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# CHAPTER 1

## GENERAL INSTITUTIONAL INFORMATION

### 1. INTRODUCTION

The Northwest Nazarene University *Faculty Policy Manual (Manual)* contains the policies, procedures, and links to the forms, and documents under which faculty members, individually and collectively do their work; substantive changes to the *Faculty Policy Manual* will occur by a majority vote of the faculty. The Faculty Policy Council (defined below) will determine what changes are considered substantive by a majority vote. The Board of Trustees may initiate and enact amendments to the *Faculty Policy Manual* that will be effective immediately. The Board of Trustees, through the President, will notify the faculty as a whole and the Faculty Policy Council will formulate an assessment of the amendment. The assessment will be sent to the Agenda Committee. The amendment and the assessment by the Faculty Policy Council will be placed on the agenda for the next regularly scheduled faculty meeting. If the faculty as a whole desires that the adopted amendment be returned to the trustees for further consideration, then the faculty's concerns will be forwarded to the Trustees through the President. At the next meeting of the Board of Trustees, the Trustees will consider the faculty's concerns and will reconsider such amendment.

The purpose of this manual is to assist faculty and administrators as they carry out their respective functions and cooperate to effectively carry out the mission of the institution (see below).

The *Faculty Policy Manual* is the primary source for information about policies related to the faculty, but it is not the only source. In addition to this document, the university catalog, by-laws, and board policy manual contain information that supports and clarifies statements found in this document.

The *Faculty Policy Manual* is the synthesis of two older documents – the *Faculty Policy Manual* and the *Faculty Handbook* – that had become both redundant and contradictory over time. In addition, several unwritten policies and practices exist that need to be codified in a single document. While the Board of Trustees and the President must ultimately approve of all university policies, different processes have historically been the primary source of change for the aforementioned separate documents. It is the intent that the majority of this document will be jointly owned and edited by faculty and administrators alike. That said, some policies are the major providence of one group or another, they are clearly identified throughout this document and have separate mechanisms for change.

### 1.2 STATEMENT OF MISSION

The Mission of Northwest Nazarene University is the transformation of the whole person. Centered in Jesus Christ, the NNU education instills habits of heart, soul, mind, and strength to enable each student to become God's creative and redemptive agents in the world.

Northwest Nazarene University is a Christian university of the liberal arts, professional and graduate studies. The University is grounded in the Wesleyan-Holiness tradition and is an educational expression of the Northwest region of the Church of the Nazarene.

Northwest Nazarene University is founded upon belief in and relationship with the One Triune God—Father, Son and Holy Spirit. Therefore, we seek to build our lives and the practices of the University upon the Kingdom of God as revealed in Jesus.

At Northwest Nazarene University we value the following core themes:

**TRANSFORMATION**—We believe education fosters transformation. NNU engages and affects all domains of life—intellectual, social, physical and spiritual—thereby advancing the transformation of the individual, the church and the world.

**TRUTH**—We believe education pursues truth. NNU explores knowledge, the wonder of God's creative activity, the story of human civilization and the achievements in the arts, sciences and professions. Ultimately, we believe Jesus is the truth incarnate; therefore, we pursue Christ.

**COMMUNITY**—We believe education flourishes in community. NNU provides a learning and faith community that teaches, challenges and encourages each other through intellectual and spiritual practices. Within covenantal relationships we express our love for God and others.

**SERVICE**—We believe education cultivates service. NNU teaches the importance of a life of servanthood as modeled by Jesus Christ. We learn to lead by giving of ourselves to God and humankind.

### 1.3 STATEMENT OF FAITH

The University, theologically, emphasizes the theistic view of God and humanity as interpreted in the Wesleyan-Arminian tradition. We, therefore, deem belief in the following brief statements to be sufficient.

#### 1.3.1 We believe:

- a. In one God - the Father, Son, and Holy Spirit.

- b. That the Old and New Testament Scriptures, given by plenary inspiration, contain all truth necessary to faith and Christian living.
- c. That humanity is born with a fallen nature, and is, therefore, inclined to evil, and that continually.
- d. That the finally impenitent are hopelessly and eternally lost.
- e. That the atonement through Jesus Christ is for the whole human race; and that whosoever repents and believes on the Lord Jesus Christ is justified and regenerated and saved from the dominion of sin.
- f. That believers are to be sanctified wholly, subsequent to regeneration, through faith in the Lord Jesus Christ.
- g. That the Holy Spirit bears witness to the new birth, and also to the entire sanctification of believers.
- h. That our Lord will return, the dead will be raised, and the final judgment will take place.

## 1.4 CORE THEMES

In 2009-10 when the University went through an extensive process to rearticulate its mission, the four values of transformation, truth, community, and service emerged as especially salient to the new mission. During the 2010-11 academic year, the faculty, deans, and administration periodically revisited these values and reached the conclusion that they represent major, interdependent areas that manifest essential elements of the mission and collectively encompass and expand upon the University's mission.

The pages that follow contain descriptions and tables that map the University's objectives, indicators, and acceptable thresholds related to fulfillment of each core theme.

### 1.4.1 Core Theme One: Transformation

As stated in the University's mission, NNU is committed to the transformation of the whole person. We believe education fosters transformation. NNU engages and affects all domains of life—intellectual, social, physical and spiritual—thereby advancing the transformation of the individual, the church, and the world.

NNU seeks students with promise and passion who come to this community as partners in learning. Transformation in this context can come in many forms. While there are times that the “lights go on” in a student's eyes and their thinking is altered in an instant, more often transformation occurs as the product of long-term exposure and experience.

It is incumbent upon all universities to foster an environment where academic transformation (learning) can take place, but NNU seeks more. In addition to academic transformation, we aim to transform students' beliefs and values from varying degrees of narcissism to a willingness to engage in conversation people and value those who hold other points of view, even those with whom the student may disagree. As a Christian institution, we seek to hold up the person of Jesus Christ as the ultimate expression of the transformed life. We pursue His life of love and His teachings as the ultimate source of transformative energy, given through the presence of the Holy Spirit. Though we do not require our students to be Christians, we do require them to understand Christianity and then choose whether to adopt a life of Christian faith for themselves.

NNU is committed to fostering Christian spiritual maturity. We believe this is essential in the education of the whole person. By encountering the rich Christian intellectual traditions through the teachings and writings of Jesus, Paul, Augustine, Aquinas, Luther, Wesley, and others, students we hope to foster a sense of purpose and life's calling. At NNU, we consider the transition toward mature and independent thinking fostered in a liberal arts education to be an important part of the Christian formation in the Wesleyan tradition.

### 1.4.2 Core Theme Two: Truth

One of the primary components of an NNU education is the pursuit of truth. Students at NNU explore knowledge, the wonder of God's creative activity, the story of human civilization, and achievements in the arts, sciences, and professions—and in this way, NNU casts the word truth in its broadest sense; the pursuit of accurate knowledge is the pursuit of truth. As a people of faith, working for an institution that holds to a Christian view of the world, we also believe in a higher Truth, a set of Truths that are embodied in the life of Jesus Christ. We believe that there is great congruence between the discoveries of the natural, social, and behavioral sciences with the truth represented in the core tenants of Christian theology. There are also points of apparent conflict. Understanding and being able to articulate the congruence and the tension are part of this core theme.

NNU provides knowledge, values, and skills that lead to a broadening understanding of the world and its cultures. We challenge our students to envision lovingly the world as it should be. Ultimately, we seek understanding in order to gain wisdom—wisdom to emulate the ways of God and His Kingdom.

NNU seeks faculty who are committed to Christ, the pursuit of excellence in their discipline, and to the mission and vision of the University. We hire faculty who actively model the life of truth-seeking for their students.

### **1.4.3 Core Theme Three: Community**

NNU is a community of faith and learning whose members teach, challenge, and encourage each other to grow intellectually and spiritually. We believe that education flourishes in community through co-curricular learning and living experiences that enrich and reinforce academic learning. Indeed, neither the process of transformation nor the robust exploration of truth should occur in a vacuum. Community forms, reinforces, corrects, and propels our academic endeavors.

Establishing and maintaining healthy relationships within a university community is a constant challenge. Students, faculty, and staff are intelligent people with passionately held beliefs. It is the goal of our community to understand our differences and be strengthened in our diversity.

### **1.4.4 Core Theme Four: Service**

NNU has a unique responsibility to prepare and position students to have a positive, loving impact wherever they live. Truth-seeking transformation in community is stunted if it does not seek an outlet. Indeed, service to the broader community is an essential goal for a Christian community in the Wesleyan tradition. As a result, we believe that education cultivates service. NNU teaches the importance of a life of servanthood as modeled by Jesus Christ.

We nurture students to creatively apply their knowledge and skills to the problems they encounter. We want our students to understand, and experience the world, then see themselves as God's creative agents, who use their NNU education to bring hope and healing, peace and justice, to the communities in which they live.

## **1.5 ACCREDITATION**

Northwest Nazarene University offers bachelors, masters, and doctoral degrees in a wide range of content areas. NNU is accredited by our regional accrediting body, the Northwest Commission on Colleges and Universities (NWCCU), and is therefore recognized by the Council for Higher Education Accreditation and the Secretary of the U.S. Department of Education.

In addition to regional university accreditation, several departments are accredited by nationally-recognized specialized accrediting boards:

- a. The Education Department is accredited by the National Council for the Accreditation of Teacher Education (NCATE).
- b. The Counseling Department is accredited by the Council for Accreditation of Counseling and Related Educational Programs (CACREP).
- c. The Music program is accredited by the National Association of Schools of Music (NASM).
- d. The programs of the School of Business are accredited by the Accreditation Council for Business Schools and Programs (ACBSP).
- e. The Social Work Department is accredited by the Council on Social Work Education.
- f. The Nursing Department is accredited by the Commission on Collegiate Nursing Education (CCNE).
- g. The Christian Ministry major in the Religion Department together with an appropriate minor is approved as meeting ordination requirements by the Course of Study Advisory Committee (COSAC) of the Church of the Nazarene. The School of Theology and Christian Ministries (graduate programs) has been approved as an associate member of The Association of Theological Schools (TATS).

The University is a member of the Council for Christian Colleges and Universities.

# CHAPTER 2

## INSTITUTIONAL ORGANIZATION AND STRUCTURE

### INTRODUCTION

Northwest Nazarene University is chartered in the state of Idaho as a non-profit educational institution. The responsibility for its operation rests with a forty-member Board of Trustees, whose membership is prescribed by the Articles of Incorporation of the University (Link). Specific rights and obligations of the Board of Trustees regarding the faculty are addressed throughout this *Manual*.

### 2.1 THE BOARD OF TRUSTEES

By corporate charter, the corporation (university) is managed and the assets are owned by the Board of Trustees of the University. The majority of the members of the Board of Trustees are chosen/elected by the district assemblies of the districts of the Church of the Nazarene that compose the Northwest Educational Zone of the Church of the Nazarene in the United States of America. The President of the University is a member of the Board of Trustees as is a member selected by the NNU Alumni Association.

The Board of Trustees has overall responsibility for the affairs of the University. It establishes mission and overall policy, provides for due care of the physical assets, hires the chief executive officer (the President of the University), and approves faculty and key personnel. The full Board has two regularly scheduled meetings each year and other meetings as necessary.

The Board of Trustees organizes its work by selecting officers as required by the corporation charter and in order to carry on its work. Included among the officers selected are the Chairperson, Vice Chairperson, Treasurer, and Secretary.

The Board Policy Manual sets forth instructions from the Board for the conduct and activity of the officers. Additional mandatory organizational authority is set forth in the Articles of Incorporation, the By-Laws of the University and this Faculty Policy Manual.

The Board of Trustees has established through its by-laws an executive committee known as the Executive Committee. Certain on-going responsibilities are delegated to the Executive Committee with power to act on behalf of the full Board of Trustees between meetings of the full Board of Trustees. The officers of the Board of Trustees and the President of the University are members of the Executive Committee, along with other members elected by the full Board of Trustees.

The faculty as a whole elects six representatives to the Board of Trustees: the Faculty Chairperson, the CAS and CAGS faculty Vice Chairpersons, and three at-large representatives. These individuals represent faculty interests to the Board of Trustees as non-voting *ex officio* representatives. The Faculty Chairperson is responsible for recommending faculty representatives to specific standing committees of the Board of Trustees.

The President of the Student Government Association attends the plenary sessions of the Board of Trustees and is a non-voting *ex officio* member of the Student Development Committee.

### 2.2 THE PRESIDENT

The University President is the chief executive officer of the University and is employed by the Board of Trustees for a term specified. According to Article VII.2.a. of the University Bylaws, “The President of the University shall be elected by the Board of Trustees by a two-thirds vote of its membership (excluding the office of the President as a member of the Board of Trustees). The President serves at the pleasure of the Board of Trustees for such term, compensation, and with such conditions of employment, as it shall determine.” (A copy of the University Bylaws may be found in the Appendix to this document.)

The Board of Trustees delegates on-going management responsibilities for the University to the President. Acting within the general policy and procedural framework of the Board of Trustees, the President is responsible for all matters set forth as Presidential responsibilities in the Board Policy Manual and the By-Laws of the University. In that context and subject thereto, the President’s responsibilities include all University educational and managerial affairs. The President is responsible for leading the University, implementing all Board policies, keeping the Board informed on appropriate matters, consulting with the Board in a timely manner on matters appropriate to its policy-making and fiduciary functions and serving as the University’s key spokesperson.

### 2.3 THE VICE PRESIDENTS

The University President has responsibility for organizing the internal management of the institution. In addition to the President, internal management and leadership is lodged with vice presidents representing the operational areas of the University. The President delegates certain responsibilities and authority to the Vice Presidents as necessary to carry out the mission of the University.

### **2.3.1. The following Vice Presidents report to the President of the University:**

- a. Vice President for Academic Affairs.
- b. Vice President for Enrollment and Marketing.
- c. Vice President for Financial Affairs.
- d. Vice President for Student Development.
- e. Vice President for Spiritual and Leadership Development.
- f. Vice President for University Advancement.

Each Vice President, in consultation with the President, is expected to organize their respective operational area in a manner that efficiently and effectively serves the constituents under their care. Job descriptions of the Vice Presidents can be found in the Human Resources Department and the office of the President.

#### **2.3.1.1 Vice President for Academic Affairs**

The Vice President for Academic Affairs is responsible for the academic activities of the University.

#### **2.3.1.2 Vice President for Enrollment Services and Marketing**

The Vice President for Enrollment Services and Marketing is responsible for providing campus-wide leadership in achieving the University's undergraduate enrollment goals and for fostering market-oriented relationships with alumni and friends of the University. The Vice President also advises graduate and continuing education programs in the areas of enrollment services, constituent relationships, and marketing.

#### **2.3.1.3 Vice President for Financial Affairs**

The Vice President for Financial Affairs has general responsibility for financial affairs and oversees the care and maintenance of the physical plant of the University and all other property of the University.

#### **2.3.1.4 Vice President for Student Development**

The Vice President for Student Development is responsible for areas involving student life.

#### **2.3.1.5 Vice President for University Advancement**

The Vice President for University Advancement is responsible for the administration of programs related to fund raising, alumni relations, community and governmental relations, and general institutional advancement.

#### **2.3.1.6 Vice President for Spiritual and Leadership Development.**

The Vice President for Spiritual and Leadership Development is responsible matters pertaining to the spiritual development of the University and matters pertaining to Christian Leadership.

## **2.4 THE PRESIDENT'S CABINET**

The President, the Vice Presidents, and others as the President may deem appropriate constitute the President's Cabinet. This group meets regularly to discuss matters related to University management and to recommend policy and courses of action to the President. All actions by the cabinet are recommendations to the President.

## **2.5 ORGANIZATIONAL CHART**

The academic structure of the University is divided into three areas; the College of Arts and Sciences, the College of Adult and Graduate Studies, and Academic Services. There is a Dean for each of these three areas who report directly to the VPAA. The academic sectors of the two colleges are divided into departments/schools. This link will take you to the current organizational chart for Northwest Nazarene University ([Link](#)).

## **2.6 OVERVIEW OF COUNCILS AND COMMITTEES AND COMMISSIONS**

There are three major types of advisory/policy making groups at the university: councils, committees and commissions. Each of these groups is integral to the function of the University and may be involved in the creation of policy or its implementation. For clarity, faculty groups are referred to with the terms "council" and "committee".

Faculty Councils are groups of faculty, staff, and administrators who assist in the creation of university policy and its implementation under the direction of the University Faculty.

Faculty Committees recommend policy or procedural changes to the FPC for adoption and/or carry out their assigned responsibilities as defined.

Administrative Commissions are groups of faculty, staff, and administrators who assist in the creation of university policy and its implementation by offering their advice (counsel) to University Administrators.

The structural relationships and reporting lines of the various councils and committees are depicted in 2.8.1 ([Link](#))

## **2.7 SHARED GOVERNANCE & PARTICIPATORY MANAGEMENT AT NNU**

As an institution of higher education, NNU depends on and regularly utilizes the expertise of the faculty in governance of the institution. Faculty input is solicited on matters of interest to the general faculty, and faculty members have primary responsibility for overseeing certain areas of policy and program. While the President has overall responsibility for all areas of policy and program, under normal conditions the President delegates various areas of responsibility to the faculty in keeping with good practice in higher education and in conformity with Board of Trustees policy, the laws of the State of Idaho and the United States, and the regulations of NNU's accrediting bodies.

### **2.7.1 The purposes of the NNU faculty are:**

- a. To further the university's mission.
- b. To provide a forum for discussion of educational matters.
- c. To oversee entrance and matriculation requirements, degrees offered, graduation requirements, curriculum changes, and similar academic matters.
- d. To receive reports and act upon matters referred to it by the President of the University, administrators, faculty councils and committees, the Student Government Organization, or other appropriate sources, provided such action is in keeping with the purposes of this organization.
- e. To discuss and provide recommendations on any matter essential to the general welfare of faculty and students, including extra-curricular and co-curricular matters.
- f. To prepare reports and make recommendations on academic and student matters to the President of the University (for referral to the Board of Trustees), or to other appropriate entities, provided such action is in keeping with the purposes of this organization.
- g. The Faculty shall accomplish the above purposes through the faculty officers; faculty meetings; university or college councils, committees, and other appropriate groups.

