any material put on its computer systems.

Data Integrity

Hiram College makes no representations concerning the integrity or retrievability of material put on its computer systems.

Retained Information

Hiram College collects and retains information pertaining to the users of its systems. Accounting and security logs or other information from a system may be used as prima facie evidence that violations of this Code of Ethics have occurred.

Software Licensing

Hiram College prohibits any installation or use of software on its computer systems that either violates the licensing agreements of the specific software package or that violates the software licensing agreements of the College.

Illegal Acts

Hiram College prohibits the use of its computer systems for activities which violate local, state or federal laws.

Responsibilities of Users

Users are legally and financially responsible for everything that happens through their accounts.

System Security

Users are responsible for helping to maintain the security of the Hiram College computer systems and the security of computer systems networked to a Hiram College system. Examples of this responsibility are given below. Users have the responsibility to safeguard their accounts with a confidential password known only to themselves. This password must be constructed in such a way as to essentially prohibit anyone except the authorized user from ever using the account. Passwords should be changed frequently.

Accounts are given for the specific use of one particular person. No one else may be allowed to log into that account or to use it in any way. Passwords may not be given to other people, or structured in such a way that they can be easily guessed. Terminals may not be left unattended while they are logged into a system.

Users may not attempt to log into accounts other than their own, attempt to access files of others without their consent, or attempt to breach or otherwise compromise the security of a Hiram College computer system. Attempts to acquire privileges that have not been explicitly granted to the user by the Dray Computer Center is prohibited.

No user may possess a program which retains information that serves to identify other persons using that program without the written approval of the Director of Computer Services. All such programs must inform its users that such information is being collected.

In order to log in either to or from a Hiram College computer system and another computer system on the network, a user must have legitimate access to both systems.

Users must request approval from the Computer Center before making logins from an off-campus system. All non-approved network logins from an off-campus system will be treated as violations of this code.

Appropriate Use

Users are responsible for using their accounts in a manner consistent with the mission of the College. Examples of responsibility pertaining to this use are given below.

No person may use a Hiram College computer system for commercial purposes, for personal profit, or in a manner that violates a local, state, or federal law.

Users may not put offensive, obscene, or abusive material on the Hiram College computer systems. Neither may they put any software on a system that could compromise the security of any College system, or that could compromise the security of a user. Storing these items in an account is a violation of this code of ethics. Recipients of mail violating this code should notify the staff of the Dray Computer Center and follow their instructions before deleting it. Mail and other programs which communicate to other users must be used courteously. Unsolicited, annoying, or obscene messages may not be sent to other users. Chain letters of any kind are forbidden as are large mass mailings. Users must notify senders of large volumes of mail such as listservers and nameservers to stop sending mail to them whenever they leave campus or otherwise become unable to login. Allowing a large volume of messages to accumulate and take up disk space is not permissible.

Users are responsible for understanding and following the administrative procedures set up by the Dray Computer Center. These procedures are available at the Computer Center. Users are also responsible for reading and following administrative directives that are posted from time to time in the terminal clusters and on the systems.

The Hiram College computing facilities are shared resources. All users are expected to be conscientious, courteous and sensitive to the needs of others. No user may attempt to degrade the performance of the system or attempt to deprive others of the use of resources or of access to the facilities. For example, an excessively long print job would be inappropriate use, particularly if many people were trying to use the printer. Users may not modify either system hardware or system software from the configurations made by the Computer Center. All software on the College computing systems must be installed under the direction of the Dray Computer Center.

Users are responsible for determining that materials which they put on Hiram College computer systems are appropriate for those systems. Users must be particularly careful with confidential information. Hiram College does not represent that confidential material put on its systems will remain private. Users contemplating putting confidential material on Hiram College computer systems are urged to become familiar with the numerous ways that computerized information can inadvertently become public. Users also need to be aware that Hiram College does not represent that material put on its systems will be retrievable or will be preserved without corruption. Users are advised to always have appropriate backup copies of any computerized material.

Understanding the Principles

The responsibilities outlined above are not an exhaustive list. Users are expected to understand the principles underlying these responsibilities and act in accordance with them.

Administration

Administration of the Hiram College computer systems is centralized in the Dray Computer Center. All questions regarding the operation of these systems should be directed to that location. In particular, difficulties logging into a system, mechanical failures, or suspicious activity on a system should be brought promptly to the attention of the Computer Center.

The staff of Dray Computer Center maintain the Hiram College computer systems and define user access to data. Pursuant to their duties, they have unrestricted access to any data on a Hiram College computer system. Supervisors and other who need access to data that is not in their personal accounts should contact the Dray Computer Center.

The Computer Center staff are authorized to do anything that they deem necessary to insure the integrity of the Hiram College computer systems. For example, because of hardware, software or other problems, it sometimes becomes necessary to stop processes, remove users, delete files, crash a system or take other harsh actions without prior notice to users.

Violations

Violations of this code of ethics are handled by the Director of Computer Services in conjunction with the normal disciplinary procedures of the College. For faculty, violations of this code of ethics will be considered a violation of professional ethics, subject to the provisions of section 2.9.3.

Suspected violations should be reported to the Computer Center. The

Director of Computer Services and his staff will remove users from the Hiram College computer systems without further notice when they believe that a violation of this code of ethics has occurred. Once removed from one of the College computer systems, a person may not use any other College computer system including personal computers. Penalties for violations of this code of ethics are determined during the disciplinary procedures and may involve the Computer Center and other academic and administrative departments. Penalties may be as severe as probation, suspension from the College or dismissal. Violations of local, state or federal laws will be handled in accordance with the procedures defined by those laws. Legal or other penalties incurred by Hiram College because of actions done by a user in violation of this code may become the responsibility of the user.

3.3.2.3 Software Copyright and Compliance Policy

It is Hiram College's policy to prohibit software piracy or copyright infringement. Violators are subject to the disciplinary procedures of the college as outlined in the college handbooks. The following are some of the activities prohibited by this policy:

- * Unauthorized copying of software.
- * Loading one's own software for use on Hiram College computer systems in violation of a license agreement.
- * Copying software that is available on the Campus Computing facilities in violation of the license agreement signed by the College.

The only copying of software which is permitted under this policy is that of software which is in the public domain or that which conforms to the software licensing agreements of the College. Users are responsible for ensuring that software they install on College computer systems is in the public domain or that it is properly licensed by the College before it is actually installed on a college computer system. Illegal copies of software found in the account of a user or on a computer controlled by a user will subject the user to disciplinary procedures. These disciplinary procedures may include such measures as the removal of the user's access privileges to all of the College computing systems or the termination of the user's relationship with the College.

3.3.3 Policy on Employee Medical Records

Hiram College must maintain accurate medical records, including medical reports on results of physical examinations and any other medical information required as a condition of employment, or arising out of an occupationally related injury or disease. These records are maintained as separate and confidential files in the Human Resources Office. Upon written request, employees and their designated representatives have the right to see or copy the contents of such medical records. If it is believed that presentation of a medical record directly to an employee

would result in serious medical harm, a copy of the record must be given to a physician designated in writing by the employee. A copying cost of \$.05 per page may be charged to employees seeking this information.

3.3.4 Safety Policy

All employees are covered by Workers' Compensation insurance which is effective on their date of hire. This insurance covers work related injuries and illnesses. Hiram College recognizes the prevention of employee injuries as one of its highest obligations and strives to provide safe working conditions and equipment to protect employees on the job. However, there is a certain amount of precaution and good judgment which employees must take to avoid injury. Employees are expected to cooperate in working carefully at all times and promoting safe practices among fellow employees.

Any hazardous situation or unsafe condition must be reported to a supervisor and any safety related questions should be referred to a department chair. Employees are required to immediately report to a department chair any injury of any kind, to the oneself or any other individual, no matter how slight. Any medical treatment received due to a work-related injury or occupational disease must be filed as a workers' compensation claim. The College's Health Center is equipped with first aid supplies for treating minor injuries. Serious cases should be attended to by a physician.

3.3.5 Condolence Policy

When an employee, or the spouse, parent or child of an employee dies, the following should occur:

1. The Human Resources Office should be notified and provided with the name of the deceased and the funeral arrangements so that flowers can be sent on behalf of the employee's department and Hiram College. As an alternative, a donation can be made to a charity or fund if requested.
2. The employee's department chair should notify the President's Office as soon as possible so that a card of sympathy may be mailed to the employee's family.

The intent of this policy is to be supportive to the people who make up Hiram's academic community.

3.3.6 Drug and Alcohol Policy

As a federal contractor, Hiram College is required to take steps to insure a drug-free workplace. With the adoption of the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226), the College must sign a

certification of compliance in order to receive any federal funds. The law applies to all students and employees and makes no distinction between full-and part-time, permanent or temporary staff and students. A separate handbook called the Hiram College Drug and Alcohol Policy is available to all employees and may be obtained from the Human Resources Office. This booklet provides additional information concerning the policy adopted by the college, procedural guidelines, health risks associated with alcohol and drug abuse, federal and state penalties and resources for receiving assistance.

The following statements are taken from The Hiram College Drug and Alcohol handbook:

As an educational community, Hiram College is committed to the life of the mind. The abuse of substances is contradictory to the purpose and goals of the institution.