## **2.8 WORKING PHILOSOPHY OF COUNCILS, COMMITTEES AND COMMISSIONS**

- 2.8.1** The terms "council", "committee" and "commission" indicate the reporting structure of the group. Councils and committees report to the University Faculty, while commissions report to administrators. These bodies deal with policy and/or implementation of policy.
- 2.8.2** The purpose of councils, committees and commissions is to involve faculty and administrators in policy formation and expedite the mission of the university.
- 2.8.3** The membership of councils, committees and commissions will include representation from all appropriate sectors of the University.
- 2.8.4** Every council/committee/commission will have a meaningful work assignment without redundancy. Members will view their assignment as important to the overall success of the University.
- 2.8.5** The total number of councils/committees/commissions will be as small as possible.
- 2.8.6** The membership of councils/committees/commissions will be as small as possible in order to provide for maximum effectiveness.
- 2.8.7** The workload for councils/committees/commissions will be such that most will need to meet once a month but not more than twice a month.
- 2.8.8** The faculty membership of councils/committees will be spread broadly among the faculty. Normally faculty members will serve on at least one council/committee. No faculty member will be required to serve on more than three councils/committees/commissions.
- 2.8.9** Each college, school, unit or administrator is responsible for selecting the appropriate faculty representatives for council/committee assignments. Colleges/Schools will need to weigh the relative values of continuity vs. creativity when making that selection. Schools must hold their council/committee representatives accountable. This includes attendance at council/committee meetings, reporting back to the schools each month, and relaying information from the school to the councils/committees.
- 2.8.10** University Faculty Council/Committees will report to the faculty as a whole by posting the minutes of each meeting electronically. The chair of each council/committee is responsible for seeing that this is done.
- 2.8.11** In the event of a vacancy on a council or committee, the Faculty Policy Council, in consultation with the appropriate college, will name a replacement. For those positions elected by the faculty as a whole from two candidates nominated by the school, the alternate nominee will normally be named to fill the vacancy.

## **2.9. OVERALL COMMITTEE STRUCTURE**

Faculty councils/committees are those councils/committees that are accountable to the faculty, the President, and the Board of Trustees. Each of these is required to keep the faculty informed of their activities by posting the minutes of each meeting electronically. There are two basic types of faculty councils/committees. Their makeup, size, and responsibilities are listed in the following pages.

### **2.9.1 Those that service the needs of the faculty as an organization**

- a. Agenda Committee (for full and college faculty meetings).
- b. Committee on Rank and Tenure.
- c. Faculty Development Committee.
- d. Faculty Policy Council.
- e. Accreditation and Assessment Committee.
- f. Nomination Committees.

### **2.9.2 Those that carry out the academic responsibilities of the faculty**

- a. College of Arts and Sciences Academic Council.
- b. College of Arts and Sciences General Education Council.
- c. College of Adult and Graduate Studies Adult Undergraduate Academic & General Education Council.
- d. College of Adult and Graduate Studies Academic Council.

### **2.9.3 Other**

In addition, there are administrative commissions which service the needs of the administration. These commissions are designed to expedite the work of a particular administrative officer. They do no report to the faculty or send minutes to the faculty. Their makeup, size, duties, meetings, and reports are determined by the administrator in jurisdiction. However, proposed changes in the size and makeup of these committees should be presented to the Committee on Committees for an impact study of these changes on the overall committee structure.

The administrative commissions will be provided to the faculty at the beginning of each academic year.

## **2.10 FACULTY COUNCILS AND COMMITTEES**

### **2.10.1 Agenda Committee**

Membership: 9

- a. Vice President for Academic Affairs
- b. President of the University
- c. Faculty Chairperson
- d. College of Arts and Sciences Faculty Vice-Chairperson
- e. College of Adult and Graduate Studies Faculty Vice-Chairperson
- f. College of Arts and Sciences Faculty Secretary
- g. College of Adult and Graduate Studies Secretary
- h. College of Arts and Sciences Dean
- i. College of Graduate and Adult Studies Dean

Chairperson: Vice President for Academic Affairs

Frequency of meetings: Prior to any scheduled faculty meeting

Committee reports to: Faculty via the agenda for faculty meetings

Frequency of reports: As needed

Responsibilities:

- a. Call for faculty meeting agenda items by announcement prior to Agenda Committee meetings. At the chair's request, the faculty secretary may facilitate this as well as serve as the secretary of the Agenda Committee.
- b. Establish the agenda for each faculty meeting. Any council, committee, school, department, administrator or faculty member may present items to any member of the Agenda Committee to be considered for a faculty meeting.
- c. Send the agenda to each faculty member at least three school days before faculty meetings
- d. Set dates for regular reports from councils and committees.
- e. Set dates for special faculty meetings or faculty hearings.

- f. Promote the quality and effectiveness of faculty meetings. The committee will be guided by the description of faculty meetings in the faculty constitution. The Faculty Constitution also sets up the College Agenda Committees.

### **2.10.2 College of Arts and Sciences – Academic Council**

Membership: 12

- a. Faculty Vice Chairperson (CAS)
- b. Dean of CAS
- c. Registrar
- d. Seven faculty members from CAS [with interim representation from AHSS (2), Sciences (2), Education & Social Work (1), STCM (1), Business (1)]
- e. One faculty member from Academic Services
- f. Two students selected by SGA

Length of tenure: 2 years, elected on a staggered schedule. Student tenure - 1 year.

Chairperson: Faculty Vice Chairperson (CAS)

Suggested frequency of meetings: Twice a month

Committee reports to: Faculty

Frequency of reports: After each meeting minutes will be posted electronically.

Responsibilities:

- a. Establish and review all academic policies governing the undergraduate program of the University. These include curriculum, admission and graduation requirements, calendar, grading system, retention, academic honors, advising, and all other academic standards and procedures.
- b. Review and act upon all recommendations from other councils and committees with regard to academic policies. The council will not deal with the operational policies in the jurisdiction of other councils and committees or with course approval.
- c. Approve substantive change requests (required for accreditation) in undergraduate programs.
- d. Establish and review all academic policies governing special undergraduate programs, such as the honors program and international programs.
- e. Establish and review the undergraduate academic plan for the University which includes present policies as well as long range goals. Keep this before the faculty, administration, and trustees. Monitor its implementation through the appropriate sectors of the university, and report each year on its progress to the faculty as a whole.
- f. Oversee and coordinate undergraduate curriculum formation within each college. Review reports of curriculum changes from each school curriculum committee. If reports are not returned to the curriculum committees for reconsideration, the curriculum changes will stand approved.

### **2.10.3 Faculty Development Committee**

Membership: 12

- a. CAS Faculty Secretary
- b. CAGS Faculty Secretary
- c. One faculty member representing Academic Support Center
- d. Four faculty members from CAS
- e. Four faculty members from CAGS
- f. Vice President for Academic Affairs (non-voting) or appointed representative

Length of tenure: 2 years, elected on a staggered schedule

Chairperson: Faculty Secretary (one of the two elected)

Suggested frequency of meetings: As needed

Committee reports to: Faculty, Vice President for Academic Affairs

Frequency of reports: After each meeting minutes will be posted electronically.

Responsibilities:

- a. Consider and select faculty for the following awards and grants:
  - i. Review and recommend Sabbatical leaves (fall semester)
  - ii. Watson Faculty Enhancement Project & Riley-Woodward Faculty Research Grant (spring semester)

- iii. Faculty Development II Fund (spring semester)
- iv. Faculty Award Lecture (spring semester)
- v. Other institutional awards and grants
- b. Establish and review policies with regard to the above awards and grants.
- c. Provide oversight for the orientation and development of new faculty during their first three years at NNU.
- d. Provide opportunities for the development of the faculty as a whole in the areas of instruction, profession, and personal/spiritual growth.
- e. Coordinate faculty recognition for retiring faculty.
- f. Provide ongoing training, support, and mentoring opportunities for faculty members.

#### **2.10.4 Faculty Policy Council**

Membership: 12

- a. Faculty Chairperson
- b. Four faculty members from CAS
- c. Three faculty members from CAGS
- d. One faculty member representing Academic Services
- e. Vice President for Academic Affairs (non-voting, resource person)
- f. Vice President for Financial Affairs (non-voting, resource person)
- g. University Legal Counsel (non-voting)

Length of tenure: 2 years, elected on a staggered schedule.

Chairperson: Faculty Chairperson

Suggested frequency of meetings: Monthly, or as needed

Committee reports to: Faculty, Vice President for Academic Affairs, President

Frequency of reports: After each meeting minutes will be posted electronically.

Responsibilities:

- a. Formulate, review, and recommend all policies with respect to faculty personnel matters, including but not limited to salaries, benefits, contracts, work rules, sabbaticals, leaves of absence, retirement, hiring procedures, dismissal procedures, retrenchment, and other similar matters in the Faculty Policy Manual and Faculty Policy Handbook.
- b. (1) Receive annually from the Vice President for Financial Affairs data from NNU faculty and reference institutions necessary to track and update items related to faculty welfare. (2) Survey the NNU faculty periodically regarding items related to faculty welfare. (3) Prepare an annual report, or update to previous reports, of the faculty welfare status to be presented in the fall to the faculty, administration, and Executive Committee of the Board of Trustees.
- c. Review as needed the Faculty Policy Manual and process any proposed changes in accordance with provisions of the Faculty Policy Manual.
- d. Review as needed the Faculty Constitution and consider proposed amendments in accordance with the amending procedure in those documents.
- e. Interpret the Faculty Constitution as occasions arise.
- f. Provide for sub-committees as appropriate.
- g. Provide general oversight of the structure for all faculty committees. The committee will review as needed the committee structure for all faculty councils and committees, considering the size, makeup, jurisdiction, and effectiveness of each committee. The committee will be guided by “A Working Philosophy of Councils and Committees” (see 2.8).
- h. Interpret issues of responsibility between councils and committees as occasions arise.
- i. Provide for replacements when vacancies occur in committees, councils, or faculty offices between normal elections.
- j. Provide for substitute faculty representation to the Board of Trustees if the regularly elected members cannot attend.
- k. Expedite the governance of faculty councils and committees: (1) assure that newly elected committees/councils organize before commencement; (2) assure that minutes are electronically posted after each meeting.

- l. Review the Faculty Policy Manual (FPM) as needed. Substantive changes to the will be determined by a majority vote of the FPC and will be taken to the Faculty for a vote. Non-substantive changes will be made by the FPC. All potential new policies are to be forwarded to the President for input; all final versions of policies approved by FPC or the Faculty shall be forwarded to the President for approval. Upon receiving Presidential approval new policies will take effect 30 days after the FPC minutes are posted.

### **2.10.5 CAS - General Education Council**

Membership: 12

- a. Dean of the College of Arts and Sciences
- b. Registrar
- c. Seven faculty members from CAS [with an interim representation from TCM (1), Natural Science/Engineering/Kinesiology (1), Social Science (1), English/Math (1), Humanities (2), and at large member (1)]
- d. One faculty member from Academic Services
- e. Vice President for Academic Affairs (non-voting, resource person)
- f. One upper class student selected by SGA

Length of tenure: 2 years, elected on a staggered schedule. Student tenure - 1 year.

Chairperson: The council will elect its own chairperson each year..

Committee reports to: Faculty, Dean of the College of Arts and Sciences

Suggested frequency of meetings: Monthly

Frequency of reports: After each meeting minutes will be posted electronically

Responsibilities:

- a. Establish and review the undergraduate general education policies and curriculum of the university, in light of the institutional mission. The council will work with individual departments to create appropriate courses for the general education curriculum.
- b. Assess the effectiveness of the general education curriculum: the structures, the processes, and the outcomes. Use the results to make recommendations for curricular planning.
- c. Evaluate the impact of general education curricular changes on the academic resources of the university and report to the Dean of Academic Services.
- d. Prepare the catalog statements on the general education curriculum.

Guidelines for Curriculum Formation:

- a. Either the General Education Council or the individual academic departments of the university may propose changes in the general education curriculum.
- b. The normal process for approval of changes in the general education curriculum is as follows: (1) the academic department in which the course resides, (2) the curriculum committee of the appropriate school, and (3) the General Education Council.
- c. Curriculum changes which affect teaching load or FTE should have the prior approval of the Dean of the appropriate school and the Vice President for Academic Affairs.

### **2.10.6 CAGS – Adult Academic and General Education Council**

Membership: 9

- a. Dean of the College of Adult and Graduate Studies
- b. Registrar (or representative)
- c. Five faculty members from APP programs
- d. One faculty member from Academic Services
- e. One representative from the CAS General Education Council
- f. One student selected by CAGS - Academic Council

Length of tenure: 2 years, elected on a staggered schedule. Student tenure - 1 year.

Chairperson: The council will elect its own chairperson each year.

Committee reports to: Faculty, Dean of the College of Adult and Graduate Studies

Suggested frequency of meetings: Monthly

Frequency of reports: After each meeting minutes will be posted electronically.

Responsibilities:

- a. Establish and review all academic policies governing the APP programs of the university. These include: curriculum, admission and graduation requirements, calendar, grading system, retention, academic honors, advising, and all other academic standards and procedures.
- b. Review and act upon all recommendations from other councils and committees with regard to APP and continuing studies academic policies. The council will not deal with the operational policies in the jurisdiction of other councils and committees or with course approval.
- c. Approve substantive change requests (required for accreditation) in APP programs.
- d. Receive periodic reports concerning graduate degrees from all departmental APP committees.
- e. Establish and review the undergraduate general education policies and curriculum of the University in relation to the APP programs, in light of the institutional mission. The council will work with individual departments to create appropriate courses for the general education curriculum.
- f. Assess the effectiveness of the general education curriculum: the structures, the processes, and the outcomes. Use the results to make recommendations for curricular planning.
- g. Evaluate the impact of general education curricular changes on the academic resources of the university and report to the Dean of Academic Services.
- h. Prepare the catalog statements on the general education curriculum in APP.

Guidelines for Curriculum Formation:

- a. The normal sequence for approval of new APP courses is as follows: (1) academic department in which the course resides, and (2) the curriculum committee of the appropriate school/department.
- b. Either the CAGS General Education Council or the individual academic departments of the university may propose changes in the general education curriculum.
- c. The normal process for approval of changes in the general education curriculum is as follows: (1) the academic department in which the course resides, (2) the curriculum committee of the appropriate department or school, and (3) the CAGS General Education Council.
- d. Curriculum changes which affect teaching load or FTE should have the prior approval of the Dean of the appropriate school and the Vice President for Academic Affairs.

**G2.10.7 CAGS – Graduate Academic Council**

Membership: 8-10

- a. Faculty Vice Chairperson for CAGS
- b. Registrar
- c. One representatives from each the CAGS – Graduate departments plus one doctoral program representative.
- d. One representative from Academic Services
- e. CAGS Dean
- f. Two graduate students appointed by the Dean of CAGS in consultation with graduate department chairs

Length of tenure: 1 year

Chairperson: Faculty Vice Chairperson (CAGS)

Suggested frequency of meetings: Monthly, or more frequently as needed

Committee reports to: Faculty

Frequency of reports: After each meeting minutes will be posted electronically.

Responsibilities:

- a. Establish and review all academic policies governing the graduate programs of the University. These include: curriculum, admission and graduation requirements, calendar, grading system, retention, academic honors, advising, and all other academic standards and procedures.
- b. Establish and review academic and operational policies governing all educational activities of the University which occur in graduate programs. c. Review and act upon all recommendations from other councils and committees with regard to graduate academic policies. The council will not deal with the operational policies in the jurisdiction of other councils and committees or with course approval.
- c. Approve substantive change requests (required for accreditation) in graduate programs.
- d. Receive periodic reports concerning graduate degrees from all departmental graduate committees.
- e. Prepare the catalog statements on the graduate program.

Guidelines for Curriculum Formation:

- a. The normal sequence for approval of new graduate courses is as follows: (1) academic department in which the course resides, and (2) the curriculum committee of the appropriate school.

### **2.10.8 Committee on Rank and Tenure**

Membership: 7

- a. elected at large from the faculty
- b. must hold a terminal degree in his or her field
- c. must hold the rank of Full Professor and have tenure at the time of his or her nomination

Length of Tenure: Three years — elected on a staggered schedule

Chairperson: The committee will elect its own chair each year.

Suggested frequency of meetings: On call (monthly to weekly as needed)

Committee reports to: Faculty

Frequency of reports: After each meeting minutes will be posted electronically.

[Due to the confidential nature of information involved in this committee, published minutes should include only dates and process types of information.] FPC should address the issue of maintaining a set of more complete confidential minutes and where those minutes will be kept.

Responsibilities: a. Provide general oversight of the structure and process for rank and tenure. Recommendations to change the rank and/or tenure process will be presented to the Faculty Policy Council for approval.

- a. Review, process, and make recommendations for all applications submitted for consideration of rank and/or tenure to the VPAA.
- b. All members of the committee may vote on all matters presented to the committee unless a member is disqualified. The committee shall create equitable rules for disqualification. Any matter put before the committee involving a decision to grant rank or tenure must pass with a majority of qualified votes; in the event of a tie, the matter shall be deemed not to have been approved by the committee.

### **2.10.9 Assessment and Accreditation Committee**

Membership: 10

- a. Three faculty members from the CAS
- b. Three faculty members from CAGS
- c. Academic Services rep
- d. Dean of CAS
- e. Dean of CAGS
- f. Accreditation Officer

Length of Tenure: Two years -- elected on a staggered schedule

Chairperson: The committee will elect its own chair each year.

Suggested frequency of meetings: Monthly or as needed

Committee reports to: Faculty

Responsibilities:

- a. Provide general oversight of the assessment and accreditation processes for the University
- b. Review outcomes, goals, and objectives for University assessments and provide a process for continuous improvement.
- c. Provide training and support opportunities for departments and individual faculty members in creating, enhancing, and reviewing assessments and the assessment process.

### **2.10.10 CAS – Nomination Committee**

Membership: 5

- a. Four faculty members from the College of Arts and Science
- b. One faculty member from CAS from FPC

Length of Tenure: Two years -- elected on a staggered schedule

Chairperson: The committee will elect its own chair each year.

Suggested frequency of meetings: Monthly or as needed)

Committee reports to: College

Responsibilities:

- a. Nominate to the faculty all candidates for faculty officers and faculty representatives to the Board of Trustees. The committee will follow the guidelines for nominees that are stated in the Faculty Constitution.
- b. Conduct the faculty elections dealing with items under its jurisdiction.

#### **2.10.11 CAGS – Nomination Committee**

Membership: 5

- a. Four faculty members from the College of Adult and Graduate Studies
- b. One faculty member from CAGS from FPC

Length of Tenure: Two years -- elected on a staggered schedule

Chairperson: The committee will elect its own chair each year.

Suggested frequency of meetings: Monthly (or as needed)

Committee reports to: College

Responsibilities:

- a. Nominate to the faculty all candidates for faculty officers and faculty representatives to the Board of Trustees. The committee will follow the guidelines for nominees that are stated in the Faculty Constitution.
- b. Conduct the faculty elections dealing with items under its jurisdiction.

#### **2.10.12 Joint Nomination Committee**

Membership: 10

- a. Members of the CAS Nomination Committee
- b. Members of the CAGS Nomination Committee

Chairperson: The committee will elect its own chair each year

Suggested frequency of meetings: as needed

Committee reports to Faculty

Responsibilities:

- a. Nominate to the faculty all candidates for Faculty Chair, Committee on Rank and Tenure and faculty representatives to the Board of Trustees.
- b. Conduct the faculty elections dealing with items under its jurisdiction.

### **2.11 ADMINISTRATIVE COMMISSIONS**

The Administrative Commissions are as follows:

#### **2.11.1 President of the University**

- a. Athletic Commission
- b. Honorary Degree Commission
- c. University Spiritual Life Commission
- d. University Administrative Commission

#### **2.11.2 Vice President for Academic Affairs**

- a. Academic Ceremonies Commission
- b. Academic Progress Commission
- c. Human Research Review Commission
- d. Retention Commission

#### **2.11.3 Vice President for Financial Affairs**

- a. Affirmative Action Commission
- b. Communications Commission
- c. Enrollment Management Commission
- d. Marketing Commission

e. Web Creative Commission

**2.11.4 Vice President for Student Development**

a. Community Life Commission

b. Counseling Commission

c. Entertainment Evaluation Commission

d. Housing Exception Commission

e. Master Calendar Commission

f. Student Life Executive Commission

g. Student Life Policy Commission

h. Agenda Commission

# CHAPTER 3

## FACULTY CONSTITUTION AND ORGANIZATION

### 3. INTRODUCTION TO CONSTITUTION

The achievement of the University's educational missions and objectives rests primarily and ultimately with its faculty. How well this responsibility is carried out depends largely on the manner in which the faculty is organized to perform its assigned tasks. Thus, it is essential that the members of the university community recognize this method of organization.

The Bylaws of Northwest Nazarene University establish the faculty as the authoritative body that is to perform the necessary and proper functions in the educational work of the University (Article VIII.2 of the University Bylaws). A copy of the University Bylaws may be found in a link contained in this document.

The faculty is organized into departments and groups of departments called colleges. This type of departmental and college organization, along with certain other administrative units and schools, allows the faculty to pursue its assigned tasks.

### 3.1 FACULTY CONSTITUTION

#### PREAMBLE

We, the faculty of Northwest Nazarene University, desiring to define clearly our purpose and our responsibilities to NNU, do hereby set forth this constitution. We seek by such action:

1. To promote the overall welfare of NNU as described in its statement of mission,
2. To integrate faculty responsibilities with those of other segments of the campus community,
3. To provide the structure for the organization and operation of all faculty responsibilities,
4. To stress the importance of the role of the faculty in the success of NNU.

As professionals, we desire to work with all segments of the campus community in utmost good faith. Our intent is not to categorize and separate, but rather to lay the foundation for efficient operation and interaction. Matters of faculty responsibility that are not stated herein are intended to be worked out according to the general guidelines and in the spirit of this constitution.

#### ARTICLE I. THE FACULTY

For the purpose of this constitution, the faculty of Northwest Nazarene University consists of persons who hold a position in affinity with the academic function of the University either through teaching or academic services. All such persons are issued salary contracts from the academic affairs budget and are classified according to the faculty salary schedule as full-time or part-time faculty. These people hereafter will be called teaching faculty. The Vice President for Academic Affairs is the chief academic officer of the University and is responsible for giving academic leadership to the faculty. In addition, the definition of faculty is extended to include the chief administrative officers of the University (Article V.B.2); the Dean of the College of Arts and Sciences, the Dean of the College of Graduate and Adults Studies, the Dean of Academic Resources, and the Registrar are referred to as administrative faculty.

#### ARTICLE II. PURPOSE OF THE FACULTY

##### A. The Faculty as a Whole

The purpose of the faculty as a whole is to provide for the academic and scholarly excellence of the University. This responsibility includes such matters as requirements for admission and graduation, curriculum, the nature of degrees to be conferred, rules and methods for the conduct of the educational work of the University, and recommendations to the proper administrator concerning budgetary items and University calendar that are needed to maintain or improve the academic quality of the University.

##### B. The Faculty as Individuals

The primary purpose of the faculty as individuals is to teach the curriculum. This responsibility includes such matters as proficiency in one's academic discipline, ability to teach, preparation for class work, commitment to the University, and Christian commitment. Other items of faculty responsibility are listed elsewhere in the *Faculty Policy Manual*.

### ARTICLE III. RELATIONSHIPS WITHIN THE FACULTY

#### A. The Faculty as a Whole

The faculty as a whole is responsible for the academic integrity of the University (Article II). Most of this responsibility is delegated by the faculty to individual councils, committees, colleges, and departments in order to consider all matters efficiently. At times, the faculty as a whole will discuss, recommend, and take action on items of a broad academic nature that are major policy issues. These items should normally be considered by a council before presentation at a faculty meeting.

The faculty as a whole may initiate recommendations and actions to be carried out by the various councils and committees. It may also make recommendations to the trustees, administration, colleges, departments, individual faculty members, or the student body on any items of an academic nature or related to the academic integrity of the University (Article V.A.2.d).

The faculty as a whole should be aware of all academic decisions through college representatives to committees and councils, minutes of meetings, and annual reports to faculty meetings.

#### B. Councils and Committees

The faculty through its councils and committees discusses, recommends, and takes action on the jurisdiction that is assigned to that council/committee in the *Faculty Policy Manual*. Councils and committees may ask for input from the faculty as a whole on items of importance where there is strong disagreement. All councils and committees are responsible for keeping the faculty as a whole apprised of their activity through oral presentations, minutes, and annual reports.

#### C. Colleges and Departments

The faculty through its colleges, schools and departments discusses, recommends, and takes action on items of an academic nature that relate to a specific discipline of study. Colleges, schools, and departments may present items for consideration by councils, committees, or the faculty as a whole. All colleges, schools and departments have the opportunity and responsibility to share with the faculty as a whole regarding their concerns and accomplishments at faculty meetings.

#### D. The Faculty as Individuals

The faculty as individuals contribute to the departments and colleges of which they are members, to the councils and committees of which they are members, and to the faculty as a whole through faculty meetings. They also serve as avenues of communication between departments and colleges on the one hand and councils and committees on the other.

### ARTICLE IV. RELATIONSHIPS WITH OTHER CAMPUS GROUPS

#### A. Church of the Nazarene

NNU is an institution of the Church of the Nazarene. The denominational statement of faith is printed in Chapter 1 of this document.

#### B. Board of Trustees

The final authority for determining the nature, structure, and policies of the University resides in the Board of Trustees. The board is also the employer of the faculty and is responsible for determining the conditions of employment and salary. The faculty as a whole elects six representatives to the Board of Trustees: the Faculty Chairperson, the Faculty Vice Chairpersons (College of Arts and Sciences and College of Adult and Graduate Studies, and three at-large representatives. These individuals will represent faculty interests to the Board of Trustees as non-voting ex officio representatives. The Faculty Chairperson will be responsible for recommending faculty representatives to specific committees.

#### C. Administration

The President is the chief administrative officer of the University. The President and the various Vice Presidents are responsible for administrating the affairs of the University consistent with the Bylaws of the University and as directed by the Board of Trustees. In addition, there are many administrative personnel who work with the chief administrative officers in servicing the needs of the University. A member of the administration is represented on most faculty councils and committees.

The faculty interacts with the administration in the following ways:

1. On academic matters, the faculty interacts through faculty meetings and various faculty councils and committees.
2. On employee policy matters, such as employment contracts, salary scale, due process procedures, grievance procedures, teaching loads, sabbaticals, and leaves of absence, the faculty interacts through the Faculty Policy Council.
3. On rank and tenure matters, the faculty interacts through the Committee on Rank and Tenure.

4. On academic budget matters, the faculty interacts through the Academic Administrative Council.
5. The President may at his/her discretion establish an advisory commission that would serve as a liaison between the administration and the faculty. This commission would serve as a sounding board of general faculty opinion on matters of concern to either the administration or the faculty.

#### **D. Staff**

The staff of the University provides many of the services that are needed by the faculty. They assist the faculty in the daily preparation for teaching.

#### **E. Students**

The primary setting for faculty-student interaction is in the classroom, but faculty are also involved with students in counseling, coaching, advising, and assisting with various student groups. Student representatives serve on many faculty councils and committees.

### **ARTICLE V. FACULTY MEETINGS**

#### **A. Purpose**

As stated in Article II, the principal responsibility of the faculty is to provide for the academic and scholarly excellence of the University. While councils, committees, colleges, and departments do much of this work in smaller groups, the faculty as a whole will meet on a regular basis to provide oversight. There are two types of faculty meetings: Full Faculty Meetings, which include all faculty members; and College Faculty Meetings for the members of the respective Colleges. Administrative Faculty may attend both types of faculty meetings. The following items are intended to provide guidance in setting the agenda for faculty meetings.

1. To inform
  - a. Instructions on future events and academic procedures
  - b. Items of a general nature for the good of all
  - c. Reports from the administration, councils, committees, colleges, schools, and departments. All faculty councils and committees will be required to make an annual written report to the faculty. These reports will be submitted electronically in the spring of each year to the Faculty Secretary for each respective college and are to be kept in a permanent file in the Office of Academic Affairs.
2. To approve by voting
  - a. Committee members on designated committees and councils
  - b. Faculty Chairperson, Vice Chairperson for CAS, Vice Chairperson for CAGS, Secretary for CAS, Secretary for CAGS, and the three at-large faculty representatives to the Board of Trustees
  - c. Significant academic policies of a broad nature
  - d. Recommendations to the trustees, administration, colleges, schools, departments, councils, committees, the faculty as a whole, individual faculty members, or the student body on any items of an academic nature or related to the academic integrity of the University. Recommendations to the trustees will be routed through the President of the University. Normally, items of recommendation will not be voted on until considered by one of the faculty committees or councils. Recommendations that are approved will be sent to the appropriate group by the Faculty Secretary. Reactions and responses will normally be given at the next faculty meeting.
3. To discuss
 

Opportunity will be given for individual faculty members to express their concerns, problems they are facing, and questions about campus activities. Faculty meetings can serve as a first stage clearing-house for creative ideas or concerns. They will also serve as a forum for discussion of larger issues that affect all faculty members.
4. To instruct
 

On occasion faculty meetings will be used as a forum for topics of interest. Outside speakers, comments from the Vice President for Academic Affairs, and talks by faculty members on what is working in their area are some possibilities.
5. To recognize achievements
  - a. Personal
  - b. Departmental
  - c. Universitywide

#### **B. Attendance**

1. All persons classified as teaching faculty members (Article I) are expected to attend.

2. Full faculty rights of attendance and voting are extended to the following administrative faculty (Article I):
  - a. President of the University
  - b. Vice President for Academic Affairs
  - c. Vice President for Enrollment Services and Marketing
  - d. Vice President for Financial Affairs
  - e. Vice President for Student Development
  - f. Vice President for University Advancement
  - g. Vice President for Spiritual and Leadership Development
  - h. Dean of the College of Arts and Sciences
  - i. Dean of the College of Adult and Graduate Studies
  - j. Dean of Academic Services
  - k. Registrar
3. Privileges of attendance are granted to adjunct faculty and administrative personnel. Such persons may have the right to the floor at the discretion of the chair, but not the privilege of voting.
4. Regular participants may invite guests (including resource persons) provided that the host is identified and the guests are introduced at the beginning of the session. Such guests may have the right to the floor at the discretion of the chair, but not the privilege of voting.
5. The teaching faculty as a whole may conduct executive sessions to discuss items of a sensitive nature. Attendance will be limited to the teaching faculty only (Article VIII.1). Such meetings will be authorized by a majority vote of the teaching faculty only (Article VIII.1) at a duly held faculty meeting. The Faculty Chairperson or appropriate college Vice-chair will serve as the chair of executive sessions.

### **C. Voting Privileges**

1. All persons classified as teaching faculty members (Article VIII.1) who are employed at least half time are entitled to vote.
2. All persons who are classified as administrative faculty (Article VIII.1) are entitled to vote.

### **D. Officers**

1. The President of the University will ordinarily serve as the convener of all faculty meetings.
2. The Vice President for Academic Affairs may serve as the convener of the faculty meeting in the absence of the President.
3. The Faculty Chairperson may serve as convener and will serve as the chair of all faculty meetings and will present the designated agenda. This person will also serve as one of six faculty representatives to the Board of Trustees. The Faculty Chairperson will be elected for a two-year term by vote of the faculty (Article VIII.1) and may not serve more than two successive terms. Three nominees who are full-time teaching faculty members with tenure and associate or full rank will be presented by the Faculty Policy Council to the faculty near the end of the academic year.
4. The Faculty Vice Chairpersons will serve as the chair of the college faculty meeting and the full faculty meetings in the absence of the Faculty Chairperson. These persons will also serve as two of six faculty representatives to the Board of Trustees. The Faculty Vice Chairpersons will be elected by vote of the faculty only (Article VIII.1) for a two-year term in alternate years from the Faculty Chairperson. These persons may not serve more than two successive terms. Three nominees who are full-time teaching faculty members with tenure and associate or full rank will be presented by the Nominating Committee from each college near the end of the academic year. Each person must be a member of the college for which she or he is nominated. She or he may not be from the same department as the Faculty Chairperson.
5. The Faculty Secretaries will record the minutes of the college faculty meetings and distribute them to all college faculty members and faculty officers within one week following the college faculty meeting. One Faculty Secretary will also serve one year of the two year term as full Faculty Secretary. This person will record the minutes of the full faculty meetings and distribute them to all faculty members within one week following the full faculty meeting. The Faculty Secretaries will serve as members of the Agenda Committee and the respective college Agenda Committee. The Faculty Secretaries will be elected by vote of the faculty from the respective college only (Article VIII.1) for a two-year term and may serve two or more successive terms. Three nominees who are full-time teaching faculty members with a minimum of three years of service at NNU will be presented by the Nominating Committees of the respective colleges to the respective college faculty near the end of the academic year.
6. The parliamentarians will provide for the proper order of business and discussion. The parliamentarians will be appointed annually by the Vice President for Academic Affairs.

7. The three at-large representatives to the Board of Trustees will be elected for three-year terms by vote of the full faculty (Article VIII.1), and they may serve two or more successive terms. Only one representative will be elected each year. Three nominees who are full-time teaching faculty members with tenure and associate or full rank at NNU will be presented by the Faculty Policy Council to the full faculty near the end of the academic year. One of these nominees will be the incumbent representative unless he/she declines to be nominated again.

#### **E. Agenda**

1. The agenda for full faculty meetings will be determined by the Agenda Committee composed of the following members:
  - a. President of the University
  - b. Vice President for Academic Affairs
  - c. Faculty Chairperson
  - d. Faculty Vice Chairperson for CAS
  - e. Faculty Vice Chairperson for CAGS
  - f. Faculty Secretary for CAS
  - g. Faculty Secretary for CAGS
2. The agenda will be sent to all faculty members by the Faculty Secretary serving the full faculty at least three school days before full faculty meetings.
3. Any council, committee, college, school, department, administrator, or faculty member may present items to the Agenda Committee to be considered for a full faculty meeting.
4. The agenda for the college faculty meetings will be determined by the CAS/CAGS Agenda Committee composed of the following members:
  - a. President of the University
  - b. Vice President for Academic Affairs
  - c. CAS or CAGS Dean
  - d. Faculty Chairperson
  - e. Faculty Vice Chairperson for CAS or CAGS
  - f. Faculty Secretary for CAS or CAGS
5. The agenda will be sent to all faculty members of CAS/CAGS by the Faculty Secretary serving the CAS/CAGS faculty at least three school days before College faculty meetings.
6. Any college council, committee, school, department, administrator or college faculty member may present items to the college Agenda Committee to be considered for a college faculty meeting.

#### **F. Procedures**

1. A schedule of regular monthly meetings of the faculty at an appropriate time for the faculty will be established by the Vice President for Academic Affairs at the beginning of each school year. The schedule will be printed in the official university communication instrument. Additional meetings or the postponement of meetings may be determined by the Agenda Committee.
2. Special meetings of the faculty may be called by the President at his/her discretion, with appropriate notification to the Agenda Committee and the faculty.
3. A quorum of 50 percent of the total voting members is required to conduct business.
4. Items of business require a favorable vote from a majority of the ballots cast in order to pass. In faculty elections, the faculty, by a majority vote, may choose to elect by a plurality vote.
5. All elections of faculty officers and committee members will be by ballot, paper or electronic.
6. Items that are not on the agenda may be brought to the floor at the current faculty meeting by a majority vote of the faculty members present. If passed, the items will be placed at the top of “new business” on the agenda.
7. Business and discussion will be conducted according to the most recent edition of *Robert’s Rules of Order*.

#### **G. Faculty Hearings**

A faculty hearing is a specially called meeting of the faculty designed to gather information about an important issue and to determine the will of the faculty as a whole. The purpose of the hearing is to allow all sides of an issue to be heard. A hearing may be called by one of the following:

1. A majority vote at a regular faculty meeting (college or full) may request that a hearing be held.

2. A council/committee--which is strongly divided over an issue or which believes that an issue is of such magnitude that more faculty members should be involved in the decision-- may request that a hearing be held.
3. A college that believes that a serious error of policy has been made by a council/committee may request that a hearing be held.
4. The President of the University or the Vice President for Academic Affairs may request that a hearing be held.