The College's intention is to provide an environment that fosters personal development and autonomy through individual choice. However, that freedom of choice exists with the understanding that each member is expected to obey state law, to comply with College policies, and to take full responsibility for his/her conduct as a member of the College community. Every individual, whether or not under the influence of substances, is accountable for his/her behavior.

The College does not intend to monitor the personal lives, or to invade the legitimate privacy of its members. However, the College will intervene if a member's conduct creates disorder or damage. Every effort will be made to enforce College policy consistently, and to provide education related to the informed use or non-use of substances.

The policy adopted by Hiram College states that no employee shall unlawfully distribute, dispense, possess, use or be under the influence of any alcoholic beverage, malt beverage or fortified wine or other intoxicating liquor at a school-approved event, or unlawfully manufacture, distribute, dispense, possess or use or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid or any other controlled substance, as defined in schedules I through V of section 202 of the Controlled Substances Act before, during or after college hours at college or in any other college district location. "College location" means in any college building or on any college premises; in any college-owned vehicle used to transport students to and from college or college activities; off college property at any college-sponsored or college-approved activity or function, such as a field trip or athletic event, where students are under the jurisdiction of the college; or during any period of time such employee is supervising students on behalf of the college or otherwise engaged in college business.

3.3.7 College Grievance Procedure

The College recognizes that from time to time, as in all human affairs, personal problems or questions in connection with work may arise. It is essential in such matters for the employee to communicate with the College through the channels identified in this procedure, which is the formal method for resolution of employee grievances for grievances as defined in this section. A grievance is defined as an allegation by an employee, or a group of employees, that there has been a breach, misrepresentation, or misapplication of college policy in matters such as compensation, benefits, or administrative-related matters.

The College encourages the informal and prompt settlement of grievances. If time lapses after an employee knew or reasonably should have known the facts or event giving rise to such matter, it may not be possible to utilize witnesses or evidence that may have been available if timely utilization of the channels identified in this procedure had been followed. Grievances that are not submitted timely may limit the College's liability and make it more difficult or sometimes impossible to obtain information. If you should have a problem, special request or a work-related question, there are several ways open for you to seek a satisfactory answer. For such purposes, the following avenues are open and you are encouraged to use them as follows:

- STEP 1: *Through your Department Chair* - Ordinarily, you would discuss the matter with your department chair. If your department chair is unable to help, he/she may be able to assist you by referring you to an appropriate source.
- STEP 2: *Through the Associate Dean of the College* - While it is suggested that it is better to discuss these matters with your department chair first, if circumstances warrant, you may go directly to the Associate Dean of the College to seek a solution. The Associate Dean of the College normally responds to you within ten (10) working days.
- STEP 3: *Through the Human Resources Office* - If the foregoing steps do not resolve the problem, or if these avenues do not seem appropriate for the particular situation, you may contact the Human Resources Director to obtain assistance. The Human Resources Director will attempt to obtain a suitable answer to any question or resolve any conflict.
- STEP 4: *If these discussions fail to produce a satisfactory solution, an employee may submit in writing the complaint or concern to the Vice President and Dean of the College.* Such written report

should contain the name of employee(s) involved, alleged violation(s), facts of the case, name(s) and date(s) of individual(s) involved in the above Steps, and remedy sought. If desired, an employee may request assistance in preparing this report. A copy normally should also be submitted to the Human Resources Office. The Vice President and Dean of the College normally will make a written response to such employee within ten (10) working days following receipt of such employee's written request. A copy shall also be submitted to the Human Resources Office.

STEP 5: *A final appeal may be made to the President.* Employees need to attach a copy of all prior written correspondence with a memorandum specifying the reason(s) such employee believes an unsatisfactory situation exists and remedy sought. A copy normally should also be submitted to the Human Resources Office. The President normally, within thirty (30) days of receipt, shall issue the final determination. This will be communicated in writing to the employee, Human Resources Director, and other appropriate personnel who have been involved in the process.

3.3.8 Whistle Blower Policy

Hiram College (the “College”) requires all faculty, staff, and students to observe high standards of business and personal ethics in conduct of their duties and responsibilities. The College is committed to compliance with the laws and regulations to which it is subject and to promulgating College policies and procedures to interpret and apply these laws and regulations in the College setting. The College’s internal controls and operating procedures are intended to detect and prevent or deter improper activities. However, even the best systems of control cannot provide absolute safeguards against irregularities. The College has adopted a whistleblower policy for these instances.

The Whistleblower Policy governs only the reporting and investigation of suspected violations of law, external regulations or College policy of a financial nature or misuse of College resources. Such Wrongful Conduct may include, but are not limited to, theft or inappropriate use of cash or other College property, falsification of hours worked for payroll purposes, inappropriate spending of cash through the accounts payable process and falsification of expense reports. The policy is not intended and may not be used for personal or employment grievances, general compensation and benefit complaints, opinions on policy, etc.

Reporting Wrongful Conduct

The College encourages all faculty, staff, and students, acting in good faith, to report suspected or actual wrongful conduct on a timely basis. To make a report under this policy, a faculty member, staff member, or student is required to complete a Whistleblower Disclosure Statement which is located on the College’s portal site and to submit it to the Director of Human Resources.

An investigative team including the Director of Human Resources, Chief Financial Officer and the appropriate department head will be assembled. If the alleged wrongful conduct involves a member of the investigative team, the Disclosure Statement should be submitted to the President's Office.

Faculty, staff and students should be aware that the filing of the Whistleblower Disclosure Statement noted above acknowledges their understanding that an investigation will commence if deemed necessary by the College upon its knowledge of the wrongful conduct. Since successful investigations are many times based upon timely evidence, reports under this policy should be made as soon as possible, preferably within six months of knowledge of the wrongful conduct, and not later than one year.

Acting in Good Faith

Anyone filing a complaint of wrongful conduct must be acting in good faith and have reasonable grounds for believing the information disclosed indicates wrongful conduct. Any employee or student who knowingly or with reckless disregard for the truth gives false information or knowingly makes a false report of wrongful conduct or a subsequent false report of retaliation will be subject to disciplinary action, up to and including termination or expulsion (if a student).

Protection from Retaliation

An employee or student who in good faith reports a suspected violation of law or College policy shall not suffer retaliation from other employees or the College, including but not limited to or adverse employment consequences or harassment. An employee who retaliates against someone who has reported wrongful conduct in good faith is subject to discipline up to and including termination of employment. Any employee or student who believes that he/she has been retaliated against after making a good faith report should report this alleged retaliation to the Human Resources Office, unless the alleged was by an employee in the Human Resources Office, in which case the report should be made to the President's Office.

Confidentiality

Confidentiality of the reporter will be maintained to the extent practicable within the limitations of the law, College policy and the legitimate needs of the investigation. In addition, employees submitting a report should be aware that their public testimony might be needed to prove the case against the suspected employee.

Although an employee or student's report may possess merit, comments made to others regarding another employee could constitute defamation, invasion of privacy or other grounds for civil liability for which the reporter could be sued and for which the reporter would be solely responsible. Employees or students should not discuss allegations outside of the reporting and investigation process. This is especially the case should the investigation prove that the suspected employee or student's actions were lawful or within College policy.

Note that if an employee or student self-discloses his or her identity directly or indirectly through his or her own actions outside of the official investigation process, the College is not obligated to maintain confidentiality.

Handling of Reported Wrongful Conduct

The Human Resources Office will acknowledge receipt of the reported wrongful conduct or suspected wrongful conduct within five business days, unless such report was submitted anonymously. All reports of wrongful conduct will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation. The investigative team will consist of the Director of Human Resources, the Chief Financial Officer, and the appropriate department head. If the result of the investigation is that the allegation is not satisfactorily established, the investigation will be deemed complete. If the investigation establishes that a violation of law, external regulation or College policy occurred, the Director of Human Resources, the Chief Financial Officer, the Vice President that oversees that department with assistance of external counsel (if needed) will determine the appropriate action based upon College policy and the law. The investigation process and rationale for resolution will be documented and attached to the Whistleblower Disclosure Statement and will reside in the Human Resources Office. A summary of all Disclosure Statements and status will be provided to the Audit Committee Chair on a periodic basis.

3.3.9. Grievances against a Student

The College recognizes that from time to time, conflicts may arise out of our interactions with students. The College has a fully developed Judicial Board and process with oversight of cases in which student behavior violates policies listed in the annually published Student Handbook. Faculty and Staff are encouraged to contact the Dean of Students or Chair of the Judicial Board for reference into that system.

3.4 Leaves

A leave of absence from work may be granted, depending upon circumstances, with or without pay. Any leave of absence must be approved by the Vice President and Dean of the College, and the President. The Human Resources Office should be advised and consulted when a leave of absence is requested in order to maintain the proper records and consistent implementation of this policy.

3.4.1 Leaves of Absence With Pay

3.4.1.1 Short Term Disability

A faculty member who is unable to work because of illness or disablement for one or two days must notify appropriate departmental or other colleagues as soon as possible to minimize inconvenience for students and

other members of the community. It is expected that, as a matter of professional courtesy, faculty colleagues will substitute for the absent member in his/her teaching assignments whenever possible.