A request for a hearing must be in writing and must clearly state the issue involved and the reasons for the hearing. When such a request is received by the Agenda Committee, it will schedule a special faculty meeting for this purpose and advertise it to the faculty in the normal procedure. The Faculty Chairperson will serve as the chair of a faculty hearing. The person or group that requested the hearing will first present its case. Discussion will then proceed according to *Robert's Rules of Order* until all faculty members have had an opportunity to speak. The person or group that requested the hearing may ask that a straw vote be taken on the issue. The issue will then return to the person or group that requested the hearing or to the faculty as a whole, as the case may be, where a final decision will be made.

## **ARTICLE VI. COUNCILS AND COMMITTEES**

### **A. Purpose**

The purpose of councils and committees is to expedite the work of the administration and faculty. The work of each council and committee must be viewed fundamentally as the delegated responsibility from either the administration or the faculty as a whole. All councils and committees will report to the administration or the faculty as a whole through minutes and annual reports. Matters of policy making are to be approved finally by either the administration or the faculty as a whole unless otherwise indicated by the delegation of responsibility.

### **B. Distinctions between councils and committees**

The basic purpose of councils is to discuss, recommend, and take action on matters of policy as related to their assigned jurisdiction. The basic purpose of committees is to discuss, recommend, and take action on matters of implementation as related to their assigned jurisdiction.

### **C. Types of councils and committees**

There are two distinct types of councils and committees. The *Faculty Policy Manual* lists the committees of each type.

1. Councils and committees report to the faculty.
2. Commissions report to an administrator.

### **D. Jurisdiction**

Each council and committee is assigned a jurisdiction in the *Faculty Policy Manual*. The jurisdiction for faculty councils and committees is determined by the faculty as a whole upon recommendation by the Faculty Policy Council. The jurisdiction for commissions is determined by the administration. Conflicts over faculty committees'/councils' jurisdiction will be resolved by the Faculty Policy Council with appeal to the Vice President for Academic Affairs.

### **E. Structure**

Each year prior to faculty elections and appointments, the Faculty Policy Council will review the overall committee structure for the following year and make recommendations to the faculty as a whole or to the appropriate administrator concerning the addition or deletion of committees or changes in the jurisdiction or membership.

### **F. Time of meeting**

At the beginning of each academic year the Vice President for Academic Affairs will publish a list of all committee assignments and the time of meeting. An attempt will be made to coordinate the meeting times and spread them throughout the month.

### **G. Chairperson**

The chairperson of each faculty council and committee will be a member of the faculty (Article I).

### **H. Membership**

Membership on the various councils and committees is designated in the *Faculty Policy Manual*. Elected positions for the following year are filled by nomination from the Nominating Committees or College Nominating Committees depending on the position, and vote of the appropriate faculty near the end of the academic year. As a general guideline, the membership of councils will be no larger than fifteen and that of committees no larger than ten in order to carry out their responsibilities effectively. Council and committee assignments will be distributed among the faculty as widely as possible and will attempt to represent all faculty. Faculty members will not be elected to serve on more than three councils or committees.

## **I. Ad hoc committees**

The President of the University, the chief administrative officers, or the faculty as a whole may create an *ad hoc* committee to consider matters that are not appropriate for any standing committee's jurisdiction. Ad hoc committees created by the faculty as a whole will normally be proposed first by the Faculty Officers and then approved in a full faculty meeting. It is recommended that *ad hoc* committees be used rarely.

## **J. Reconsideration of council/committee decisions**

If a faculty member believes that a council/committee has made a major error of decision, he/she may seek a reconsideration of that decision in the following manner. The faculty member should first approach his/her department or school representative to ascertain the facts of the case. The faculty person will then ask the College Dean to have the matter discussed in a college meeting. If a majority of the college faculty approve, a request will then be sent to the chairperson of the committee involved. The committee chairperson will schedule a time when the faculty person and members of his/her college will be allowed to present their case to the committee. The committee will then vote by ballot on the issue and notify the college of its decision. If the college still wishes to pursue the matter, it may request that a faculty hearing be held and that a vote of the faculty as a whole be taken at a full faculty meeting. A majority vote of the faculty is necessary to override a committee decision.

## **ARTICLE VII. AMENDMENTS**

Amendments to this constitution may be proposed by any faculty member. To be considered, proposed amendments must be submitted in writing to the Faculty Policy Council. If approved by the Faculty Policy Council, the council will notify the Agenda Committee, and the Faculty Secretary will circulate the proposed amendments in writing to all voting members of the faculty at least two weeks prior to the time of consideration. Such amendments will become effective when approved by both a two-thirds vote of the full faculty and by the Board of Trustees.

## **ARTICLE VIII. ADOPTION**

This constitution will be adopted upon the affirmative vote of a majority of the faculty of the University at a meeting announced for this purpose at least two weeks in advance. Copies of the proposed changes to the constitution will be in the hands of the faculty at least two weeks prior to the meeting. The action of the faculty will be reported to the Board of Trustees by the President.

# CHAPTER 4

## FACULTY PERSONNEL POLICIES

### 4.1 INTRODUCTION AND DEFINITION OF FACULTY

According to the faculty constitution:

*“... the faculty of Northwest Nazarene consists of person who hold a position in affinity with the academic function of the University either through teaching or academic resources. All such persons are issued salary contracts from the academic affairs budget and are classified according to the faculty salary schedule as full-time or part-time faculty. These people hereafter will be called teaching faculty. In addition the definition of faculty is extended to include the chief administrative officers of the University; the Dean of the College of Arts and Sciences, the Dean of the College of Adult and Graduate Studies, the Dean of Academic Resources and Registrar are referred to as Administrative Faculty.”*

This section of the Faculty Policy Manual deals with personnel policies and procedures that are somewhat unique to the faculty of Northwest Nazarene University. This section should be viewed as an addendum to, rather than a replacement for, the general personnel policies that affect all University employees.

### 4.2 CLASSIFICATION OF FACULTY

#### 4.2.1 Full-time Faculty

A Full-time faculty member is a person who is employed full-time with teaching, scholarship and/or service as their primary responsibility.

#### 4.2.2 Scholar/Artist-in-Residence

A Scholar-in-Residence or Artist-in-Residence is a title given to specific persons who have achieved national or international recognition for publications, compositions, works of art, or performances. This description may be used for either regular or temporary faculty.

#### 4.2.3 Administrative Faculty

This refers to persons who are employed full-time with administration as their primary responsibility. The administrative responsibilities directly impact academic integrity and programs. The following employees with faculty status are nonetheless administrative employees and will henceforth be called administrative faculty:

##### 4.2.3.1 By virtue of their office, these positions comprise the administrative faculty status:

- a. President.
- b. Vice Presidents.
- c. College of Arts and Sciences Dean.
- d. College of Graduate and Adult Studies Dean.
- e. Academic Services Dean.
- f. University Registrar.
- g. Dean of the Chapel

All other faculty are considered teaching faculty.

#### 4.2.4 Adjunct Faculty

Certain individuals may be identified as an adjunct faculty member. These are individuals who, from time to time, teach courses in the instructional program of one or more of the departments, but who otherwise may be fully occupied off-campus or in another area of the University. Adjunct teaching assignments are formalized through a contract for each course taught.

#### 4.2.5 Visiting Professor

The University uses this designation to identify persons appointed to the faculty on a temporary basis, and to whom the University policies of promotion and rank do not apply.

#### 4.2.6 Emeriti Faculty

For purposes of determining Faculty Emeritus status, a faculty member would be 59 or older; have the equivalent of 15 years of full-time service to the University, or 25 years of service regardless of age; and have resigned from full-time service at NNU.

#### 4.2.7 Community Learning Affiliate

Community Learning affiliates are persons who may be difficult to find hired by the University to teach specialized courses of instruction. These individuals are not required to sign the same statements of faith that all other categories of faculty are required to sign. The use of Community Learning Affiliates should be limited.

### 4.3 RESPONSIBILITIES OF FACULTY

Full-time faculty are individuals who give evidence of being in full accord with the distinctive mission, core themes, and objectives of the University.

Since Northwest Nazarene University is committed to the Christ-centered transformation of the whole person, faculty of NNU must be exemplars by displaying habits of heart, soul, mind, and strength that demonstrate God's creative and redemptive intent in the world. They must be individuals of the highest Christian character, excellent teachers, competent scholars, and servant leaders. The University seeks to hire such individuals and hold its faculty to these high standards.

Such a commitment includes an effective understanding of and support for the mission of an evangelical Christian comprehensive university committed to liberal arts and professional education. Faculty at NNU must be men and women of faith who embody a unique respect for intellectual rigor while delighting in creative models of learning and assessment. Faculty at NNU must be passionate about the transformative nature of education in the Christian context.

#### 4.3.1 Christian Faith and Integration:

Faculty must demonstrate vital evangelical Christian commitment and formation through:

- a. A belief in and commitment to Jesus Christ and Christian faith as interpreted through the historic witness of the Bible and the contemporary ministry of the Holy Spirit
- b. A vitality of Christian experience which is maturing in insight and application, and which is appreciative of differing viewpoints that are consistent with the Christian faith.
- c. An understanding of and respect for the basic theological principles of the Nazarene Church as described in the Manual of the Church of the Nazarene.
- d. Love and respect for God and His creation including humankind of all races and genders and God's natural world.
- e. A capability by temperament, preparation, and will to support students as they confront the intellectual, social, physical, emotional, and spiritual challenges of their lives.
- f. A sensitivity and support for the ethos and traditions of the residential community.
- g. Thoughtful integration of Christian theology, tradition, and experience with discipline specific content, when appropriate and applicable.

#### 4.3.2 Teaching and Assessment:

Every faculty member must be pursuing excellence in teaching. In addition, faculty members must have an understanding of assessment and evaluation, and a commitment to fully participate in these processes at all levels, including self, course, program, and institution. To accomplish these tasks, each faculty member must:

- a. Create and maintain an environment that is conducive to learning.
- b. Develop, communicate, and fulfill effective course learning outcomes.
- c. Evaluate students' accomplishments in reaching these learning outcomes.
- d. Hold class at the appointed time.
- e. Use effective teaching methodologies and regularly update course content.
- f. Faculty members will engage in effective assessment, including, but not limited to those required by their accrediting body. Good assessments typically include elements of the following:
  1. Identify missions/goals
  2. Write learning outcomes
  3. Select measures of assessment
  4. Identify performance criteria
  5. Collect and analyze data
  6. Conduct comparisons
  7. Adapt and improve behaviors, programs, and systems based on findings
- g. Creating and submitting comprehensive syllabi.
- h. Keeping and reporting grades and attendance within the deadline.

#### 4.3.3 Scholarship:

Faculty members must be scholars engaged in the process of scholarship at various points in their careers. True scholarship: 1) focuses on legitimate academic disciplines; 2) seeks answers to real questions; 3) is open to review and; 4) results in a public product. Faculty members at NNU are expected to engage in scholarship and may do so through many avenues, including but not limited to:

- a. Attendance at or participation in professional meetings, workshops, or seminars.
- b. Engagement in advanced study, research or professionally related travel.
- c. Research and/or publication of books, articles, reviews, or critiques.
- d. Performance, exhibit, professional consultation, or off-campus lecture.

#### 4.3.4 Service:

Faculty members are encouraged to view their work as a contribution to the greater good.

Each faculty member is expected to make an effective contribution to institutional and/or public service. Examples of service include:

- a. Contributing to curriculum planning.
- b. Initiating, organizing, and evaluating courses.
- c. Being appropriately available to students.
- d. Contributing to committee work.
- e. Participating in recruitment, public relations, and in other professional activities that enhance the image of the university.
- f. Serving professionally related local, state, or national organizations.
- g. Community chapel attendance.

#### 4.3.5 Advising and Mentoring:

At the University one critical form of service is student advising and mentoring. Advising is seen as a critical component of student growth and development. Mentoring moves beyond academic advising and assisting students in their exploration of spiritual, relational, and professional growth.

- a. Teaching students to value a liberal arts approach to learning.
- b. Regular contact with students.
- c. Providing advisees with informed and concerned guidance in selecting and achieving educational goals.
- d. Introducing students to the discipline and the profession.
- e. Connecting students with future employers by networking.
- f. Establishing trust through communication, availability, and reliability.

### 4.4 FACULTY CALENDAR

The typical faculty contract is a 9-month contract that encompasses two semesters (fall and spring). The dates associated with the beginning and end of each contract are adjusted annually and should reflect 9 full months of academic work. A University faculty member is considered to be a professional person committed to the service of University students. Professional services include class preparation, class instruction, directing student assistants, academic counseling, attendance at faculty retreats, community chapel, academic convocation, faculty meetings, and assigned committee meetings (see 4.3.1 – 4.3.4). It is expected that a faculty member will lend support to selected co-curricular campus activities by his/her attendance.

### 4.5 ACADEMIC LOAD

For teaching faculty members engaged in a 9-month contract (two semesters) the standard workload is 24 load hours per academic year. This load may be incurred through a variety of activities including, but not limited to: teaching, administration, research, clinical supervision, curriculum development, and serving as faculty chair.

#### 4.5.1 Special Circumstances.

Occasionally, special circumstances affect academic load. While there is no way to anticipate all of the possible ways academic load may be affected, a few are typical and are described below:

- a. Overload -1 – teaching during the regular semester that exceeds the standard teaching load is considered overload and will be remunerated at the adjunct rate.

b. Overload – 2 – teaching large numbers of students during a semester requires more time investment than teaching small/normal-sized classes. Therefore, faculty members teaching greater than 150 students (450 student credit hours) will receive one credit of additional load. If this additional credit places the faculty member in an overload situation, it will be remunerated at the adjunct rate.

c. Faculty members should not regularly teach more than 3 hours of overload in each semester.

**4.5.2 College of Arts and Sciences teaching load** is assigned to classes based on the number of credit hours the students enrolled in the class receive. Typically, for teaching a 3-credit class a faculty member receives 3-load credits. Variations exist and must be approved by the College Dean and the Vice President for Academic Affairs.

**4.5.3 College of Adult and Graduate Studies, graduate teaching load** is assigned to classes based on the number of credit hours the students enrolled in the class receive. Typically, for teaching a 3-credit class a faculty member receives 3-load credits. Variations exist and must be approved by the College Dean and the Vice President for Academic Affairs. Faculty teaching graduate level courses are expected to produce a higher level and quantity of scholarship than undergraduate faculty.

**4.5.4 Other.** Faculty members who teach in both colleges, therefore, will receive, for every 3-load hours of graduate credit, an additional credit of release time for scholarship. Release time can be accumulated (up to 6 hours) by the faculty member and used to reduce teaching load during a semester for the purpose of scholarship. Release time for research cannot be taken as overload or during a semester when the faculty member is teaching a full load. Only full-time faculty members qualify for release time.

#### **4.6 TEACHING SCHEDULES**

College/School Deans may make recommendations for, and are consulted in the preparation of, teaching schedules. The Vice President for Academic Affairs approves the master schedule for each academic semester or term. An individual professor's preferences may be expressed to his/her Department Chairperson or Dean. However, it must be understood that individual faculty preferences may have to yield to the academic needs of the department or the best interest of students.

#### **4.7 SPECIAL SESSIONS:**

Faculty may recommend courses for special sessions, or may be requested to teach in special sessions. On-line classes not a part of regular teaching load or Summer Sessions will be paid beyond regular salaries on the adjunct faculty salary rates according to the appropriate rank or level. A minimum of "six paying students" must be registered in these courses. If fewer than six register for a class, faculty will be asked if they want to teach fewer than six students at one-sixth salary per student.

#### **4.8 ATTENDANCE**

All full-time faculty members are expected to meet all scheduled classes, faculty conferences, faculty meetings, respective department and College meetings, Community Chapel, committee & council meetings, any special meetings called by the President or personnel of the Academic Affairs Office, and academic convocations. Vacations are to be scheduled during student breaks and should not interfere with teaching responsibilities during the academic year. Illness or extraordinary circumstances should be communicated to the appropriate Department Chair.

#### **4.9 BACCALAUREATE AND COMMENCEMENT**

All full-time faculty members are expected to attend baccalaureate and commencement in spring, and adjunct faculty are urged to attend if possible. Commencement exercises are occasions of celebration and student achievement. It is important to give public recognition to graduates and parents for significant achievement and financial sacrifice.

#### **4.10 OUTSIDE EMPLOYMENT**

Teaching at Northwest Nazarene University is a full-time responsibility. NNU professors, in harmony with their professional positions, are permitted to undertake activities outside their required university responsibilities. The potential exists, however, for outside commitments to impinge unfavorably on university responsibilities. A person employed full-time as a faculty member should not accept outside activity and responsibilities requiring an average of more than fifteen hours per week nor should that employment take the faculty member away from campus more than one day out of a five-day week. In outside activities involving class time, satisfactory arrangements must be made with the approval of the Department Chairperson and/or the Dean of the College/School.

#### **4.11 HIRING POLICY AND PROCESS – FULL-TIME FACULTY**

The hiring process is a time when prospective faculty members are introduced to the University, its mission, structures, and personnel. By means of interviews with students, with members of the department, search committee members, academic administrators, the University President, and others the prospective faculty member starts to become acquainted with NNU's religious commitments, academic structures, values, and culture. Copies of the *Faculty Policy Manual* and the University catalog are made available on the University website to prospective faculty.

Persons appointed to the faculty of Northwest Nazarene University must be individuals who live a vital Christian life that is communicated to students and who are active in a local Christian congregation. Preference in appointment of persons to the faculty of Northwest Nazarene University shall be given to members of the Church of the Nazarene, then to persons who are of the Wesleyan theological persuasion, then to otherwise qualified candidates. Persons appointed to the faculty in the School of Theology and Christian Ministries must be Wesleyan by theological conviction and practice (*Manual*, Church of the Nazarene) and attend a church of the Nazarene. Exceptions to this policy must be approved by the office of the President. (BPM)

Priority for filling faculty positions is established by the Office of Academic Affairs. Priorities must be consistent with the academic long-range plan. Once new faculty positions have been authorized, new faculty members are appointed in accordance with the following procedure:

##### **4.11.1 The Search Committee:**

- a. The Vice President for Academic Affairs or College/School Dean will appoint a person to direct the search process. This person would normally be the Department Chair. This person will form a Search Committee composed of all members of the department where the faculty member will reside and other appropriate persons as determined by the person directing the search to assist in the search process.
- b. The Search Committee will coordinate its efforts with the campus Human Resources Office in order to ensure compliance with the Equal Employment Opportunity policy of NNU.
- c. The Search Committee coordinates recruitment activities with the Office of Academic Affairs and Human Resources.
- d. During the application period, the Search Committee will keep the Office of Academic Affairs apprised of the progress on a regular basis. At the conclusion of the application period, the Search Committee will prepare a file for each of the finalists, including the application form and the committee's evaluation of each candidate.
- e. The Search Committee, the appropriate College/School Dean and Department Chair will rank the order of the finalists and send a joint recommendation to the Vice President for Academic Affairs.

##### **4.11.2 Advertising:**

- a. All permanent faculty openings will normally be advertised in pertinent publications and throughout the member universities of the Council for Christian Colleges and Universities.
- b. All advertising of open positions must be done with approval of the Vice President for Academic Affairs and facilitated by the Human Resources Office.
- c. A standard format will be available in the Office of Academic Affairs to help in the creation of position announcements.
- d. Announcements of positions used by NNU will include an appropriate comment regarding Equal Opportunity/Affirmative Action as supplied by HR.
- e. All responses to the advertising are to be sent to the Human Resources office and then forwarded to the appropriate department for review by the search committee.

##### **4.11.3 Candidate Selection:**

- a. When viable candidates are identified, a short list should be produced with ranked priority given to each individual on the list.
- b. Initial interviews should be conducted by means of electronic communication – telephone, Skype, etc.
- c. References provided by the candidate must be contacted.
- d. The search committee will invite candidate(s) to the campus one at a time following approval by the Vice President for Academic Affairs.
- e. The Search Committee will invite candidate(s) to the campus one at a time following approval by the Vice President for Academic Affairs.

##### **4.11.4 Interviews:**

- a. The search committee chair should greet the candidate.

- b. Mealtimes should be used as opportunity for the candidate to gain exposure to other NNU faculty and administrators.
- c. Interviews must include separate time with the President, the Vice President for Academic Affairs, and the Director of Human Resources and a Cross Campus Committee.
- d. Interviews should avoid asking questions pertaining to: race, color, gender, national origin, birthplace, age, disability, and marital or family status. As a religious institution, NNU is allowed to ask questions pertaining to religion, theology, and Christian behavior. The Office of Human Resources will provide a list of examples of prohibited questions.
- e. Candidates should be asked in advance to present a lecture (demonstration, etc.) to either a class or a faculty group.

#### **4.11.5 Recommendation for Hiring:**

Following the interview, the Search Committee Chair will forward the recommendation to the College/School Dean. If the recommendation is to hire, the College/School Dean, in consultation with the Department Chair will determine the initial rank placement. The Department will then forward the recommendation to hire along with the initial rank to the Vice President for Academic Affairs. If the Vice President for Academic Affairs is in agreement with these recommendations, he/she will forward them, along with an evaluation of the candidate's position on the salary scale, to the President. If, after consultation with the Vice President for Academic Affairs, the President does not accept the recommendation, the Search Committee and the College/School Dean will be notified of the decision. At that point the search committee will be asked to resume its work.

#### **4.11.5 Reporting:**

- a. The Human Resources Office will compile and retain a report that will include a numeric summary of the gender and ethnic origin of the applicants.
- b. The President shall decide whether to make an offer of employment to the recommended candidate. The President is authorized to offer an initial one-year faculty contract to a prospective faculty member.
- c. If the President makes an offer of employment, a contract and cover letter will be transmitted to the prospective faculty member and a criminal background check will be initiated. The President shall provide the Executive Committee of the Board of Trustees a packet of all materials used to make the hiring decision and shall note in the report if the new faculty member is not of Wesleyan theological persuasion. The President shall report to the Board of Trustees at each of its regular meetings all faculty hiring. Correspondence and other materials concerning the prospective faculty member generated during the search process, including letters of recommendation, the offer of position, etc., will become part of the faculty member's employment file.
- d. All other candidate files will be retained in the Human Resource Office for one year, and then will be destroyed.

### **4.12 HIRING POLICY AND PROCESS – ADJUNCT FACULTY**

Adjunct faculty members are hired by the University administration. Authorization for offering an adjunct contract is given by the Vice President for Academic Affairs upon recommendation by the Department Chair and College/School Dean. Adjunct faculty members are hired on a semester-by-semester basis. Board of Trustees approval is not required for the hiring of adjunct faculty. The procedure is as follows:

- a. The Department Chair and Dean discuss the need for an adjunct faculty to fill a position with the Vice President for Academic Affairs and submit the name or names of prospective adjunct faculty.
- b. Each person being considered for teaching at NNU as an adjunct faculty member will provide a written statement, perhaps a half to a full page long, describing his or her personal Christian faith and how it relates to the Christian mission of Northwest Nazarene University.
- c. Upon approval by the Vice President for Academic Affairs, the selected individual for the adjunct position will be offered the appropriate contract and informed of his/her appointment to the position by letter.
- d. Once approved for adjunct status, the adjunct faculty member may be hired to teach in subsequent semesters without repeating the procedure outlined above. Upon request from the department chair or dean, the Vice President for Academic Affairs will approve the use of the adjunct.

### **4.13 HIRING POLICY AND PROCESS – COMMUNITY LEARNING AFFILIATE**

Community learning affiliates are hired by the University administration. Approval by the Board of Trustees is not required for the hiring of community learning affiliates. Community learning affiliates are hired on a semester-by-semester basis. Community Learning Affiliates are not held to the same theological standards that full-time and adjunct faculty are expected to embrace. As members of the community providing valuable but supplementary services to NNU, they will sign a broadly worded letter of understanding that outlines their instructional responsibilities and their agreement to communicate respect for the mission and faith tradition of the University.

#### **4.14.1 Procedure for Community Learning Affiliate.**

Candidates for the positions of Community Learning Affiliates will be identified and hired using the following procedure:

- a. The Department Chair and College/School Dean recommend to the Vice President for Academic Affairs the person desired as a Community Learning Affiliate.
- b. Upon approval of the Vice President for Academic Affairs, the individual selected is issued a broadly worded 'letter of understanding' that outlines the Affiliate's instructional responsibilities and the Affiliate's agreement to communicate respect for the mission and faith tradition of the University.

#### **4.14 DIVERSITY**

Northwest Nazarene University is committed to the development of a diverse faculty. As an affirmative action institution, the University attempts to secure the faculty services of women, minorities, persons of color, and other under-represented groups. All openings for full time faculty will be advertised nationally, and members of under-represented groups will be encouraged to apply.

Due to the limited pool of qualified applicants and the further limitation placed on that pool because of the University's mission and geographic location, the University has determined that it will be necessary to be proactive in assisting individuals to become qualified for University teaching. To facilitate such faculty development, the University will identify alumni and interested others from under-represented groups and encourage them to consider university teaching as a career.

More particularly, the University may enter agreements with selected individuals through which the University will provide tuition and other forms of financial assistance to facilitate the graduate education of those persons. Furthermore, the University may assist those students in accessing additional financial assistance from organizations that have programs to support preparation of minority faculty. In return, persons receiving support from NNU will be expected to give NNU the rights of first refusal for their professional services upon completion of their graduate programs.

#### **4.15 EQUAL OPPORTUNITY EMPLOYMENT**

The University is guided by a desire to be fair in its employment practices and to celebrate the value of cultural diversity with the University community. NNU is an equal opportunity employer and does not unlawfully discriminate against employees or job applicants on the basis of race, color, sex, age, national origin, disability, veteran status or any other status protected by applicable state or federal law.

(Link)

#### **4.16 POLICY ON RACIAL HARASSMENT/DISCRIMINATION**

Consistent with its statement of mission, and statements on AA/EOE, Northwest Nazarene University will not tolerate any conduct by faculty, staff or students that constitutes racial harassment or discrimination.

NNU is sponsored and governed by the Church of the Nazarene and so reserves the right to base employment decisions, including but not limited to hiring and termination, on the basis of religious beliefs consistent with the Agreed Statement of Belief for the Church of the Nazarene and consistent with state and federal law.

Behavior or conduct which interferes with the delivery of educational or other services and which is emotionally or physically debilitating to the victim may result in disciplinary action including possible suspension, termination of employment or expulsion from NNU. Any form of reprisal, actual or implied, whether academic or related to employment, is an aggravation of the prohibited behavior and will be construed as evidence of culpability.

##### **4.16.1 Compliance and Federal Laws.**

Reporting and grievance procedures for harassment/discrimination are governed by Title IX and outlined in section 4.20. Notwithstanding anything contained herein, it is the University's intention to comply in all regards with state and federal law, including Title IX and appropriate interpretations of that law. Any procedures herein will be modified as necessary to achieve such compliance.

#### **4.17 SEXUAL HARASSMENT**

In keeping with its statement of mission and in compliance with federal law, Northwest Nazarene University explicitly forbids and will not tolerate any practice or behavior by faculty, staff, or students that constitutes sexual harassment/discrimination.

##### **4.17.1 Sexual Harassment Defined:**

In the case of sexual harassment the following guidelines shall apply. Prohibited conduct includes: unwelcome sexual advances; requests for sexual favors; and other verbal or physical conduct of a sexual nature that constitutes sexual harassment when:

- a. Submission to such conduct is made explicitly or implicitly a condition of an individual's employment.
- b. Submission to or rejection of such conduct is used as a basis for an employment decision affecting the employee.
- c. The harassment has the purpose or effect of unreasonably interfering with the employee's work performance or creating an environment that is intimidating, hostile, or offensive to the employee.

Conduct prohibited under this policy may be oral, written, or physical in nature. Examples of conduct which might constitute sexual harassment include, without limitation, physical contact; granting or withholding the benefits of employment in response to sexual conduct; off-color jokes; foul language; display of sexually explicit or offensive graphics, cartoons, and the like; sexually oriented propositions; obscene or graphic gestures or contact; and similar activities.

NNU is an educational community where strong emphasis is placed on self-awareness and consideration for the lives and feelings of others. While there exists an atmosphere for freedom of expression, it must always be in conjunction with a responsibility to observe the rights of one another. In such a setting, there is no place for conduct that diminishes, uses, or abuses another person. For these reasons, harassment or discrimination of any kind is unacceptable at the university, including media communications such as by telephone, electronic communication, or in writing.

Primary responsibility for maintaining high standards of conduct resides especially with faculty and supervisors, since they exercise significant authority and power over others. A faculty member who enters into an amorous relationship with a student (or a supervisor with an employee) where a professional power differential exists, must realize that if a charge of sexual harassment is subsequently lodged, it will be exceedingly difficult to establish a defense of mutual consent.

Reporting and grievance procedures for incidents of sexual harassment are outlined in section 4.19.

#### **4.18 INTIMIDATION AND BULLYING**

In an effort to provide a safe work environment for its students, visitors, and employees, it is the policy of the University that violence or perceived threats of violence or other intimidating conduct will not be tolerated. Incidents of such conduct should be reported immediately to the nearest person in authority who is not involved in the incident according to the procedure outlined in section 4.19.

Examples of behavior or conduct that is in violation of this policy include, but are not limited to: intimidating, threatening, or hostile conduct, physical abuse, vandalism, arson, and sabotage. This is a "zero tolerance" policy. ANY reported event or perceived violation will be thoroughly investigated. Employees found to have violated this policy will be subject to disciplinary action, up to and including termination of employment. This policy includes a failure to report provision. Employees who witness, but fail to report potential violations may be subject to disciplinary action up to and including termination from employment.

#### **4.19 HARASSMENT, DISCRIMINATION AND INTIMIDATION GRIEVANCES**

Accusations of harassment are different from accusations of academic misconduct and disputes of a contractual nature. Therefore, accusations of harassment, discrimination, and intimidation are handled through a separate process outlined below:

##### **4.19.1 Harassment, Discrimination and Intimidation Complaint Procedure**

Any form of unlawful harassment or other unlawful discrimination must be immediately reported to the employee's supervisor and to the Director of Human Resources. Complaints must be made in good faith. Should the complaint involve the complaining employee's supervisor, the complaint is to be reported to the Director of Human Resources only. Complaints of harassment and other discrimination are not limited to circumstances or events between University employees and may involve students, outside vendors or customers. If any employee believes that another employee is the victim of harassment or other discrimination in violation of this policy, the employee perceiving such conduct is expected to immediately report the matter as is described above. This policy also prohibits retaliation or reprisal against any employee who in good faith complains of harassment or participates in the investigation process.

Students who believe themselves to be victims of or witnesses to harassment, discrimination, or intimidation should initiate complaints through the Office of Student Development. The Vice President for Student development will then contact the Director of Human Resources to initiate the investigation procedures outlined below.

#### **4.19.2 Investigation**

The University will promptly investigate all complaints of unlawful harassment or other unlawful discrimination. All information gathered during an investigation is considered confidential information of the University. Although the University may endeavor to conduct its investigation in a discreet fashion, employees must understand that the investigation process may require disclosure of certain information about the complaint and the identity of individuals associated with it. Individuals contacted in connection with an investigation will be asked to maintain the confidentiality of any information disclosed concerning the complaint or the pending investigation. In addition, all individuals who are involved in the investigation process will be advised of the prohibition against retaliation and reprisal. The University will attempt to provide information to the individual(s) making a complaint to the extent it does not compromise the investigation process. The Director of Human Resources shall be initially responsible for commencing and conducting the investigation process, although another individual or entity may be appointed to conduct an investigation when circumstances warrant.

#### **4.20 WORKPLACE SAFETY**

Northwest Nazarene University, for both legal and moral reasons, wishes professors to comply with the regulations set forth by the Occupational Safety and Health Administration ([Link](#)).

#### **4.21 POLICY ON INFECTIOUS DISEASES ([LINK](#))**

#### **4.22 LEAVES OF ABSENCE POLICY**

Faculty members may apply for unpaid leaves of absence from the University to engage in professional development, for service to the church or the government, for other professional service, or for health reasons. Such applications will be considered on a case-by-case basis taking into account the needs of the academic program and the applicant.

Unpaid leaves, when granted, are normally given for no more than one year at a time. Upon returning, the faculty member will have the same type of contract he or she had before taking the leave. The years spent on unpaid leave will not accrue toward years of experience at the University. Faculty members on leave may continue their fringe benefits at their own expense. Tuition benefits for dependents will continue while the faculty member is on leave.

When a faculty member is faced with an emergency situation, arrangements are normally made whereby his/her classes are covered by colleagues. If such a situation is not handled satisfactorily by these informal arrangements, the faculty member may apply for family leave as provided below.

#### **4.23 TYPES OF LEAVES OF ABSENCE**

##### **4.23.1 Family and Medical Leave**

NNU intends to comply with the Family and Medical Leave Act (FMLA) of 1993, effective August 5, 1993. The FMLA allows an eligible employee to take 12 weeks of leave in a one-year period for the following reasons:

- a. After the birth of a child or placement of a child for adoption or foster care;
- b. To care for a spouse, child or parent of the employee, where the relative has a serious health condition; if the employee has a serious health condition which makes the employee unable to perform his or her job.

If a faculty member desires such leave, he/she should submit a written request for leave in the office of the Vice President for Academic Affairs at least 30 days in advance of the proposed leave. At the time leave is requested, the vice president for academic affairs will determine (1) if the faculty member is eligible; (2) the amount of FMLA leave the faculty member has available, as measured back from the start date of the proposed leave; and (3) whether the proposed leave will be paid or unpaid, as outlined below.

If the leave is because of a serious health condition, either the faculty member's or his/her relatives, as noted above, a certification from a health professional is required. Such certification must contain the following:

- a. A description of the date on which the condition began;
- b. The probable duration of the condition;
- c. The appropriate medical facts regarding the condition;
- d. If care is for a relative, a statement that the faculty member is needed for that care;
- e. If the health condition involves the faculty member, a statement that he/she is unable to perform the functions of his/her position.

If the Vice President for Academic Affairs is not satisfied, the Vice President for Academic Affairs reserves the right to require the faculty member to seek a second opinion at NNU's expense. If the two medical opinions disagree, the Vice President for Academic Affairs can seek a third opinion that will be final and binding. The Vice President for Academic Affairs may require the faculty member to update certification on a monthly basis. The Vice President for Academic Affairs may also require the faculty member to report to the Vice President for Academic Affairs periodically on the faculty member's status, and to obtain a release to return to work.

The faculty member's insurance benefits will be continued during the term of his/her leave.

Once the faculty member returns from leave, he/she will be returned to his/her former position, or an equivalent position with equivalent benefits, pay and other terms and conditions.

#### **4.23.2 Parental Leave**

**Purpose:** To permit faculty who have care-giving responsibilities to have paid time off immediately surrounding the birth of a child or the adoption of a child less than three years of age.

**Policy:** After two (2) year(s) of uninterrupted service, full-time faculty are eligible to receive four weeks of paid leave (per pregnancy) immediately surrounding the birth of their child or the adoption of a child under the age of three years. An application for parental leave is to be completed and submitted to the Dean of the appropriate College/School prior to the beginning of the semester in which the proposed leave is to take place. Upon the Dean's approval of the application, he or she will submit the application to the Vice President for Academic Affairs. Upon approval from the Vice President for Academic Affairs, the approved application will be filed in the faculty's separate health record in the Human Resources office and the Vice President for Academic Affairs will notify the faculty member and the Dean of the approval.