Where this is not possible, the member will be expected to make up any missed classes as soon as possible upon his/her return to work. It is expected that the faculty member will exercise the benefit described in this Section with discretion in order that there be minimal dislocation to the academic program or inconvenience to his/her students and faculty colleagues.

3.4.1.2 Medical Leave

Any absence from work extending beyond one (1) week, because of personal illness or injury, must be covered by a medical leave of absence. A faculty member who becomes ill or disabled must request, as promptly as possible, a medical leave from the Vice President and Dean of the College, who will make arrangements with the Human Resources Office to initiate a medical leave. A physician's certificate indicating the date of inception, nature, and estimated duration of the illness or disability shall be provided to the Vice President and Dean of the College within two (2) weeks.

The two (2) week notification period cited above may be extended in emergency or unusual situations at the discretion of the Vice President and Dean of the College. When a faculty member knows in advance of an expected absence due to temporary disablement, he or she shall notify his/her Department Chair of this fact at once and may continue to work provided he/she is physically able to perform his/her duties adequately and safely. The Department Chair shall transmit such notification received to the Dean upon receipt. Please also refer to the provisions of the Family and Medical Leave Act Policy (FMLA). This medical leave provision is administered concurrently with any provision covered by FMLA.

The leave will be reviewed periodically by the Vice President and Dean of the College. Evidence of disability, satisfactory to the College, to substantiate medical leave or continuation of medical leave is required.

Full salary continuance up to six (6) months will be granted. Faculty who are disabled over six (6) months may become eligible for Long Term Disability benefits under the insurance program. Faculty who remain off work over six (6) months because of personal illness or injury, upon written request and evidence of disability, will be granted an extended medical leave of absence without pay for a period of up to an additional six (6) months, or up to a maximum of one (1) year from their last day worked. Upon return from leave, the faculty member shall submit to

his/her Department Chair a physician's statement certifying that the member has recovered and can resume his/her normal duties without restriction. This statement shall be transmitted by the Chair to the Dean and the Director of Human Resources. The College may, at its option, refer the faculty member to a mutually acceptable physician for an examination prior to the resumption of his/her duties. Medical, dental, life and LTD premiums will be continued by the College for up to the first six (6) months of medical leave of absence. These premiums will be continued by the College for up to an additional six (6) months based on one month for each full, continuous year of employee service, or by the faculty member whose continuous service does not qualify for additional continuance by the College. In the event a faculty member continues to be disabled after being on medical leave for twelve (12) months, the college's obligation for benefit premiums above shall cease. Such member shall be deemed to be either on "indefinite medical leave with recall rights" or on "indefinite medical leave".

The status of being on "indefinite medical leave with recall rights" shall apply to tenured members who are medically disabled and who have exhausted medical leave privileges. Such members shall have the right of reinstatement to full-time status with their last rank and tenure, provided an authorized vacancy exists in their department and they comply with return to work medical documentation requirements. The status of being on "indefinite medical leave" shall apply to non-tenured members who are medically disabled and who have exhausted medical leave privileges. Such members may be reinstated at their last rank if such reinstatement is recommended by the Department Chair and ATP and approved by the Vice President and Dean of the College and they comply with return to work medical documentation requirements.

When a faculty member has been placed on medical leave, the College has the right to fill that member's position with a regularly appointed full-time faculty member, in accordance with section 2.8.4.1.

3.4.1.3 Personal Emergencies

A faculty member who, as a result of a personal emergency, is unable to work for one or two days must notify appropriate departmental or other colleagues as soon as possible to minimize inconvenience for students and other members of the community. It is expected that, as a matter of professional courtesy, faculty colleagues will substitute for the absent member in his/her teaching assignments whenever possible.

Where it is not possible for faculty colleagues to substitute, the member will be expected to make up any missed classes as soon as possible upon

his/her return to work. It is expected that the faculty member will exercise the benefit described in this Section with discretion in order that there be minimal dislocation to the academic program and minimal inconvenience to his/her students and faculty colleagues.

3.4.1.4 Military Leave

Employees who are required to attend a summer encampment of the Reserve of the Armed Forces or the National Guard will be granted a leave for such purposes. If you have one or more years of service, and have to fulfill an annual active duty military training obligation, the College will pay the difference between your base service pay and your regular base salary for a period not to exceed two (2) weeks (80 hours) in any calendar year.

If an employee is inducted, recalled, or enlists in the United States Armed Forces, Hiram College will provide reemployment rights in accordance with applicable laws.

3.4.1.5 Jury Leave

Faculty members who are summoned for jury duty or subpoenaed as a witness (other than in connection with another job or business of such employee) will be excused from work and will continue to receive their regular salary.

The faculty member shall make every effort to fulfill his/her jury duty obligation at such time as not to interfere with his/her teaching responsibilities, or to arrange for faculty colleagues to substitute. Where this is not possible, the faculty member will be expected to make up any missed classes as soon as possible upon his/her return to work.

3.4.1.6 Funeral Leave

Reasonable time off from work with pay will be granted in order to attend to the funeral arrangements and funeral. The amount of time off will be dependent upon the individual circumstances.

3.4.2 Leaves of Absence Without Pay

3.4.2.1 Family Medical Leave Act

An employee who has been employed for at least 12 months and for least 1,250 hours during the previous 12-month period is entitled to an unpaid leave of absence of up to 12 continuous weeks during any 12-month period (measured backward from the date an employee uses FMLA leave) for one of the following reasons:

- * the birth of the employee's child and in order to care for such child;
- * the placement of child with the employee for adoption or foster care;
- * the need to care for the employee's spouse, child, or parent, if such family member has a serious health condition; or
- * a serious health condition that makes the employee unable to perform any one of the essential functions of the employee's position.

Application for FMLA Leave

An eligible employee applying for leave must request and complete an Application for Family or Medical Leave. No leave may be taken unless the employee submits the completed application to his/her supervisor at least 30 days in advance of the leave or as soon as practicable.

The College also reserves its right to designate leave, paid or unpaid, as FMLA leave as soon as the College discovers that the reason for the leave qualifies under FMLA.

Certification For FMLA Leave

If the employee is requesting leave for the purpose of caring for a spouse, child, or parent or for the employee's own serious health condition, the employee must provide a certification issued by the employee's health care provider certifying that the employee is, as appropriate, either (i) needed to care for his/her spouse, child, or parent because the family member has a serious medical condition. An eligible employee must request the applicable Health Care Provider Certification and have it completed by the appropriate health care provider before leave begins if the employee has given 30 days notice of leave or within 15 days after the request for leave, unless it is not practicable despite the employee's diligent good faith efforts.

If the College has reason to doubt the validity of the certification provided, it may require the employee to obtain at the College's expense a second opinion from a physician selected by the College. If the second opinion is in conflict with the first, the College may require the employee, at the College's expense, to see a mutually agreed upon health care provider to give final and binding opinion.

Intermittent FMLA Leave/Reduced FMLA Leave Schedule

An employee who is taking a leave of absence in order to care for a spouse, child, or parent or for the employee's own serious health condition may request intermittent leave or a reduced leave schedule. To request such a leave, the employee must complete the Health Care Provider Certification For Intermittent Leave or Reduced Leave Schedule.

An employee may not request intermittent leave or a reduced leave schedule for leave taken for the birth or placement of a child.

Exhaustion of Paid Leave

An employee may substitute any available paid leave to which he/she is entitled for unpaid FMLA leave.

For leave taken because of the birth or the placement of a child: the employee is required to first exhaust all accrued paid vacation as a part of the 12-week period. Any remaining portion of the 12-week period will be unpaid.

For leave taken to care for a spouse, child, or parent or for the employee's own serious health condition: the employee is required to use all accrued vacation, personal and sick leave first as part of the 12-week period and then any remaining portion of the 12-week period will be unpaid.

If the employee uses paid leave, the College will provide only enough unpaid leave to total 12 weeks.

The employee will make a reasonable effort to schedule any leave taken for the purpose of caring for a spouse, child, or parent or for the employee's own serious health condition so as not to unduly disrupt the College's operation.

Employee Benefits under FMLA

The employee's status, salary, and benefits will be maintained during leave to the extent required by law. The employee will continue to receive group health benefits during the term of the leave. The employee must pay his/her contribution to group health benefits according to the payroll deduction schedule and related practices. If the payment is over 30 days late, coverage may lapse after 15-day notice.

The College may recover its contribution to the health benefits during the leave period if the employee does not return to work after the leave for a reason other than continuation, recurrence, or onset of a serious health condition or other circumstances beyond the employee's control. This refund can be recovered either by withholding from the employee's last check or by the employee paying the College directly.

During the leave of absence under this policy, no employee will accrue seniority or enhancement in employment benefits during the period of the leave except as required by law.

Return To Work from FMLA

During the employee's leave, the employee must report in writing on a monthly basis to his/her supervisor on the employee's status and intent to return to work.

If an employee goes on leave due to his/her own serious health condition, the employee must obtain and present a certification from the health care provider that the employee is able to resume work before returning to work. The employee must have his/her health care provider complete the Certification Of Ability To Return To Work.