This parental leave period is intended to be the four weeks immediately following the birth or adoption, but the start date may be adjusted to best meet the needs of the employee and his or her area of responsibility. It is important to maintain the integrity of the learning environment and of the educational expectations of each Department. Therefore, supervisor and employee will work together to find the most equitable arrangement that both meets the needs of the employee, but also the learning environment. The employee will be excused from all NNU responsibilities during this leave period. The Parental Leave shall run concurrent with FMLA leave. Faculty benefits will continue during Parental Leave as if he or she was actively working during that period, as provided for in the *Manual* and the employee will be responsible to pay his or her portion of any benefits and/or premiums. The faculty member will contact the Payroll Office to make arrangements for payment of premiums, benefits, and/or any personal outstanding loans or accounts receivable prior to the commencement of the leave period.

If the faculty member is the birthmother and her physician determines and documents that additional time off work is required due to a continued medical condition that qualifies as a long-term disability (as defined in the current Long-term Disability policy), the faculty will be eligible to receive salary continuation up to 120 days as provided for in the salary continuation provision of the *Manual*. Documentation must be provided to the Human Resources Office at the time the long-term disability is diagnosed by the attending physician.

Faculty wishing to take additional time off after parental leave has expired, but still within the provisions of FMLA leave and regardless of whether or not a long-term disability has been diagnosed, may utilize the remaining FMLA leave without pay.

Deans have the authority to hire temporary replacement adjuncts in proportion to the time requested for parental leave and/or FMLA leave. For example, if a faculty member requests a half semester off under this policy, the Dean for that College/School would have the authority to hire temporary replacement adjuncts for six credit hours during that semester. The Dean also has the authority to determine whether or not the rescheduling or dropping of a class or classes would be appropriate to meet this need and to meet the needs of the department and the students. Any such arrangement will be reflected in the application for parental leave form and submitted to the Vice President for Academic Affairs prior to the beginning of the relevant semester.

#### **4.23.3 Other Leaves of Absence**

**Purpose:** A leave of absence may be granted for any purpose mutually agreed upon by the University and the faculty member. The University must approve the term of any leave of absence.

**Provisions:** Recipients of a leave of absence may participate in the benefits for which they qualify, at their own expense. Faculty members contemplating a leave of absence should contact the Human Resources Office regarding the benefits for which they may qualify. During the leave period, the compensation obligations of the University do not apply except under exceptional conditions and as agreed upon by the University and the faculty member. Under normal conditions, the University will not grant a leave of absence to a faculty member who does not have tenure. The President must approve all leaves of absence. The President shall report to the Board of Trustees at each of its regular meetings all approved leaves of absence.

Procedure: To apply for a leave of absence, the faculty member will submit a request in writing to the Vice President for Academic Affairs giving dates for which the leave will apply. Such requests should be made early enough to allow time for replacement faculty to be located.

#### **4.24 BENEFITS FOR FACULTY**

The University reserves the right to amend, alter, or terminate any of the benefits described herein. Review of benefits will occur periodically and in consultation with representatives of affected parties. Faculty will be duly informed of substantive changes.

##### **4.24.1 Moving Expenses (Link)**

##### **4.24.2 Medical, Surgical, and Major Medical Insurance (Link)**

##### **4.24.3 Retirement Plan (Link)**

##### **4.24.4 Disability and loss-of-income insurance (Link)**

##### **4.24.5 Salary Continuation Benefits (Link)**

##### **4.24.6 Post-retirement benefits (Link)**

##### **4.24.7 Flexible Benefits Plan (Link)**

##### **4.24.8 Tuition and Benefits for Faculty**

Commencing with employment, all faculty members and their dependents will receive free academic tuition for undergraduate courses at NNU and all faculty members for whom a professional certificate or license is required for the successful accomplishment of their professional role at NNU will receive free academic tuition of graduate courses at NNU pending approval of the Vice President for Academic Affairs as follows:

- a. Free tuition benefits will be available to the faculty member and his/her spouse.
- b. Natural and adopted children under 25 years of age qualify for free tuition benefits. If a qualified dependent reaches his/her 25th birthday during an academic semester, full benefit will be granted for that semester.
- c. Should an employee terminate during a semester, the tuition benefit will continue until the end of that semester.
- d. Grants or scholarships specified as tuition awards will be applied to tuition costs first and this benefit will provide the difference between the value of these awards and the cost of tuition.

Dependents of employees whose employment ends due to death or disability, or after the employee attains age 62 and has completed the equivalent of 10 or more years of full-time service to the University, will be eligible to receive tuition benefits as defined above.

Dependents of faculty members attending other Nazarene universities will receive reciprocal tuition allowance as mutually agreed to by the participating Nazarene university presidents.

The University will attempt to arrange tuition exchange scholarships for full-time student dependents with other evangelical universities of kindred doctrine.

Dependents' scholarship plans sponsored by members of the Council for Christian Colleges and Universities may be available to NNU faculty dependents. Consult the Office of the President for details and information about these plans.

##### **4.24.9 Social Security**

The University complies with federal law and pays employer's contribution to the Social Security Administration. If a faculty member is an ordained or licensed minister, the University will contribute one-half of the amount due from the faculty member as a self-employed person. This half is considered income and is taxable under IRS rulings.

##### **4.24.10 Term Life Insurance (Link)**

#### **4.25 POLICY ON CONTRACTS AND TENURE**

Northwest Nazarene University subscribes to the concept of tenure. Tenure is a principle that entitles a faculty member to continuation of his or her annual appointment until voluntary or involuntary termination as described below. The burden of proof that tenure should be awarded rests with the faculty member. The award of tenure shifts the burden of proof concerning the faculty member's continuing appointment from the faculty member to the University. This tenure system is designed for the benefit and protection of both the individual and the institution. The mutual acceptance of such a relationship follows the satisfactory conclusion of carefully prescribed evaluation procedures.

The probationary period gives the University an opportunity to observe and evaluate the quality of service of the faculty member. Likewise, it gives the faculty member an opportunity to observe and evaluate his or her own suitability to the institution. The College Dean, Committee on Rank and Tenure, and the Vice President of Academic Affairs, the President, and the Board of Trustees, are charged with the responsibility of judging the qualifications of the faculty member for tenure. The faculty member accepts the responsibility of assessing his or her own suitability to the mission, aims, and purposes of the University. Although this mutual evaluation occurs at each contract renewal, it becomes critical at the time of tenure consideration.

A faculty member who successfully completes both the probationary period and the evaluation procedures that precede appointment to tenure, who finds the distinctive characteristics and expectations of the University acceptable, and who receives the necessary prescribed recommendations and final approval of the Board of Trustees shall be granted tenure and not be terminated except as hereinafter provided.

#### **4.25.1 Written Contract**

Each full-time faculty member is employed under a contract which specifies the terms and conditions of appointment. Both the faculty member and the University retain a copy.

#### **4.25.2 Types of Contracts**

- a. One-year contracts will be used under the following circumstances:
  1. All new faculty members will receive one-year contracts.
  2. All part-time faculty members will receive one-year contracts.
  3. Other faculty members who are not approved for tenure may receive one-year contracts.
- b. The tenure contract is a continuous contract. Faculty will receive annual letters with up-to-date salary information.
- c. Adjunct faculty, instructors, and community learning affiliates are informed of their appointment by letter-contract.

#### **4.25.3 Definition of Years of Service**

A year of service is defined as two semesters of full-time teaching (or equivalent) for the purposes of tenure. While summer teaching and leave-of-absence times do not count as years of service, sabbatical time does count in the calculation.

#### **4.25.4 Probationary Period**

A faculty member may not apply for tenure until they complete the probationary period of five years of full-time service at Northwest Nazarene University.

- a. New faculty tenured at another university may have all or part of this probationary period waived.
- b. Faculty members having at least three years of full-time teaching at another college or university may be considered for tenure after three years of service at Northwest Nazarene University.

#### **4.25.5 Adjunct Teaching Not Applicable**

Adjunct teaching at NNU or any other institution does not apply toward the probationary period.

#### **4.25.6 Requirements for Tenure**

Successful candidates for tenure embody those qualities outlined under section 4.29 of this chapter, Procedures for Ranking and Promotion, to such an extent that there is good reason to believe that such qualities will persist throughout the individuals' careers. By the time a faculty member applies for tenure, he/she is expected to have developed these qualities to the extent described in the items below. For a more complete description of the requirements for rank improvement and tenure, see rubrics provided by Committee on Rank and Tenure ([Link](#)).

- a. Teaching. Tenure candidates will be assessed by student evaluations of teaching; self-evaluation; outcome measures for department; Department Chair evaluations; observation report from within the discipline (inside or outside of NNU); and evidence of number of advisees and quality of advisement.

Given that the main task of Northwest Nazarene University is education, the primary quality for consideration for rank and tenure is excellence in teaching. It is understood that not all candidates for tenure receive the highest teaching evaluations by students, but the successful candidate's commitment to excellence is evidenced by (a) command of the subject matter; (b) the ability to organize a course and communicate the material in an appropriate manner; (c) a demonstrated concern for students; (d) successfully uniting the subject matter with other disciplines and with Christian faith and practice; and (e) commitment to assessment and improvement at all levels.

- a. Scholarship. Successful tenure candidates will demonstrate scholarship as a complement to and extension of their primary commitment to teaching. This scholarship can take a variety of forms. Scholarship is documented by communication with others through informal dialogue, formal presentations, seminars, papers, performances, or publications. It may also be documented by practice of the skills of the profession outside the University, such as paid consulting activities.

- b. Service. Successful tenure candidates will pursue service endeavors at the University, such as participation in committee and faculty meetings, active participation in a religious community, advising and mentoring students. Other activities also include church, professional, and/or general community service.

#### **4.25.7 Tenure Not Automatic**

No statement either expressed or implied in this policy shall imply that recommendation for or approval of tenure is automatic. Tenure is given only by the vote of the Board of Trustees. At the time of tenure consideration, the Board Committee receiving the recommendation will review the faculty member's tenure file.

#### **4.25.8 Tenure Tied to Rank**

Only associate and full professors who hold earned terminal degrees (see 4.28) may be recommended for tenure. Assistant professors who are applying for promotion to associate professor may apply for tenure at the same time if they have met the other requirements described in this document.

#### **4.25.9 Tenure for Teaching Faculty Only**

Tenure is applicable only to teaching faculty. It does not apply to administrative faculty. Teaching faculty members with tenure who are appointed to administrative positions retain their tenure as teaching faculty members, but not as administrators. An administrator who meets all of the criteria for tenure may be granted tenure as a teaching faculty member while serving in an administrative appointment.

#### **4.25.10 Five Year Review**

Each tenured faculty member submits a complete evaluation package for review every five years. In the case of an unsuccessful review, the faculty member will be evaluated annually until a satisfactory review occurs, at which point the five-year evaluation cycle resumes, or until discontinuation of employment under the conditions described below.

#### **4.25.11 Policy Governing Termination of a Faculty Contract**

A termination of a tenure or one-year contract may occur only under the following circumstances:

- a. Voluntary resignation. In light of the needs of the University, it is requested that notice of intention to resign be given as soon as possible, but at least four months before the opening of the fall semester.
- b. Retirement. Northwest Nazarene University has no mandatory retirement age. However, in light of the needs of the University, it is requested that all retiring employees submit in writing a notice of retirement at least four months prior to the fall semester of the academic year in which retirement is desired.
- c. End of contract. The University may choose not to renew a one-year contract.
- d. Layoff. Layoff is a severance action by which the University terminates the services of a faculty member without prejudice as to the faculty member's performance. Layoffs may occur as a result of the decreased enrollment of academic programs not involving financial problems or retrenchment. If within a two-year period of a faculty member's layoff the University opens a position in the same discipline or in another discipline for which the faculty member may qualify, the faculty member laid off will be the first one to whom the position is offered.
- e. Financial Problems/Retrenchment. The Board of Trustees has the ultimate obligation and authority to govern the University. If the Board of Trustees or the President of the University determines that a serious financial problem exists or that other circumstances require consideration of a serious reduction in existing programs or an involuntary elimination of administrators, faculty, administrative personnel, or staff positions, the Board of Trustees may undertake action resulting in reduction or elimination of existing programs or administrators, faculty, administrative personnel or staff positions. See 4.28 Financial Problems/Retrenchment.
- f. Prolonged mental or physical illness. If a tenured faculty member is unable to perform all or a substantial part of the faculty member's duties for a period of more than six months because of ill health or similar causes despite reasonable accommodations, the faculty member may request an indefinite leave of absence without pay until such time as the faculty member is able to resume regular teaching duties. This request will be accompanied by medical evidence of disability and presented to the Vice President for Academic Affairs.
  1. If a one-year contract faculty member is unable to perform all or a substantial part of the faculty member's duties for a period of more than six months because of ill health or similar causes despite reasonable accommodations, the University may terminate the appointment at the end of the contract period. If a faculty member returns to work for less than thirty days, and then goes back out on leave, the earlier absence and subsequent absence shall nevertheless be deemed continuous.
  2. A decision by the University to terminate an ill or disabled faculty member will be reached only after the faculty member or representative has been afforded an opportunity to present the faculty member's concern and to respond to the record of failure to perform. This record will be reviewed before a final decision is made by the President and referred to the Board of Trustees for action.

3. The University will, in each case, work within the disability program to ease the burden of any such medical termination.

#### **4.25.12 Procedure for Renewing One Year Contracts**

The appropriate Dean, after consultation with the Department Chair or School Dean, will make recommendations concerning all one-year contracts, other than contracts for new faculty members, to the Vice President for Academic Affairs who in turn will take the recommendations of the Dean and those of his/her own to the President. The President is authorized to approve all one-year contracts. This procedure will be carried out each year.

If the faculty member for whom a recommendation is being made has no teaching duties, the recommendation of a Dean may be replaced by a recommendation of an appropriate administrative officer.

Department Chairs and Deans give one-year-contract faculty members considerable attention. Special care is given to assure that these individuals are supported by advice concerning their performance and fit in the University community.

- a. Student Evaluation. One-year-contract faculty members have all courses evaluated by students. Their Department Chairs and Deans read the course evaluations and feedback is given to the faculty member. Each year the Dean provides the Vice President for Academic Affairs a report on the professor's course evaluations.
- b. Self Evaluation. Each year one-year-contract faculty members are asked to prepare a self-evaluation in which they give an evaluation of their work for the year and describe the development activities for the following year. These evaluations are given to the Department Chairs and Deans.
- c. Administrative Evaluation. Each winter before February 1, in preparation for the spring meeting of the Board of Trustees, the Department Chairs and Deans review the work of one-year-contract faculty members. The Dean provides a recommendation to the Vice President for Academic Affairs as to whether a new one-year contract should be issued.

#### **4.25.13 Tenure Process**

The process for tenure consideration begins with written recommendations to the Committee on Rank and Tenure by both the Department Chair and College Dean who submit it to the Vice President for Academic Affairs. All recommendations received by the Vice President for Academic Affairs no later than October 15 will be considered for tenure for the ensuing year. The Vice President for Academic Affairs then makes all tenure portfolios available to the Committee on Rank and Tenure. The Committee on Rank and Tenure reviews all portfolios and makes a recommendation to the Vice President for Academic Affairs, who makes a recommendation to the President of the University, who in turn makes a recommendation to the Board of Trustees. To be considered by the Board, the candidate must have positive recommendations from the Committee on Rank and Tenure, the Vice President for Academic Affairs, and the President of the University.

If a candidate is denied tenure, he/she shall receive written notification, including reasons for the decision, within 5 working days of the Board action. A candidate who has been denied tenure may reapply for tenure the following year.

#### **4.25.14 Evaluation of Tenured Faculty**

Tenured faculty members participate in a four-part evaluation program involving student, self, peer, and administrative evaluation. This process of evaluation culminates in a substantive review each five years.

All faculty members are expected to have their courses evaluated by their students. Courses will be evaluated using the forms, procedures and cycles established by the Office of Academic Affairs and the Faculty Development Committee. (Link.) In the two semesters preceding the faculty member's administrative review, the Department Chair, Dean(s), and the Vice President for Academic Affairs will review all student evaluations. The Dean will prepare a written evaluation of the course evaluations for the faculty member's file.

Faculty members preparing for their administrative evaluation will review the results of the student evaluations and summarize the results for their self-evaluation packet.

- a. Self Evaluation. Tenured faculty will complete a self-evaluation packet every five years. Informed by both student and peer evaluations, the self-evaluation packet should identify perceived strengths and weaknesses in teaching, institutional service, identification with and support of a local church, and professional activity. The self-evaluation document should also outline the plan the faculty member will use to build on strengths and address weaknesses. The self-evaluation is to be completed by the end of the fall semester of the academic year of the faculty member's administrative evaluation. Copies of the self-evaluation packet are to be given to the Dean(s) and Department Chair.

- b. Peer Evaluation. All tenured faculty members will participate in a peer review program. The peer evaluation program is designed to be formative, and the results are intended for the use of the faculty member alone. The peer evaluation process is to be completed prior to the end of the fall semester of the academic year of the faculty member's administrative evaluation.
- Faculty members will select a peer reviewer from among tenured faculty. The peer review process must include--but is not limited to--the observation of instruction, the review of syllabi, a conference between the reviewed faculty member and the peer reviewer, a written report from the reviewer to the reviewed, and a statement of completion to the Dean(s) signed by both the reviewed faculty member and the peer reviewer.
- The reviewed faculty member will have the option of including the reviewer's written report in his or her self-evaluation packet. All faculty members are expected to include a response to the peer review in their self-evaluation packets.
- c. Administrative Evaluation. Every five years, prior to February 1, faculty members will participate in an administrative evaluation. In preparation for the administrative evaluation, faculty members will compile a self-evaluation packet as described above. The packet will be informed by the results of peer and student evaluations and will include professional development plans for at least the following three years. The self-evaluation packet will be delivered to the faculty member's Department Chair and Dean(s). When the faculty member being reviewed is a Department Chair, the faculty member will select a member of his or her department to assist in the administrative evaluation process.
- Using a form provided by the Office of Academic Affairs, (Link) the Dean(s) will respond to the faculty member's self-evaluation packet. This response will be presented to the faculty member and Department Chair at least forty-eight hours prior to an administrative review conference. After the review conference, the College or School Dean, Department Chair, and reviewed faculty member will work together to prepare a final report. If there is disagreement, the College Dean's report will be signed and filed with the option that the faculty member and/or chair may submit a response or rebuttal. Copies of the response form and any response or rebuttal will be given to the faculty member and kept on file in the offices of the Vice President for Academic Affairs and the College Dean. In the case of an unsuccessful review, the faculty member will be evaluated annually until a satisfactory review occurs, at which point the five-year evaluation cycle resumes, or until discontinuation of employment under the conditions described as termination for cause.

#### **4.26 BELIEFS AS TO COMMUNITY LIFESTYLE COVENANTS**

At Northwest Nazarene University (NNU) we believe that all people are created in the image of God (*imago Dei*) and we strive to live within an orientation of love in everything that we say and do. We are drawn by the Holy Spirit toward the higher goal of Christian purity and community as the kingdom of God on earth, no matter the personal cost. As individuals, we all walk the path of personal development, spiritual formation, and intellectual ascent at different rates. We struggle with different issues along the way, but we walk in community toward the high calling we have received in Christ. In the context of love, we also recognize that we fall short of God's image in very real and personal ways. It is at the intersection of the loving Christian community and personal lifestyle choices within the context of an increasingly litigious society that we seek to define the nature of covenant community.

At NNU we seek to be a covenant community where students, faculty and staff can walk together in a manner that is both supportive and redemptive, realizing that each of us occupies a different place along the road of life. We are called to extend grace, encouragement, and accountability to one another as we live within covenant community standards. The challenges of living out gracious accountability within community are difficult enough, yet are compounded by the reality that we live in an increasingly litigious society. It is with this later context in mind that we seek to draft an institutional stance on the complex issues surrounding the kind of lives we will live in community with one another.

As a university operated under the sponsorship of the Church of the Nazarene, members of the NNU community voluntarily agree to live within the community covenants of personal belief and behavior laid down by our sponsoring denomination in the Articles of Faith, the Covenant of Christian Character and the Covenant of Christian Conduct found in the Manual of the Church of the Nazarene (see appendix).

In agreeing to join the NNU community each person commits to live a lifestyle that aspires to certain ideals and virtues. When people who have chosen to join our community fall short of those ideals and virtues, it is expected that they will confess and seek God's forgiveness. If the behavior becomes something that stands in the way of a clear relationship between God and/or others in the community, then confession and forgiveness may need to be conjoined to accountability. If an employee or student chooses to live outside these ideals and virtues then covenant is broken and they have chosen to separate themselves from the NNU community.

#### 4.26.1 Lifestyle and ethical standards covenants

At NNU we continually strive to provide an education that is “centered in Jesus Christ”; in that context we hold to high standards of ethical conduct and seek to be examples of Christian holiness to the world around us. To that end, members of the NNU community commit to lives defined by:

- Honesty – to the very best of our ability we will represent our institution and ourselves truthfully, living lives that demonstrate high ethical standards.
- Decorum – we will avoid the use of words that are vulgar or profane and seek to build one another up in love.
- Integrity – we will represent our work as our own, give credit to others when it is due, and not take something that belongs to someone else. Possessions do not define us, but we will act with integrity regarding the ownership claims of others.
- Conscientiousness – we will be careful in what we do, never neglecting the work to which we are called.
- Respect for one another – our interactions will be marked by kindness and love as we fulfill our various roles in the institution. We will abstain from fighting, bullying, intimidation, and harassment of any kind that is harmful to living in healthy relationships.
- Gender identity – we commit to living out the God-given gift of gender identity defined by our bodies and our genes.
- Sexual purity – we commit to limiting our expressions of the gift of shared human sexuality to the covenant relationship defined by the church in heterosexual marriage.
- Marital fidelity – we believe in the sanctity of the marital covenant. Breaking that covenant is painful for all involved and has the potential to impact the NNU community. Whenever possible we urge one another to remain true to the covenant of marriage. When that is not possible, grace-filled restoration must be our goal, though we realize that may not always be realistic.
- Exemplary personal behavior – we seek to be a community where positive social interactions are not marred by certain social ills. Therefore, we will refrain from illegal drugs, tobacco, alcoholic beverages, gambling, and pornography
- Harmony – we will operate in accord with the mission, vision and values of the University and support the articles of faith of the Church of the Nazarene as we seek to be “God’s creative and redemptive agents in the world.”
- Service – we will seek to use words, form attitudes, and take actions that are marked by compassion for the weak, the powerless, and those at the margins of our society

Stepping outside these covenant expectations will result in conversation and, hopefully, restoration to the community. Disregarding these covenants may result in separation from the NNU community and discipline including the possibility of termination for cause. Because of the legal nature of termination for cause, the Board Policy Manual has identified legal criteria for which discipline or grievance may be initiated (including lifestyle and other conduct issues) as set forth below which shall not be construed, superseded or altered by virtue of the foregoing section 4.26.

### 4.27 DISCIPLINARY PROCESS FOR FACULTY MEMBERS

#### 4.27.1 Discipline.

The following standards and procedures will be used in all matters involving discipline of faculty members, including dismissal for cause. This procedure is intended to protect both the interest of the faculty member and the University.

#### 4.27.2 Basis for Discipline.

The following conduct constitutes conduct for which discipline as described in this Section is authorized.

- a. Three successive unsatisfactory reviews.
- b. Teaching incompetence despite prior oral and written warnings and efforts at remediation.
- c. Incompetence in scholarly activity or the absence of such scholarly activity despite prior oral and written warnings.
- d. Neglect of duty despite prior oral and written warnings.
- e. Dishonesty in teaching or research, including plagiarism.
- f. Violation of the rights or academic freedoms of fellow faculty members, staff, and/or students.
- g. Falsification or material misrepresentation of credentials and/or experience
- h. Personal or professional conduct that prohibits the individual’s ability to perform faculty responsibilities (e.g. lack of collegiality, insubordination, etc.).
- i. Lying, dishonesty, fraud or perjury.
- j. The use of profanity or vulgarity.

- k. Sexual conduct outside of heterosexual marriage.
- l. Practice or promotion of transgender or transvestite conduct.
- m. Marital separation or divorce may result in the employee being retained, reassigned or dismissed.
- n. Sexual harassment, sexual violence, rape, unwelcome sexual advances, requests for sexual favors, involvement in any way in prostitution, or sexual humor which would be offensive to a reasonable person.
- o. Stealing, theft or vandalism.
- p. Fighting and bullying, or threatening behavior of any type, harassment, creation of a hostile environment or any physical or mental abuse of another person, whether child, elder or otherwise.
- q. Consumption or use of alcohol (as a beverage), illegal drugs (including prescription drugs in the absence of a valid prescription) and tobacco. The University also prohibits the procurement or provision of such alcohol, illegal drugs or tobacco for any student or any other individual covered by this policy.
- r. Grossly negligent conduct.
- s. Use of the Internet to harass or embarrass another person, to spread rumors about another person, to defame another person or to obtain privileged or confidential information.
- t. Defamation of faculty, staff or students.
- u. Possession, display or use of pornography or pornographic materials.
- v. Unauthorized access to or manipulation (hacking) of computers, computing devices, networks, mobile devices, information systems or software.
- w. Gambling.
- x. Conviction of a felony or misdemeanor involving moral turpitude.
- y. Any other conduct which is harmful to persons or property or which is disruptive of the educational process where such conduct would be deemed to be material or harmful by a reasonable person and particularly where such conduct is repeated or persistent.
- z. Promoting views or engaging in conduct that is not in harmony with standards and practices of Northwest Nazarene University and the Articles of Faith, Covenant of Christian Character and Covenant of Christian Conduct contained with the Manual of the Church of the Nazarene.
- aa. Failure to abide by any whistleblower policy adopted by the University.

#### **4.27.3 Disciplinary Options.**

Violation of or failure to abide by any conduct requirements, whether academic, employment, lifestyle or other, may result in warning or admonition, counseling, probation, suspension with or without pay, termination, or such other response as the University may in its discretion deem to be appropriate. The process for response to such violations is set forth below.

#### **4.27.4 Considerations in Selecting Disciplinary Options.**

In the enforcement of conduct requirements the University may in any case consider mitigating, aggravating and extenuating factors or justification attendant to any violation, issues of ambiguity and clarity, or lack thereof, of such requirements, and prior conduct of persons violating any requirement. The University reserves the right to use or not use progressive intervention, response, consequence or sanction in any case as it deems appropriate. In determining the severity of any consequence, response, sanction or discipline, the following considerations may be applied by the University, among others:

- a. Instances of direct physical, emotional or psychological harm to persons or harm to property or property rights will be considered to be more serious and of immediate concern by the University and may at the discretion of the University result in more serious and immediate response or sanction without benefit of progressive intervention.
- b. Instances of repeated or persistent prohibited conduct will be considered to be more serious by the University and may at the discretion of the University result in more serious and immediate response or sanction without benefit of progressive intervention.
- c. Instances of lifestyle conduct where such conduct would be deemed to be material or harmful by a reasonable person or to be damaging to the reputation and mission of the University will be considered to be more serious by the University and may at the discretion of the University result in more serious and immediate response or sanction without benefit of progressive intervention.
- d. Instances where prohibited conduct is undertaken with intent and is flaunted publicly will be considered to be more serious by the University and may at the discretion of the University result in more serious and immediate response or sanction without benefit of progressive intervention.

- e. Instances of or involving theological or other Christian conduct which is materially or substantially inconsistent with the mission, vision or goals of the University or with the Agreed Statement of Belief of the Church of the Nazarene may result in more serious and immediate response with benefit of progressive intervention.
- f. Instances of self-protection or conduct intended to protect others from physical, emotional or psychological harm or injury will be considered to be less serious or to justify the use of prohibited conduct and may therefore result in less serious response or sanction.

#### **4.27.5 Purpose of Disciplinary Process.**

In the application, interpretation and enforcement of these policies the University shall strive to make decisions which are consistent with the foundational purposes of the University as a Christian institution serving the Church of the Nazarene and the greater Christian Community and Kingdom of God. Redemption and restoration shall be overriding goals in most instances and absent aggravating circumstances demanding more serious intervention.

#### **4.27.6 Disciplinary Process.**

The following process, including rights of appeal, shall be employed in all cases by the University in implementing any disciplinary decision.

- a. A recommendation for discipline, including a recommendation for dismissal for cause must be made to the Vice President for Academic Affairs by a College Dean, and Associate or Assistant Dean, a Department Chair, or otherwise through the administrative structure. The President and the Vice President for Academic Affairs may initiate any disciplinary matter on his or her own initiative upon good cause. A recommendation for discipline shall be accompanied by a detailed description of the basis for the recommendation (setting forth specific allegations of violation, facts comprising the violation, and specific provisions of this Manual which are alleged to have been violated) and any documents, witness lists, affidavits, written witness statements, or any other supporting material, all of which shall become a part of the official record as described below.
- b. Any faculty discipline resulting from usual faculty evaluation processes, including discipline for incompetence, neglect of duty, or other academic misconduct may, after affording the faculty member an opportunity to address and remediate the cause, be brought forward pursuant to the process described in this section 4.27.15. If the Vice President for Academic Affairs concurs that grounds for discipline exist, a meeting will be held between the Vice President for Academic Affairs and the faculty member. At this meeting, a mutual agreement may be reached that may include any response or sanction permitted above or voluntary termination of employment. If a mutual agreement is not reached, the Vice President for Academic Affairs will comply with the procedures described below and then make a determination as to whether discipline is warranted and, if so, what response or sanction is appropriate considering all factors including those identified above. In making such a determination, the Vice President for Academic Affairs and the faculty member may jointly elect with mutual consent to involve up to three other appropriate faculty members to provide advice and input into the process of determining whether discipline is warranted and, if so, what response or sanction is appropriate pursuant to the provisions in this section.
- c. In consideration of faculty discipline at all stages, including appeals, the following standards shall apply;
  1. All proceedings shall be confidential absent any overriding duty of disclosure imposed by law, policy or statute. All documents submitted or created as a part of the process shall be included within such confidentiality requirement.
  2. The Office of the Vice President of Academic Affairs shall maintain the official record regarding the proposed disciplinary matter, and such record shall be the official record concerning the matter.
  3. The faculty member shall be afforded an opportunity to examine all materials contained in the official record and to make copies thereof.
  4. The faculty member shall be afforded the opportunity to speak with the Vice President for Academic Affairs and to inquire and present his or her point of view, evidence, and arguments.
  5. All time requirements set forth herein shall be strictly enforced unless both the faculty member and the University acting through the Vice President for Academic Affairs agree in writing to alter such time requirements. Failure to abide by time requirements shall be deemed to be a waiver any further rights to process hereunder.
  6. As procedures herein are not formal legal proceedings, neither the faculty member nor the University shall have a right to have legal counsel present at any proceedings hereunder.
  7. The Faculty member may designate one person who is not an attorney to attend proceedings hereunder with the faculty member.
  8. The faculty member shall have the right to provide any documents, witness statements, affidavits or written arguments or briefs and such materials shall become a part of the record of the matter and shall be considered by the University in good faith.

9. No rules or procedures shall apply beyond those set forth in this section. 4.27.15.
10. Except where statute, law or policy apply and except where compliance with this term could cause physical, emotional or psychological harm to the witness, the Faculty member shall have the right to know the identity of all persons complaining or testifying against the faculty member and shall have the right to submit written questions to be asked to that witness by the University; the faculty member shall have the right to know answers to such questions. There shall be no right to in-person cross-examination.
11. All decisions shall be rendered in writing, signed and dated by the appropriate party rendering such decision.
12. All decisions shall be personally delivered to the Faculty member.

#### **4.27.7 Appeals.**

After determination of discipline, if any, by the Vice President for Academic Affairs, the effected faculty member shall have the right to appeal such decision as to either or both of the decision to render discipline or the disciplinary option selected as follows. Until the final decision by the President in the first appeal, the disciplinary action will not be effective or implemented unless direct physical, emotional or psychological harm to the faculty member or others might in the opinion of the President occur if the faculty member continues in normal duties. Any interim suspension pending a final decision will be with pay.

A faculty member who believes that a disciplinary action by the University is adverse to the faculty member and is erroneous may appeal to the President of the University by filing a Notice of Appeal with the Vice President for Academic Affairs within three (3) business days of receipt of the written decision of the Vice President for Academic Affairs concerning such discipline. The President shall undertake such processes as are appropriate and shall issue a written decision concerning the appeal within ten (10) business days (unless the President shall for good cause extend the time for decision). The President may at his or her discretion meet in person with the Faculty Member or any other persons, or may consider the matter on the basis of the written record created below. Any failure by the Faculty member to timely file a Notice of Appeal shall be deemed to be both a waiver of the right to appeal and confirmation of a Final Action by the University. For all matters except matters involving a recommendation for discipline initiated by the President or involving dismissal for cause of a faculty member, the decision by the President shall be final.

A Faculty Member who is the subject of (1) discipline initiated by the President, or (2) a termination for cause which is affirmed by the President in the first appeal may appeal to the Executive Committee of the Board of Trustees by filing a Notice of Further Appeal with the Vice President for Academic Affairs within three (3) business days of receipt of the written decision issued by the President. The Executive Committee shall consider the appeal pursuant to such processes as are appropriate based upon the written record of the matter as maintained by the Vice President for Academic Affairs and shall issue a written decision at such time as they deem appropriate but not later than twenty (20) days after the next in-person meeting of the Executive Committee. Pending the decision by the Executive Committee, the decision of the President shall be in full force and effect. Any failure by the Faculty member to timely file a Notice of Further Appeal shall be deemed to be both a waiver of the right to appeal and confirmation of a Final Action by the University. The decision of the Executive Committee shall in any circumstance constitute a final action of the University and there shall be no further right to appeal to any person or body.

#### **4.28 FINANCIAL PROBLEMS/RETRENCHMENT**

The following procedure will be used in matters involving dismissal due to financial problems or retrenchment. In appropriate circumstances, it may be modified or changed to meet particular or unique circumstances that exist.

In a phased-response retrenchment process, such measures as program elimination, personnel reductions, and salary reduction will be applied only after lesser measures are considered. If the Board of Trustees or the President of the University determines that a serious financial problem exists or that other circumstances require consideration of a serious reduction in existing programs or an involuntary elimination of administrators, faculty, administrative personnel, or staff positions, the Board of Trustees and the President will follow a phased-response process to guide their decision-making as follows:

- a. A concerted effort will be made to deal with these problems by expanding revenues. The President will consult with and seek the advice and recommendations of the representative groups listed above as he/she develops plans to meet the financial problem.
- b. The President, after following the above procedures, will review all campus budget expenditures and focus on reductions or corrections that do not undermine significantly the vitality of existing campus programs and services.
- c. The initiation of major voluntary efforts and measures that would result in long-term reductions in expenditures through campus-wide reductions in programs and services will be considered before taking other actions to eliminate programs or reduce personnel.