Upon return from FMLA leave, the employee will be restored, to the extent required by law, to his/her position or an equivalent position.

Key Employee under FMLA

A key employee is a salaried employee eligible for FMLA leave who is among the highest paid 10 percent of all employees. The College reserves its right to deny restoration to any key employee if it determines that substantial and grievous injury will result if the employee is reinstated.

3.4.2.2 Personal Leave

A leave of absence for personal reasons (other than illness) and not covered by the Family and Medical Leave Act Policy (FMLA) may be granted, depending on circumstances, at the discretion of the College. Should an employee desire a leave of absence for personal reasons for any length of time, he or she will request approval for such leave and state the reason for the leave to his or her Department Chair and the Vice President and Dean of the College. Generally, personal leaves are not granted with pay, nor are they granted to enter other employment.

During an approved personal leave, a faculty member's tenure or tenure-track status, and years of service, remains as they were before the leave began. During the leave, a faculty member may exercise the option of continuing insured benefits normally provided for by the college by paying all of the required premiums for such benefits. A faculty member wishing to exercise this option must notify the Human Resources Office of this fact and must make monthly payments for the cost of the required premiums by check payable to Hiram College and forwarded to the Human Resources Office. It is understood that failure to make such payments on a timely basis will result in loss of such benefits.

3.5 Benefits

Benefits are determined by the Board of Trustees, after study and consultation by faculty,

staff and administration. Periodically, they are reviewed and revised to meet changing needs and objectives.

3.5.1 Group Insurance Program

Hiram College's insurance programs include a variety of benefits for which all full-time employees are eligible. These include a choice of medical, dental, vision, basic and optional life insurance, accidental death and dismemberment insurance, and long-term disability coverage. Eligible dependents may be enrolled at the employee's expense in the medical, dental, vision and optional life insurance plans provided in the group insurance program. Costs of each plan vary and are reviewed annually. Employees may elect to have their portion of certain benefit premiums deducted on a pre-tax basis. Flexible spending accounts are also provided which permit employees to contribute on a salary reduction, pre-tax basis, for certain medical and dependent care expenses which are not reimbursed by other insurance coverage.

Information and application forms may be obtained from the Human Resources Office for all of the above mentioned plans. The College provides eligible employees with summary benefit plan booklets which detail the many features of these benefits. Please review benefit booklets carefully and contact the Human Resources Office concerning any questions. Highlights of the benefit programs are in the sections that follow.

3.5.1.1 Medical Plan

A choice of medical plans is available. Medical coverage is offered through a major insurance company. Plans provide comprehensive medical benefits including hospitalization, physician fees, lab work, prescription drugs, and much more. Depending upon the plan chosen, out-of-pocket expenses are limited to certain co-payments or deductibles provided the employee utilize network physicians and facilities.

Full-time employees pay a portion of their monthly salary for single coverage. The remaining cost is paid by the College. If dependent coverage is desired, the employee pays the full premium for that coverage. New employees are eligible for coverage the first of the month following their month of hire, or immediately if hired on the first working day of the month.

3.5.1.2 Dental Plan

Dental coverage is provided for the employee. The full cost for single coverage is paid by the College. Preventative dental services are covered at 100%. Other services are covered on a sliding scale subject to deductibles and calendar year maximums. If dependent coverage is desired, the employee pays the full premium for that coverage.

Orthodontia for dependent child(ren) is covered subject to a maximum per child lifetime limit. New employees are eligible for coverage the first of the month following their month of hire, or immediately if hired on the first working day of the month.

3.5.1.3 Life Insurance Plan

Term life insurance is provided in an amount equal to one (1) times the employee's annual base salary rounded to the next higher \$1,000. Additional accidental death and dismemberment coverage in an amount equal to one (1) times the employee's annual base salary rounded to the next higher \$1,000 is also provided to each employee at College expense. New employees are eligible the first of the month following their month of hire, or immediately if hired on the first working day of the month.

The College also offers employees the option of purchasing additional life insurance for the employee, spouse and dependent child(ren). The cost of this voluntary coverage is based on the insured's age, the amount of coverage selected and whether or not the individual is a smoker.

3.5.1.3.1 Employee Death

In the event of the death of an employee, a payment will be made to an employee's beneficiary for one (1) pay period beyond the pay period in which the death occurs. Group Life Insurance and COBRA provided medical and dental benefit options will be reviewed by the Human Resources Office with the employee's beneficiary.

3.5.1.4 Long Term Disability Income Plan

The College provides employees with a basic disability benefit which is equal to 50% of their base monthly salary (less any amounts received from Social Security, Worker's Compensation or any other disability program) with a maximum monthly benefit of \$1,000. Employees may purchase additional disability coverage so that the total benefit is equal to 60% of base salary minus any exclusions listed above up to a maximum monthly benefit of \$6,000. The cost of the upgraded plan is shared partially by the College and partially by the employee. The upgraded plan also provides retirement annuity protection and an improved definition of disability.

If an employee becomes disabled because of illness or injury and remains disabled for a period extending beyond 180 days, he/she will receive the monthly benefit until the employee is no longer disabled or the employee reaches age 65 with the exception that benefits from disability due to mental illness will not exceed 24 months of monthly benefit payments. New employees are eligible the first of the month following 90 calendar days of employment.

3.5.1.5 Flexible Spending Accounts Plan

Flexible Spending Accounts are available for employees who wish to reduce taxes while being reimbursed for certain medical and dependent care expenses which are not reimbursed by other insurance coverage. One account can be established for eligible expenses for medical, dental, and vision costs not reimbursed by other insurance coverage. A second account can also be established for eligible expenses for care of a dependent child, disabled spouse, or dependent parent incurred while you (and your spouse, if married) work.

Employees designate within allowable limits the amount they wish to contribute, on a pre-tax basis, to their flexible spending accounts. If an employee establishes both accounts, funds and expenses cannot be transferred between accounts. The College will deduct a pro-rated amount each pay over the designated twelve (12) month period on a pre-tax basis. Throughout this consecutive twelve (12) month period, employees may submit claims for payment to a third party administrator and be reimbursed up to the amount of money allocated to their account. Careful planning is required on the part of each employee. Any money left over at the end of the twelve (12) month designated period cannot be refunded or carried over to a subsequent twelve (12) month account period. Employees must decide if they wish to participate and, if so, the amounts, which may not change until the beginning of a new twelve (12) month period unless there is a change in family status.

This is an optional plan. All full-time employees who have completed one or more years of continuous service may participate. The College pays the administrative and participation fees associated with this plan. Please keep in mind the following when considering this plan: (1) Reducing taxable income may also reduce future Social Security benefits; (2) the IRS limits the amount of earnings that can be tax-deferred or sheltered. All salary reductions made on a pre-tax basis must be reported in determining an employee's annual maximum retirement plan contribution. Additional cafeteria/flexible benefit plan contributions may reduce the maximum amount employees may contribute to their retirement plans.

3.5.2 Retirement Plan

All employees who have been employed at least 12 months and have completed one year of service must participate in the College retirement plan. A year of service is a 12 month period in which the employee has at least 1,000 hours of service. The plan involves mutual participation: the employee contributes a percentage of his/her regular salary; the college contributes a percentage of the employee's regular salary.

- (A) Eligible employees hired on or after July 1, 1995, may elect to contribute 5% (or more) of their regular salary and have the College contribute 7% of their regular salary for them. Alternatively, they can elect to contribute to and receive contributions from the College as follows:

<u>Employee</u> <u>Years of Service</u>	<u>College</u> <u>Contribution</u>	<u>Contribution</u>
1-3 years	2%	2%
4-7 years	3%	4%
8-11 years	4%	6%
12-19 years	5%	7%
20-24 years	5%	8%
25 or more years	5%	8%
25 or more years (effective 7/1/97)	5%	9%

- (B) Eligible employees hired prior to July 1, 1995, may elect to contribute 5% (or more) of their regular salary and have the College contribute 7% of their regular salary for them. Alternatively, they can elect to make a minimum employee contribution based on where their years of service for retirement plan purposes places them in schedule (A) above; or they may select from the following schedule and receive contributions from the College as follows:

	<u>Minimum Employee</u> <u>Contribution</u>	<u>College</u> <u>Contribution</u>
July 1, 1996	2%	2%
July 1, 1997	3%	4%
July 1, 1998	4%	6%

Effective July 1, 1999, such employees will make a minimum employee contribution based on schedule (A) above and their years of service for compensation plan purposes. Employees in this group will, of course, still be able to receive a College contribution of 7% if they make a contribution of 5% or more.

The current investment vehicle of the retirement plan is the Teachers Insurance Annuity Association ("TIAA") and the College Retirement Equities Funds ("CREF"). TIAA/CREF offer a number of annuity and investment options for plan contributions. Details about annuity and investment options will be provided by TIAA/CREF directly to plan participants.

Distributions under the retirement plan are not permitted until termination of employment. Under the plan and federal law, spouses of plan participants may be entitled to payments in the event of the death of the

Plan participant. Subject to spousal rights, participants may elect a beneficiary for receipt of the participant's interest that may be payable upon death under the TIAA/CREF option selected by the participant. The summary plan description of the plan will provide you with more detail about distributions from the plan, spousal rights and certain tax matters associated with the plan.

All employees may also participate in the Supplemental Retirement Annuity Plan (SRA) to set aside tax-deferred funds over and above amounts being accumulated under the College retirement plans. SRA's are available only for premiums remitted on a tax-deferred basis that do not exceed certain limits of the Internal Revenue Code. All employees, both full and part-time with less than one full year of employment may contribute, upon hire, to the SRA Plan. SRA's can also be used by employees who wish to contribute more than 5% into the retirement plan. SRA's have the additional advantage of an attractive loan feature which is available prior to the termination of employment. Monies invested in an SRA may not be paid before termination of employment. SRA funds consist of employee contributions only.

The employee may elect an investment vehicle offered by the TIAA/CREF or the plan offered by the Pension Fund of the Christian Church. Payment options under each plan may vary.

Please refer to the summary plan description booklets for the retirement and tax-deferred annuity plan for a detailed explanation of the eligibility requirements and benefit provisions.

3.5.3 Tuition Benefits Policy

Professional development and growth opportunities are major advantages of the College's tuition exemption plan. The College encourages employees to continue their formal education in areas related to both their present position as well as future opportunities with the College.

Full-time employees or employees working at least 1,560 hours per year, their dependent child(ren), and/or their spouses may enroll in course work at Hiram College providing that there is space in the course and that all admissions requirements are satisfied. (A dependent child is defined as one who is not married and is claimed on the employee's most recent federal tax return.) A separate application for Hiram College tuition benefits is necessary for each student each academic year as a part of the registration process. Applications are available at the Human Resources and Weekend College offices.

During the first year of employment, full-time employees or employees working

at least 1,560 hours per year, their dependent child(ren), and/or their spouse may take up to five (5) hours per semester. If the employee's anniversary date falls during a semester, the employee, their dependent child(ren), and/or their spouse will be eligible to take more than five (5) hours during the next subsequent semester. A semester is defined as a combined 12 and 3 week period within the Hiram Plan.

All dependent child(ren) of full-time employees or employees working at least 1,560 hours per year who wish to enroll in weekend courses and/or on a part-time basis, must apply to Hiram College through the Weekend College Office. Child(ren) must have been out of high school for at least two (2) years to be eligible to enroll in the Weekend College. Each application must be approved by the Dean of the Weekend College.

Tuition benefits will be equivalent to current tuition less any non-need based financial aid funding including, but not limited to, the Ohio Choice Grant, Hiram Merit Scholarships and Hiram grants of circumstance (e.g., Alumni Grants).

All employees and/or their spouses must apply to Hiram College through the Weekend College Office. Each application must be approved by the Dean of the Weekend College. Enrollment in Weekend College classes and workshops is approved on space-available basis.

If any of the classes that an employee registers to take are scheduled during the employee's working hours, the consent of the employee's supervisor will be required. The employee will be required to make up any time missed due to class sessions. No more than 136 semester hours (or the equivalent) of instruction may be obtained through the tuition exemption and tuition grants policies. Unmarried, dependent child(ren) of full-time employees of the College may enroll in courses offered during the regularly scheduled terms, including the summer session, provided that all normal prerequisites and standards for admission are satisfied. (There will be charges for fees, room and board.) In the case of eligible dependents that are pursuing a bachelor's degree at another institution, any course undertaken with the benefit of the tuition exemption policy must be counted towards the 136 semester hours limitation on the tuition grants policy.

A fee of \$15.00 per credit hour will be charged for all Weekend College course work taken by eligible full-time employees or employees working at least 1,560 hours per year, their dependent child(ren), and/or their spouses. This fee will be charged whether the student is taking the course for credit or auditing the course. All applicable fees will also be charged. Room and board fees will be charged if the residence hall and dining service facilities are requested. Employees who voluntarily terminate their employment while they, their dependent child(ren), and/or spouses are enrolled in courses at Hiram College will be eligible to receive a pro-rated amount of tuition benefit based on the number of weeks completed in

the school term prior to their termination.

The tuition exemption policy cannot be used for programs offered through the Roush Center for Educational Development. The Lifelong Learning Program and Continuing Education Program are available to employees and their families; however, there is no discount on the required fees.

If a tenured faculty member dies while actively employed at the College, the College will provide the tuition benefit in effect at the time to the dependent child(ren) of such deceased employee who would qualify for admission and subsequently enroll at Hiram.

3.5.3.1 Tuition Grants Program

Dependent, unmarried children of all full-time faculty members are eligible to participate in the tuition grants program. They may enroll in any undergraduate college of their choice that is fully accredited by the appropriate regional accrediting agency.

Dependent children of faculty in Category I (those on the staff prior to July 1, 1970) are eligible for full tuition grants up to a maximum equal to the current tuition at Hiram College.

Dependent children of faculty in Category II (those employed on or *after* July 1, 1970) are eligible for tuition grant and loan awards in equal amounts (50% grant 50% loan) up to an aggregate of 75% of the current Hiram College tuition to be made to the children of faculty according to the following schedule of full-time service to Hiram College completed prior to the dependent child's registration period:

<u>Years of Service at Hiram College</u>	<u>Benefit (maximum is 75% of Hiram tuition)</u>
0 - 3	No Benefit
4 - 7	One-third of the benefit
8 - 12	Two-thirds of the benefit
13 or more	The full benefit

Grants will be paid by Hiram College directly to the other college upon completion of proper validation by the Director of Human Resources.

Loan funds will be available to eligible children of faculty with the same limitations in award and to be paid to the other college by Hiram College to apply on their account. The loan instrument will be signed by the faculty member and the student. These loans would bear no interest during the student's enrollment at the college. They would become interest-

bearing at the then average rate paid by Hiram College upon discontinuance of the program by the student, or the award of a bachelor's degree. Repayment schedules will be for a maximum of ten years.

This benefit will continue for the period of four academic years or the completion of a bachelor's degree, whichever is sooner. The Human Resources Office administers this program, and all inquiries should be directed there.

Notes and definitions:

- * "Children: includes birth children, adopted children, and step children of full-time employees.
- * "Dependent" is interpreted in accordance with the current definition of the Internal Revenue Service of the U.S. Treasury Department.
- * The limit to the number of courses which may be taken under the Tuition Exemption Policy and the Tuition Grants Program is expressed in terms of quarter hours of instruction according to the current definition. Should the study plan, curriculum, graduation requirements, etc., be changed, this limit will be translated into the new nomenclature and equivalent to the credits required for graduation. The maximum number of grant payments made for any dependent is 8 semesters or 12 quarters. No more than 136 semester hours (or the equivalent) of instruction may be obtained through the Tuition Exemption and Tuition Grants policies.

3.5.3.2 Tuition Exchange Program

Hiram College is a member of the Tuition Exchange Program. The program enables dependent, unmarried child(ren) of full-time faculty and professional staff members to attend other exchange colleges and universities at reduced tuition costs. The annual number of tuition exchange scholarships is limited. In case requests for scholarships exceeds available scholarships, priority will be as follows:

- Group 1: Full-time faculty and professional staff with ten (10) or more years of full-time continuous service with preference based on seniority. Employees in this group whose dependent child(ren) have not utilized this scholarship will be considered before employees in this group who have dependent child(ren) who have previously utilized a Tuition Exchange scholarship.
- Group 2: Tenured faculty with preference based on seniority. Tenured faculty whose dependent child(ren) have not utilized this scholarship will be considered before tenured faculty who have dependent child(ren) who have

Group 3: previously utilized a Tuition Exchange scholarship. Full-time faculty and professional staff with one (1) or more years of full-time continuous service with preference based on seniority. Employees in this group whose dependent child(ren) have not utilized this scholarship will be considered before employees in this group who have dependent child(ren) who have previously utilized a Tuition Exchange scholarship.

For this benefit, full-time is defined as faculty or professional staff employees working at least 1,560 hours per year. For complete information, consult with the Director of Human Resources.

3.5.4 Employee Mortgage Loan Program

Hiram College is aware of the need of some faculty and professional staff for financial assistance in securing a down payment for the purchase of a place of residence. Requests for assistance in securing the down payment will be considered on an individual basis by the Board of Trustees with these conditions:

- * The loan shall be for assisting in making a down payment for the initial purchase of an employee's private residence.
- * The loan shall not exceed a period of ten years.
- * Payment on the loan including both principal and interest, will be made as a deduction from the employee's monthly pay check.
- * The interest rate shall be calculated for the term of the loan at 1/2% below the bank prime rate as published in the Wall Street Journal at a time not to exceed thirty days before the loan is made available.
- * The loan will become payable in full if the employee leaves the employment of the College for any reason.
- * The loan shall be secured by a life insurance policy on the employee.
- * The loan may be repaid in full without penalty at any time during its term.

3.5.5 Professional Liability

The college will defend, indemnify and hold harmless its faculty members from and against any and all expenses, including reasonable attorney's fees and disbursements, judgments, or settlements arising out of any act or failure to act by any faculty member acting in good faith within the scope of their employment and in performance of their authorized or assigned duties.

Defense and indemnification are conditional upon the delivery to the office of the Vice President for Business and Finance of the original or any copy of the summons, complaint, process, notice, demand, or pleading within 10 working days after service of such document. Also the College must be given the absolute and continuing right to take charge of the claim or litigation, including the right to direct any litigation, to appoint counsel, and to settle any and all claims in a

manner deemed appropriate by the College. The College shall give prior notification to the faculty member of any settlement proposals, shall allow the faculty member the opportunity to comment upon the proposal, and shall give reasonable consideration of such comments. To the extent that it is within its control, the College shall maintain the confidentiality of all settlement proposals and agreements. Finally, the College and its counsel are to be given full assistance and continuous cooperation of the faculty member throughout the defense of any covered claim or litigation. In deciding whether a faculty member will be defended or indemnified, the College shall presume that the faculty member acted in good faith and within the scope of the faculty member's employment, until evidence to the contrary proves otherwise.

Any person and such person's heirs or other legal representatives shall be indemnified and held harmless by the College for all costs, expenses, and liabilities imposed or reasonably incurred in connection with or resulting from any claim, action, or other proceedings, or in any other way arising out of such person being or having been a trustee, officer, or academic officer of the College, or by reason of such person serving or having served, at the written request of the College, in any such capacity for any enterprise in which the College has an interest. This provision is intended to apply to the full extent, but only to the extent permitted by applicable law, as changed from time to time. This provision is in addition to and shall not affect any other rights to which the individuals involved or the College may be entitled, except that no individual shall be entitled to be reimbursed or otherwise to recover twice for a single cost, expense, or liability.

Except as prohibited by law, the College will indemnify individuals against whom an action, claim, or proceeding is brought or threatened as a result of their good faith performance of duties on behalf of, or at the direction of, the College.

This indemnification will be against expenses, including attorney's fees, judgments, penalties, fines and amounts in settlement actually and reasonably incurred by the individual in connection with the action, suit or proceeding.

This indemnification will be made only as authorized in a specific case upon application by an individual and after a determination that indemnification is proper in the circumstances and the individual has met the applicable standards of conduct set forth herein.

For indemnification to be provided the individual must have acted in good faith and in a manner that the individual reasonably believed to be in the best interest of the College; and with respect to criminal action or proceeding, the individual must have had no reasonable cause to believe that the conduct was unlawful.

Indemnification for the expenses of defense may be in advance of the final

disposition of the action, suit, or proceeding. The individual to be indemnified may be required to furnish a general, unsecured obligation to repay the College if it is ultimately decided by the College wholly at its discretion, that the individual is not entitled to be indemnified.

Indemnification will be made only to the extent that the individual is not made whole for the losses and expenses from all other sources, including insurance. In no case will indemnification be in an amount which, when combined with the indemnification from all other sources, exceeds the actual amount of expenses, including attorney's fees, judgments, penalties, fines and amounts paid in settlement.

Exceptions

The College reserves the right not to defend or indemnify a faculty member where the injury or damage results from intentional wrongdoing, gross negligence, or willful violation or disregard of College policies and procedures. Nor will the College defend or indemnify a faculty member (1) in the event that the action or proceeding on a claim is brought by, on behalf of, or in the right of, the College or (2) in the event that the action or proceeding of the claim, the faculty member is aligned as a party adverse to the College. Acts or failures to act by faculty members rendering medical, dental, nursing, legal, or other professional services not within the scope of their employment or not part of authorized or assigned duties are not included herein. In addition, indemnification shall not be available to a faculty member to the extent that any damage or loss is indemnifiable under other insurance covering the faculty member.

The Executive Committee of the Board of Trustees, or the President, shall consider whether a person otherwise indemnified and held harmless shall have such indemnification withdrawn. Indemnification shall be withdrawn with respect to any matter in which it is determined that such person did not act in good faith or in a manner reasonably believed to be in, or not opposed to, the best interests of the College; and with respect to any criminal proceedings, such person had reasonable cause to believe such person's conduct was unlawful. No trustee, officer, or academic officer of the College shall be indemnified or held harmless with respect to any amounts which such person shall be required (either through judgment by compromise or settlement) to pay to or on behalf of the College.

Indemnification will not take place for any of the following:

- * A breach of duty or loyalty to the College.
- * An act or omission not in good faith or that involves intentional misconduct or a knowing violation of the law.
- * A transaction from which the individual derived an improper personal benefit.
- * An act or omission that is grossly negligent.

3.5.6 Credit Union

Employees of Hiram College may join and participate in the Akron Teachers Credit Union, Inc. The College permits employees to have credit union payments made via payroll deduction but has no responsibility or liability concerning the management of this credit union. Please contact the Human Resources Office if you have questions or desire more information.

3.5.7 Holidays

The College currently observes the following holidays:

- Labor Day
- Thanksgiving
- Day After Thanksgiving
- Day Before Christmas
- Christmas Day
- Day Before New Year's
- New Year's Day
- Martin Luther King, Jr. Day
- Good Friday (1/2 day)
- Memorial Day
- Independence Day

Holiday observance dates and work schedules are communicated to employees each year. Certain offices must remain open for business, with sufficient staff, on holidays when students will be on campus and when classes are in session.

3.6 Salary and Compensation Goals

The College will endeavor to create a salary and benefit structure that rewards excellence as well as long and loyal service to the institution. The ongoing compensation goal for Hiram College is that salaries and benefits should enable the College to attract and retain a quality staff.

The College uses the following service definitions for determining employee eligibility for certain compensation, benefits and employee service purposes:

The Compensation Plan, Employee Service Recognition, and Retirement Plan is based on years of employment of half-time or more, the last ten (10) years of which must have been full-time and without a break in service. Approved leaves without pay do not constitute a break in service, but such leave time does not count in calculating years of service.

3.6.1 Job Openings

Notice of all job vacancies is communicated to the campus community by the Human Resources Office to generate interest and awareness about the job opening and search process.

3.6.2 Payroll Policy

Salaries for full-time faculty are paid in 12 monthly installments. Salary checks are paid on the last working day of each month. Net pay will be directly deposited, on payday, in their checking or savings account in a financial institution of their choice. Any bank, savings & loan, or credit union which participates in the Automated Clearing House network throughout the country may be used. Each payday employees will receive an earnings statement which provides a record of gross pay, deductions and the amount of net pay deposited into their account. Changing banks or accounts can be done at any time with the completion of an authorization form which is available in the Human Resources Office and the Payroll department.

PART IV: Other Policies and Services of Interest to Faculty

4.1 Library Policies

The Hiram College Library opened in the fall of 1995. The building offers a variety of study spaces, including group study rooms, individual carrels and comfortable lounge seating. The Pritchard Room provides ample space for meetings or informal gatherings, and the McDowell Instruction Room is available to classes needing guidance on specific research assignments.

The library's collections number some 217,000 items, including books, periodicals, CDs, videos, documents and other materials. This print collection is augmented by a collection of online resources including books, journals, and videos. The library is a depository for both U. S. and Ohio government documents.

In addition, members of the Hiram College community have access to the OhioLINK catalog that brings together in one search the collections of some 87 academic libraries in Ohio, while allowing users to request materials not owned by the Hiram College Library to be sent here for use.

Archives: The College Archives is located on the second floor of the library in the pavilion. Among its valuable collections are history of Hiram College and Hiram Village; papers and correspondence of James A. Garfield, Vachel Lindsay, and Burke A. Hinsdale; history of the Disciples of Christ; the Fox Map Collection; history of the Western Reserve; collections of Civil War correspondence; and an extensive photograph collection. Faculty interested in using the primary sources in the Archives may contact the archivist to schedule a classroom presentation in the Archives Reading Room. For more information please visit the Archives website at <http://library.hiram.edu/Archives/>.

Borrowing privileges: Faculty may check out an unlimited number of books for 178 days with one renewal for an addition 178 days. This also applies to most other items borrowed from the library. OhioLINK books may be checked out for 3 weeks, with up to 5 renewals (renewals are possible, but not guaranteed) of 3 weeks each. If a Hiram-owned item is needed by another patron, it will be recalled after two weeks of use.

Reserve Services: At the beginning of each semester, faculty may place on reserve items which will be needed by their classes. There are four categories of reserve material:

1. Closed or overnight reserve books are used in the library during posted hours. They may be borrowed overnight 30 minutes before closing time and must be returned by 9 AM the following day.
2. One-day reserves may be taken out of the building and are due in 24 hours.
3. Three-day reserves may be borrowed any time during the day and are due 30 minutes before closing time, three days later.
4. Seven-day reserves may be borrowed any time during the day and are due 30 minutes before closing time, seven days later.

Faculty may place personal books or journal articles on reserve at their own risk. Photocopied articles may be put on reserve for one term only, after which they will be returned to the professor. If they are to be used again for the same course, the faculty member must obtain permission from the publisher. Books borrowed on inter-library loan or through OhioLINK may not be placed on reserve.

Inter-Library Loans: Articles not in the Hiram College Library or books not in the Hiram College Library or OhioLINK may be requested through inter-library loan. The forms to request an interlibrary loan item are available online on the library's Web page at <http://library.hiram.edu>. Usually, there is no charge for ILL, unless we are charged by the loaning library.

Photocopying Service: Photocopiers are available on the lower level and on the first floor. The charge is 5 cents per page and coins are required. There is a dollar bill changer near the copier on the first floor.

Microforms: Digital microfilm, microfiche, and microcard scanners are available at the rear of the first floor. You may print out the scanned image at no charge or create a digital image.

Collection Development: Faculty are encouraged to participate in collection development along with the professional library staff. While departments do not have specific amounts allocated to them for library purchases, faculty should work with their department's liaison in the library to help develop the collections. Faculty may consult with the Library Director to determine which staff librarian is responsible for their department or program's acquisitions.

Library and Information Literacy Instruction: When planning a class assignment which requires the use of supporting literature, faculty are encouraged to contact the information literacy/instruction librarian and/or the library liaison in their subject area to discuss available resources and to arrange for a session in which the class can learn how to locate and make the best use of appropriate print and electronic source. All freshman colloquia and first-year seminars are expected to have library sessions, and faculty for these courses

should contact the information literacy/instruction librarian to discuss details.

Library Committee: A committee consisting of representatives from the faculty, the library and the student body meets during the academic year to discuss issues and provide feedback to the director. A list of members for the current year is posted elsewhere in the faculty handbook.

For more detailed information, please refer to the Library's Web pages at <http://library.hiram.edu>.

4.2 Classroom Management Policies

4.2.1 Absences

An attempt is made to inform the instructor when a student has a legitimate reason for missing a class. When a student is absent for at least two days because of illness or family crisis, the office of the Dean of Students will inform the instructor.

4.2.2 Attendance

Each faculty member should have an attendance policy that is explicitly stated at the beginning of each quarter for each class. Excessive absences from class should be reported to the office of the Dean of Students.

4.2.3 Advanced Placement Examination Policy

Placement and credit for Advanced Placement are based on the numeric grade (1-5) given by the Educational Testing Service, and the departmental evaluation of the essay part of the examination. Hiram College awards advanced placement credit only for grades of 4 or better. Details for each examination are available in the office of the Associate Dean of the College.

4.2.4 Foreign Language Department Policy on Advanced Placement

A tentative placement of entering students is made on the basis of high school experience. Entering students are encouraged to verify the placement by taking the Department's placement test during the Freshman Institute. For placement at other times of the year, consult the Foreign Language Department. Students must take the placement test, if they wish to exempt a possible foreign language study requirement for a prospective major. Placement is valid for two years. Questions regarding placement should be directed to the Department of Foreign Languages.

4.2.5 Class Field Trips

Reservations for College-owned vehicles must be made in advance of the event with the Fleet Transportation Director. If a bus is needed for a class trip, arrangements for chartering the bus should be made through the Fleet Transportation Director. Students are expected to pay their share of the expense in advance of the trip. Prior to departure, the instructor should send a list of all participants to the Dean of the College.

If a fee is associated with a field trip, this must be announced in advance with a designation of "F" on the class schedule. Faculty members are responsible for notifying the Associate Dean of the College of the need to include this designation at the time that class schedules are prepared.

Faculty members who wish to have students billed by the Business Office for the cost of a field trip must submit the appropriate form to the Associate Dean of the College and to the Business Office.

4.2.6 Academic Advising

When a student is doing poorly in class, either in quality of the work or regularity of attendance, the instructor is requested to report his or her situation to the Dean of Students. Forms for such reports are available from the Dean of Students, and suggestions that will help in counseling these students will be appreciated.

4.2.7 Academic Dishonesty

The most common form of academic dishonesty is plagiarism. In addition to plagiarism, other forms of academic dishonesty include the giving or receiving of help on any form of an examination, the sale or purchase of papers and test materials, the abuse of computer privileges and regulations, and any other action which debases the soundness of the educational process.

If academic dishonesty occurs, the following steps must be taken by the instructor of the course and by the Associate Dean of the College;

- a) The instructor reports the incident to the Associate Dean of the College and gives the Associate Dean the paper or project involved and any other supporting evidence.
- b) After talking to the student, the instructor may recommend to the Associate Dean either 1) to allow the student to do the paper or project again (allowed only in unusual circumstances); or 2) to give the student an F on the project or paper; or 3) to give the student an F for the course.
- c) The Associate Dean talks with the student and faculty member together about the incident and decides on the appropriate sanction (usually failure on the project, failure in the course, or suspension).

- d) Each case remains on file in the Dean's office. If no further infractions occur, the file is destroyed when the student graduates. In the event of a second offense, the student is suspended from the college.

4.3 Registrar's Policies

4.3.1 Class Meeting and Examination Policies

Included in each yearly calendar will be the specific dates of the final examination period. Although faculty members are encouraged to experiment with flexible class meeting times during the 3-week sessions, such flexibility does not include the option of ending the course early.

All courses taught at Hiram College should span the length of the session; they should not be "compressed." Faculty members may, of course, determine what format shall be used for final examinations (if one is given), however:

- * In 12-week sessions, final examinations must be given during the regularly scheduled examination period.
- * In 3-week sessions, there are no final exam periods; finals may be given any time on the identified "exam day," or earlier, as long as the course meets the full 3 weeks and 36 hours; it is not necessary to use the "exam day."

Exceptions to this policy must be approved by the Department Chair and the Vice President and Dean of the College.

Final grades for all courses are due at the Registrar's Office **forty-eight (48) hours** after each final examination period.

Instructors must use "WEB4Faculty " on the computer system to obtain their final grade sheets. Final grade sheets for each course should be completed and submitted electronically to the Registrar's Office by the instructor of each course by the published dates each semester. Late grades will need to be submitted manually, and will require signature of department chair and the Academic Dean.

4.3.2 Grading Policies

Grading is one component in the evaluation of student work at Hiram College. Ongoing discussion between students and faculty members concerning work in a given course is considered an especially valuable ingredient in the evaluation process. Final letter grades are used by the College as an aid in such counsel and also as part of the student's permanent record.

The ultimate responsibility for determining and recording student grades rests with the instructor. The final grade submitted to the Registrar may not be

changed by a faculty member without permission of the Academic Review Board. Normally, the only valid reason for changing a grade is an error in calculating the original grade.

4.3.2.1 Uses of the Grade Point Average (GPA)

- a. 2.00 is considered the minimum grade point average (GPA) signifying satisfactory progress. Those students with an average below 2.00 are placed on academic probation.
- b. Students must maintain at least a 2.00 GPA in their major field of study in order to graduate with that major.
- c. 2.00 GPA is a standard used in determining the continuance of some grants in aid or loans.
- d. 3.00 GPA is a standard used in determining the continuance of some scholarships and admissions into some honor societies.
- e. 3.60 GPA permits students to be placed on the Dean's List. Students with a 3.75 GPA become members of the Alpha Society academic honorary. A 3.60 GPA is a prerequisite for consideration for Phi Beta Kappa.
- f. Students may graduate cum laude (GPA of 3.50), magna cum laude (GPA of 3.70), or summa cum laude (GPA of 3.90).
- g. Class rank is determined at the end of each Semester.

4.3.2.2 Grade Designations

These numerical equivalents will be utilized in determining the individual's accumulative grade point average.

<u>Interpretation</u>	<u>Designations</u>	<u>Numeric Equivalents</u>
Excellent Work	A	4.00
	A-	3.67
Very Good Work	B+	3.33
	B	3.00
	B-	2.67
Satisfactory Work	C+	2.33
	C	2.00
	C-	1.67
Barely Passing Work	D+	1.33
	D	1.00
	D-	0.67
Failing Work	F	0.00

The mark F means failing work. The course must be repeated if the student is to receive credit. Successful repetition of the work does not remove the original grade from the transcript, but does remove the F from the student's grade point average (GPA). The grade earned from repeating

the course is computed in the grade point average. The mark P indicates passing work without specific reference to quality; it is not included in the grade point average.

P/NC (pass no credit), and **CR** (credit) are not computed in the GPA.

I indicates work incomplete for reasons beyond the student's control.

Normally, the student will have completed at least 75 percent of the course work. Student and instructor jointly file a formal contract which sets a precise deadline for completion of the work. Upon expiration of the contract, which may not exceed one calendar year, the instructor is obliged to record a permanent grade determined by the degree to which course requirements have been met. If no grade is reported by the instructor, the incomplete grade is permanently recorded as an F. Students cannot graduate with **I** grades on their records, even if the **I** was granted less than one calendar year before Commencement.

NR - indicates that the instructor has not reported the grade to the Registrar. (The student may have completed all course requirements.)

W indicates that a student has withdrawn from the course. If a student withdraws from a course within the first two weeks of the **12-week session**, no notation will appear on the student's transcript. If the student withdraws from a course between the beginning of the third week and the end of the tenth week, he/she will receive a W on the transcript. A student who withdraws from a course after the tenth week in the 12-week session will receive an F. Exception: Courses designated 281 or 481 may be dropped after the sixth week and a W will be placed on the transcript.

Withdrawal during 3-week session: If a student withdraws from a course within the first 3 days of the 3-week term, no notation will appear on his/her transcript. Withdrawal from a course during the next 5 class days will result in a notation of **W** on the transcript. A student who withdraws from a course after the eighth day of the 3-week session will receive an F.

Pass/No Credit marks may be earned in two ways: 1) Some courses are offered only on a pass/no credit basis. For a course to be offered P/NC, a faculty member's request must be approved by the faculty, and the course must be so designated on the course schedule; 2) Students may elect, at the time of registration, to take one regularly graded course per semester on a pass/no credit basis. Students mark the registration card in the space designated P/NC. Traditional letter grades are submitted to the Registrar by the faculty member for all students in the course. If the course is taken P/NC, the Registrar records a P or NC on the student's transcript and stores the letter grade; the grade of P is recorded if the student receives a C- or better in the course. Letter grades are revealed only to other colleges

and universities in the event they should require them for the transfer of credit or admission, or to prospective employers, and then only at the request of the student. Students are permitted to know the letter grade for courses taken P/NC. Students preparing to attend professional or graduate schools are reminded that excessive use of the pass/no credit option may endanger admission or the granting of graduate fellowships.

Students may take a maximum of 20 credit hours under the pass/no credit option in addition to any course offered only on a pass/no credit basis. Transfer students may take a maximum of one-sixth of their Hiram credit hours under the pass/no credit option. Students are permitted only one P/NC course per semester.

Changes from pass/no credit to letter grades or vice-versa are permitted only during the first two weeks of the 12-week session; students must complete the appropriate forms in the Registrar's Office. No changes will be permitted after the second week of classes. Courses added after the second week of the semester cannot be taken pass/no credit. During the 3-week session, changes from P/NC to letter grades are permitted only during the first 3 days of the session.

Students may not take courses in the declared Major or Minor under the pass/no credit option. At the time of the declaration of a Major or Minor, the letter grade for any course previously taken pass/no credit in that Major or Minor will be displayed on the transcript, but the cumulative grade point average will not be recomputed.

Courses taken to fulfill all college requirements cannot be taken pass/no credit. All grades for general education courses previously taken on a pass/no credit basis will be displayed on the transcript as a letter grade when the student makes a formal application for graduation (by Feb. 1 of the graduating year). The letter grade will not be computed in the cumulative grade point average.

4.3.2.3. Exceptions to Grading Guidelines

Any exceptions to these guidelines must be submitted to the Department Chair and the Vice President and Dean of the College for their approval. After approval, the instructor informs the class of the exceptions in grading the course.

4.3.2.4. Petitions

Normally, students must abide by all academic regulations of the College. Occasionally there may be a necessity for a student to deviate from these

regulations. Should a deviation become necessary, the student must submit a written petition to the Associate Dean of the College, in some cases with a supporting letter from the instructor or faculty adviser.

4.3.2.5 Senior Grades

Approximately three weeks before Commencement instructors are asked to report on those students who are planning to graduate. A grade of "P" or "F" should be assigned for all current courses and also for incompletes. In the case of students whose GPA is dangerously close to 2.00, the instructor will be asked to assign an actual letter grade. Students who are in danger of not graduating will then be notified by the Registrar. These are *not* final course grades. A final grade of "F" may be given even though a "P" was turned in initially. The Registrar will distribute a letter explaining this procedure in more detail and giving the various deadlines for submitting grades.

4.3.3 Class Lists

Class lists are live and immediately accessible to individual faculty members in Banner.

4.4 Program Evaluation Policies

4.4.1 Course Evaluations

Evaluations are conducted for all courses taught at Hiram College. This program is administered by the Registrar's office. The evaluation consists of a forced response section and a comment section. The comments are returned to the instructors at the end of the course. The forced responses are tabulated and the results are sent to the instructor, along with an analysis of how the instructor's responses compare to College-wide averages, at the end of each semester.

Additional course evaluation programs are administered by the Associate Dean's Office for all FRCL and FSEM courses.

All faculty members are expected to participate in all course evaluation activities. The evaluations should be administered during one of the last few class periods of a course, according to the directions provided. **In particular, the evaluations should never be collected from the students by the course instructor.**

4.4.2 Program Assessment

Occasionally, the College conducts assessment and evaluation activities of a general nature, not necessarily pertaining to a particular course. For convenience

and the integrity of the process, faculty members may be asked to administer a survey form in one of their classes. If it can be done without seriously detracting from class time, faculty members are asked to cooperate with such requests.

4.4.3 Faculty Surveys

Faculty surveys are conducted regularly. Some are national in scope, and are administered by the Director of Institutional Research. The Vice President and Dean of the College administers a survey each summer to all full-time faculty.

Faculty members are urged to participate in all surveys. Often, the usefulness of the results depends on widespread participation.

5.0 Identification Cards

Every full-time faculty member of the college may use his/her Hiram College identification card as an admission ticket to such college-sponsored events as athletic contests, plays, concert and artist series, and musical events. This privilege does not include events sponsored by organizations within the college. Identification cards for dependents should be obtained from the Dining Services Office.

5.1 Parking

Parking is available on a first-come, first-served basis. Employees should follow directions and not park in areas reserved for the handicapped, visitors and others. The College will not be liable for fire, theft, damage or personal injury involving automobiles of employees. Employees should protect their property by locking car doors. Employees may register their vehicles and receive a staff parking identification card by contacting the Director of Fleet/Parking/Housekeeping at the Physical Plant.

5.2 Keys

Employees may sign out the keys they need to campus buildings and rooms at the Physical Plant Office. Keys must be returned as soon as employment ends.

5.3 Notary Public

Occasions arise that require the services of a notary public. To obtain this service free of

charge, contact the Human Resources Office.

5.4 Bookstore

The Hiram College Bookstore carries a wide array of school supplies, clothing, gifts, magazines and greeting cards as well as new and used textbooks and trade books for course work. Members of the faculty and staff, including their immediate family, receive a 10% discount on all books and supplies. Employees may also place monies on their staff identification card to be used in the Bookstore for personal purchases. Employees interested in doing so should see the Financial Services Clerk in the Business Office to make a deposit to their card.

The Bookstore is a member of the Copyright Clearance Center (CCC). Faculty members who wish to use photocopied material in class should fill out the standard CCC authorization form and submit it to the Bookstore. The Bookstore will then process the order through CCC and forward it to the Service Center with further routing instructions. The faculty member will be informed of royalty and processing fees, which will be the actual cost of the order as assessed by CCC, before the material is actually copied. Faculty members may obtain further information on this service from the Bookstore or the Service Center.

The Bookstore is committed to providing as many used books as possible to students to help defray the cost of their education. The most desirable method is through student book buyback at the end of the course. Books that have been ordered by professors for future use (and therefore are being purchased by the bookstore for on-campus use) are usually purchased at one-half of the new price of the book regardless of whether the book was purchased new or used. Completed book order requisition forms are usually required three to four months before the start of twelve-week sessions and approximately two months prior to the start of three-week sessions so that the textbook manager can compile a thorough and accurate buyback list prior to the beginning of each buyback. Timely receipt of these requisitions is vital to ensure overall efficiency in all aspects of textbook ordering, most importantly the acquisition of used books.

Faculty should order all desk copies directly from the publisher. Request forms for desk copies and publisher information is available from the bookstore.

5.5 Use of College Vehicles

The College maintains a fleet of vehicles ranging in size from five-passenger cars to fifteen-passenger vans. These vehicles may be reserved for official College travel through the Director of Transportation in the Physical Plant Office. The destination and purpose of the trip and an account number to charge the costs must be provided at the time the reservation is made. If a vehicle will be driven by a student, then the student must be

certified in advance as a College Driver by the Director of Transportation.

5.6 Purchase Orders, Requisitions

Information on the use of purchase orders and payment requisitions, and other financial information, is contained in the Purchasing Office. The Dean's office also provides information on reimbursements, including those for travel expenses.

5.7 Charitable Contributions

As a community of caring citizens, the College encourages employees to make charitable contributions to organizations of their choice. Gifts may be made by payroll deduction to the UNITED WAY, Community Shares and to Hiram College.

5.8 Kennedy Center

The switchboard, information desk, bulletin boards, and lost and found department are also located in the Kennedy Center. Various Kennedy Center facilities are available for rental by employees, at a reduced rate. These facilities include the art gallery, ballroom, conference rooms, and dining rooms.

5.9 Dining Services

A variety of foods and beverages may be purchased at reasonable prices in the Food Court located inside the Kennedy Center during regular lunch periods. Employees who bring their own lunch are invited to use the dining options in the Kennedy Center to supplement their lunch. The Dining Center offers a variety of menu selections in an all-you-care-to-eat atmosphere. Employees may also place monies on their staff identification card to be used in the Food Court, Squire Hill, or Miller Dining Hall for purchases. Employees will receive a 15% discount on their dining bill if they deposit money on the dining account. The miscellaneous account can also be used but without a discount. Employees interested in doing so should see the Financial Services Clerk in the Business Office to make a deposit to your card.

5.10 Athletic Facilities

Employees' immediate family members who wish to use the athletic facilities of the College may obtain a PE/ID card from the Athletic Department for a one-time fee.

5.11 Smoking Policy

All Rooms in College buildings are all designated as **No Smoking at All Times.**

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