- d. The President will inform the Board of Trustees, administrators, faculty, administrative personnel and staff of the nature and extent of the problem.
- e. The following groups will represent their constituencies in advising and making recommendations to the President and the Board of Trustees:
  - 1. The faculty will be represented by the Faculty Policy Council.
  - 2. The staff will be represented by the University Staff Policy Council.
- f. Salary reduction will be undertaken carefully and only after consultation with the affected groups. Two principles should be kept in mind:
  - 1. Salary reductions should affect all employment groups: administration, faculty, and university staff.
  - 2. Salary reductions should affect all NNU employees equitably.
- g. If the President, after consultation with all affected University groups, determines that the severity of the financial problem or other circumstances which exist requires the consideration of the elimination of majors or termination of existing employment contracts, he/she will, by written notice, request the Board of Trustees to declare that a serious financial problem exists or that other factors exist which require such action. Copies of the notice will be made available to all University employees.
- h. At its next meeting, the Board of Trustees will consider and take appropriate action on the President's recommendations. Prior to such meeting the President will develop a plan to minimize the effect of reductions on the overall operation of the University. In developing the plan, the President will seek the assistance of all affected University groups and consider their views. The President will attempt to use the current organization structure of the University to assist him/her in formulating such a plan.
- i. If reduction of the academic program is contemplated, the College Deans and the Vice President for Academic Affairs will scrutinize any and all academic programs or offerings and academic support programs. They will answer the following questions about each program or course offering in a report to the President and the Board of Trustees:
  - 1. Is it part of the liberal arts curriculum core?
  - 2. How many major students are enrolled?
  - 3. How many non-major students are enrolled on a per credit basis?
  - 4. How high is the total cost (including instructors and materials and/or equipment) per student?
  - 5. How would any changes considered affect the accreditation status of the University and/or accredited programs of the University?
- j. Consideration should then be given to reducing course offerings (either by offering courses on an alternative year basis or possibly by total elimination), reducing major programs to non-major status, and/or totally eliminating programs and/or departments.
- k. Financial problems will not be used to justify or rationalize the termination of personnel for other reasons. If non-voluntary personnel reductions are being considered, the administration will explain to all employee groups affected the extent of the financial problems or other circumstances that warrant the reductions and that normal attrition and/or voluntary efforts will not produce the necessary reductions.
- l. In determining which full-time positions and which full-time personnel will be retained and which will be terminated, the University will consider the essential role of the position in the operation of the University and the importance of continuity of teaching personnel at the University. Factors to be considered in choosing among personnel qualified for positions to be retained will include but not be limited to competence, versatility or flexibility, difficulty of replacement, degree level, and efforts made in the areas of continuing education and professional improvement. Faculty reductions will begin with untenured faculty. When comparing two tenured faculty members seniority at NNU will be considered when two employees qualified for the same position are judged to be equal on the above factors.
- m. The Board of Trustees, in carrying out its obligations under the constitution of the University, will make final decisions as to the need to reduce positions and the particular positions which are to be eliminated. When taking action to terminate a tenure contract, the Board of Trustees will provide opportunity for the faculty member to procure other means of employment at the University. If other means are not available, or do not meet the needs of the University or the faculty member, the University will offer at least an additional one-year contract to the faculty member to afford him or her sufficient time to procure other employment.
- n. If a tenured faculty member is terminated pursuant to this section, but the University decides to reinstate the position of the terminated faculty member or to fill a newly- created position in the same department, the terminated faculty person should be the first one to whom the position is offered.

## 4.29 FACULTY RANK DEFINED

### 4.29.1 Faculty Ranks.

For the purposes of rank and tenure, terminal degrees are to include doctoral degrees and M.F.A. The definitions of Faculty Rank are developed by the Committee on Rank and Tenure and are approved through the FPC. The following faculty ranks are approved for use:

- a. Assistant Professor: rank of assistant professor is approved for those persons having an earned terminal degree, or a master's degree plus an additional nine semester hours of graduate credit, and evidence of abilities specific to their assignment.
- b. Associate Professor: The rank of associate professor is approved for those persons having an earned terminal degree, nearly finished a doctoral program with only their dissertation to complete, or a master's degree plus an additional forty semester hours of graduate credit. They must have evidence of expertise specific to their assignment with a minimum of five years of post-secondary experience, three of which must be at the assistant professor level. Associate professors will demonstrate continuing professional growth and leadership in their field, a record of scholarship in the appropriate field, and service to the University, church, and community. Persons with exceptional experience outside the academic setting may be considered for the rank of associate professor in the hiring process.
- c. Professor: The rank of professor is approved for those persons having an earned terminal degree. They must have evidence of expertise specific to their assignment with a minimum of ten years of post-secondary experience, seven of which must be at the associate and/or assistant professor level. Professors will demonstrate continuing professional growth and leadership in their field, a record of scholarship in the appropriate field, and service to the University, church, and community. Persons with exceptional experience outside the academic setting may be considered for the rank of professor in the hiring process.
- d. Assistant Librarian: The rank of Assistant Librarian is approved for those persons having a master's degree in librarianship from a library school accredited by the American Library Association or its equivalent from an approved institution and evidence of abilities specific to their assignment. Appointment at this rank shall require the expectation of successful overall performance and the potential for a promising career in academic librarianship.
- e. Associate Librarian: The rank of Associate Librarian is approved for those persons having a master's degree in librarianship from a library school accredited by the American Library Association or its equivalent from an approved institution plus an additional nine semester hours of graduate credit and evidence of expertise specific to their assignment with a minimum of five years of post-secondary experience, three of which must be at the assistant librarian level. Associate librarians will demonstrate continuing professional growth and leadership in their field, a record of scholarship in the appropriate field, and service to the University, church, and community. Persons with exceptional experience outside the academic setting may be considered for the rank of associate librarian in the hiring process.
- f. Librarian: The rank of Librarian is approved for those persons having a master's degree in librarianship from a library school accredited by the American Library Association or its equivalent from an approved institution plus a second master's degree in a relevant field of study, or having an earned doctorate in addition to a master's degree in librarianship from a library school accredited by the American Library Association or its equivalent from an approved institution, evidence of expertise specific to their assignment with a minimum of ten years of post-secondary experience, seven of which must be at the associate and/or assistant librarian level. Librarians will demonstrate continuing professional growth and leadership in their field, a record of scholarship in the appropriate field, and service to the University, church, and community. Persons with exceptional experience outside the academic setting may be considered for the rank of librarian in the hiring process.

### 4.29.2 Academic Designations.

The following additional academic designations are considered faculty, but not eligible for tenure or promotion in the faculty rank system:

- a. Administrative Faculty: The University administrative officers, as defined by the Faculty Constitution, are considered faculty.
- b. Instructor: a person having a master's degree or its equivalent from an approved institution. The applicant must evidence the qualities necessary to their assignment.
- c. Lecturer: a person having at least a bachelor's degree.
- d. Registrar: The registrar at NNU is considered a faculty position.
- e. Visiting Faculty: a person meeting the criteria for rank, but at NNU for only a specific time frame may be given this faculty rank.

### 4.30 FACULTY EMERITUS AND SENIOR FELLOWS

For purposes of definition, a faculty member who is 59 or over and has the equivalent of 15 years of full-time service to the University is eligible for retirement if the faculty member so elects to be considered. The fact that he/she may take employment elsewhere has no effect upon his/her retirement status at the University.

#### 4.30.1 Faculty Emeritus status

For purposes of determining Faculty Emeritus status, a faculty member would be 59 or over, have the equivalent of 15 years of full-time service to the University, or 25 years of service regardless of age, and have resigned from full-time service at NNU. The fact that he/she may take employment elsewhere has no effect upon his/her Faculty Emeritus status at the University.

Emeritus status is considered to denote a person who has made significant contributions to NNU during his/her years of service and should not be granted automatically. Significant contributions to the university may include, but are not limited to: excellence in teaching, institutional service, Christian stewardship, and community service.

- a. Election process. Recommendation is made by the Vice President for Academic Affairs, voted on by the appropriate Academic Council and sent to the President. Upon the recommendation of the President, the Board of Trustees may grant faculty emeritus status.
- b. Benefits. Retired faculty granted faculty emeritus status have the following benefits in recognition of their service to the University:
  1. Library privileges.
  2. Listing in the University Catalog.
  3. Invitation to participate in all formal academic convocations, including baccalaureate and commencement.
  4. Invitation to faculty workshops and retreats.
  5. Tuition benefits for the faculty emeritus, spouse and eligible dependents as available to full-time faculty.
  6. Two lifetime complimentary passes to all fine arts series and regular season athletic events.
  7. Computer (e-mail) access upon request.
  8. Gym facility use upon request.

#### 4.30.2 Senior Fellow Status

A senior fellow is an individual who has reached retirement age, has the qualifications and characteristics of an NNU faculty member, and may be employed on a temporary basis by the University.

- a. Qualifications
  1. Academic and character qualifications similar to those of NNU faculty members.
  2. Potential for making an academic and spiritual contribution to the life of the University.
- b. Retirement status.

Election process. Recommendation is made by the College Dean to the Vice President for Academic Affairs, voted on by the appropriate academic council and sent to the President. Upon the recommendation of the President such person will be given the status of Senior Fellow.
- c. Benefits
  1. Library privileges.
  2. Listing in the University Catalog.
  3. Invitation to participate in all formal academic convocations, including baccalaureate and commencement
  4. Invitation to social functions for faculty, including college meetings and dinners, to general faculty social events and retreats, and non-voting status in faculty meetings.
  5. Desk or office space if available.
  6. Access to appropriate buildings when teaching.
  7. Computer (e-mail) access upon request.
  8. Gym facility use upon request.

#### **4.31 PROCEDURES FOR RANKING AND PROMOTION**

The University is committed to an on-going evaluation system including substantive reviews at the time of rank and/or tenure application which will be used in conjunction with substantive review at the time of promotion application to determine faculty rank. The Office of Academic Affairs will maintain a record of eligibility for rank advancement for all faculty members, and hold an annual session to assist faculty members in preparing applications for promotion. Consideration for promotion in rank is initiated by the eligible faculty member who is responsible for keeping and presenting a file with appropriate documentation. A faculty member may request consideration for promotion in rank at any time subject to completion of the standards for that rank (see Section 4.28 above) and successful completion of rank and/or tenure application reviews. Application for promotion must be completed by October 15 of the year eligible for consideration. Application forms are available on the Office of Academic Affairs website.

Recommendations regarding promotion are made by the appropriate Dean (or the Vice President for Academic Affairs in the case of the librarians) upon evaluation of the materials submitted, for alignment with department and University standards and made available to the Committee on Rank and Tenure. The Committee on Rank and Tenure will consider all recommendations for promotion. After full discussion and inquiry by the Committee on Rank and Tenure, a recommendation for promotion is made by a positive two-thirds vote of the Committee on Rank and Tenure membership. Non-promotions are forwarded to the Vice President for Academic Affairs and appropriate Dean for action. Nominations for promotion are forwarded to the Vice President for Academic Affairs for consideration. The Vice President for Academic Affairs will review the Committee on Rank and Tenure recommendations, and will make his/her own recommendation to the President for consideration and possible recommendation to the Board of Trustees.

A faculty member may elect to continue at the currently appointed rank, but is responsible for meeting all continuing eligibility requirements of the institution. Promotion in rank thereby changes the faculty member's salary factor.

##### **4.31.1 Criteria for Promotion**

The FPC, in consultation with the faculty, shall approve the criteria for promotion and tenure.

#### **4.32 GRIEVANCE PROCESS FOR FACULTY MEMBERS**

##### **4.32.1 Grievances.**

The following standards and procedures will be used in all matters involving grievances brought by faculty members. This procedure is intended to protect both the interest of the faculty member, other persons involved in the conduct giving rise to the grievance, and the University.

##### **4.32.2 Basis for Grievance.**

The following conduct constitutes conduct for which a grievance as described in this Section is authorized; such conduct includes but is not limited to concern about:

- a. An event or condition which affects the conditions or circumstances under which a faculty member works, allegedly caused by misinterpretation or inequitable application of established policy, practice, or the terms of a contract; or
- b. The non-renewal of a contract.

##### **4.32.3 Exceptions from Grievance.**

The following actions or occurrences may not be grieved under this policy:

- a. Complaints of unlawful harassment or discrimination in violation of NNU policy lodged against members of the faculty by any student, NNU staff or administration, or faculty person. This exception also applies to discipline that may be imposed against a faculty member who is found to have violated NNU policy. Grievances of this type are covered by other provisions in this manual.
- b. Alleged research misconduct.
- c. Alleged violations of FERPA.
- d. Removal from the position made by administrative appointment.

##### **4.32.4 Grievance Options.**

A grievance which is upheld pursuant to the terms of this Section may result in such response directed to the grieving faculty member or others involved in the conduct giving rise to the grievance as the University deems appropriate, including but not limited to warning or admonition, counseling, probation, suspension with or without pay, termination, restoration to position, payment of unpaid back-pay, transfer in position, relocation, interpretation of policy, adjustments in terms of employment or such other response as the University may in its discretion deem to be appropriate. The process for response to such violations is set forth below.

#### **4.32.5 Considerations in Selecting Grievance Options.**

In responding to a grievance the University may (with regard to the grieving faculty member or any other person involved in the conduct giving rise to the grievance) in any case consider mitigating, aggravating and extenuating factors or justification attendant to any violation, issues of ambiguity and clarity, or lack thereof, of such requirements, and prior conduct of persons violating any requirement.

The University reserves the right to use or not use progressive intervention, response, consequence or sanction in any case as it deems appropriate. In determining the severity of any consequence, response, sanction or discipline, the following considerations may be applied by the University, among others:

- a. Instances of direct physical, emotional or psychological harm to persons or harm to property or property rights will be considered to be more serious and of immediate concern by the University and may at the discretion of the University result in more serious and immediate response or sanction without benefit of progressive intervention.
- b. Instances of repeated or persistent prohibited conduct will be considered to be more serious by the University and may at the discretion of the University result in more serious and immediate response or sanction without benefit of progressive intervention.
- c. Instances of lifestyle conduct where such conduct would be deemed to be material or harmful by a reasonable person or to be damaging to the reputation and mission of the University will be considered to be more serious by the University and may at the discretion of the University result in more serious and immediate response or sanction without benefit of progressive intervention.
- d. Instances where prohibited conduct is undertaken with intent and is flaunted publicly will be considered to be more serious by the University and may at the discretion of the University result in more serious and immediate response or sanction without benefit of progressive intervention.
- e. Instances of self-protection or conduct intended to protect others from physical, emotional or psychological harm or injury will be considered to be less serious or to justify the use of prohibited conduct and may therefore result in less serious response or sanction.

#### **4.32.6 Purpose of Grievance.**

In the application, interpretation and enforcement of these policies the University shall strive to make decisions which are consistent with the foundational purposes of the University as a Christian institution serving the Church of the Nazarene and the greater Christian Community and Kingdom of God. Redemption and restoration shall be overriding goals in most instances and absent aggravating circumstances demanding more serious intervention.

#### **4.32.7 Grievance Process.**

The following process, including rights of appeal, shall be employed in all cases by the University in implementing any disciplinary decision.

**4.32.7.1.** A grievance by a faculty member must be made to the Vice President for Academic Affairs by presenting the grievance to a Dean, and Associate or Assistant Dean, a Department Chair, unless the grievance is brought by or otherwise directly involves a Dean, Associate or Assistant Dean or a Department Chair in which case the grievance may be brought directly to the Vice President for Academic Affairs. A grievance shall be accompanied by a detailed description of the basis for the grievance (setting forth specific allegations, facts comprising or relating to the grievance and specific provisions of this Manual or any Contract or Employment Letter which are alleged to have been involved in the conduct giving rise to the grievance) and any documents, witness lists, affidavits, written witness statements, or any other supporting material, all of which shall become a part of the official record as described below.

**4.32.7.2.** Any faculty grievance resulting from usual faculty evaluation processes, including discipline for incompetence, neglect of duty, or other academic misconduct may, after affording the faculty member an opportunity to address and remediate the cause, be brought forward pursuant to the process described in this section 4.27.15. If the Vice President for Academic Affairs concurs that grounds for a grievance exist, a meeting will be held between the Vice President for Academic Affairs and the faculty member. At this meeting, a mutual agreement may be reached that may include any response or sanction permitted above. If a mutual agreement is not reached, the Vice President for Academic Affairs will comply with the procedures described below and then make a determination as to whether the grievance should be sustained and if so, what response is appropriate considering all factors including those identified above. In making such a determination, the Vice President for Academic Affairs and the faculty member may jointly elect with mutual consent to involve up to three other appropriate faculty members to provide advice and input into the process of determining whether the grievance is warranted and if so, what response is appropriate pursuant to the provisions in this section.

**4.32.7.3.** In consideration of faculty grievances at all stages, including appeals, the following standards shall apply;

- a. All proceedings shall be confidential absent any overriding duty of disclosure imposed by law, policy or statute. All documents submitted or created as a part of the process shall be included within such confidentiality requirement.
- b. The Office of the Vice President of Academic Affairs shall maintain the official record regarding the grievance matter, and such record shall be the official record concerning the matter.
- c. The faculty member shall be afforded an opportunity to examine all materials contained in the official record and to make copies thereof.
- d. The faculty member shall be afforded the opportunity to speak with the Vice President for Academic Affairs and to inquire and present his or her point of view, evidence, and arguments.
- e. All time requirements set forth herein shall be strictly enforced unless both the faculty member and the University acting through the Vice President for Academic Affairs agree in writing to alter such time requirements. Failure to abide by time requirements shall be deemed to be a waiver any further rights to process hereunder.
- f. As procedures herein are not formal legal proceedings, neither the faculty member nor the University shall have a right to have legal counsel present at any proceedings hereunder.
- g. The Faculty member may designate one person who is not an attorney to attend proceedings hereunder with the faculty member.
- h. The faculty member shall have the right to provide any documents, witness statements, affidavits or written arguments or briefs and such materials shall become a part of the record of the matter and shall be considered by the University in good faith.
- i. No rules or procedures shall apply beyond those set forth in this section.
- j. Except where statute, law or policy apply and except where compliance with this term could cause physical, emotional or psychological harm to the witness, the Faculty member shall have the right to know the identity of all persons complaining or testifying against the faculty member and shall have the right to submit written questions to be asked to that witness by the University; the faculty member shall have the right to know answers to such questions. There shall be no right to in-person cross-examination.
- k. All decisions shall be rendered in writing, signed and dated by the appropriate party rendering such decision.
- l. All decisions shall be personally delivered to the Faculty member.

#### **4.32.8 Appeals.**

After determination regarding the grievance, if any, by the Vice President for Academic Affairs, the effected faculty member shall have the right to appeal such decision as to either or both of the decision to uphold the grievance or the response option selected as follows. Until the final decision by the President in the first appeal, the grievance response will not be effective or implemented unless direct physical, emotional or psychological harm to the faculty member or others might in the opinion of the President occur if the faculty member continues in normal duties. Any interim suspension pending a final decision will be with pay.

A faculty member who believes that a decision by the Vice President for Academic Affairs is adverse to the faculty member and is erroneous may appeal to the President of the University by filing a Notice of Appeal with the Vice President for Academic Affairs within three (3) business days of receipt of the written decision of the Vice President for Academic Affairs concerning such discipline. The President shall undertake such processes as are appropriate and shall issue a written decision concerning the appeal within ten (10) business days (unless the President shall for good cause extend the time for decision. The President may at his or her discretion meet in person with the Faculty Member or any other persons, or may consider the matter on the basis of the written record created below. Any failure by the Faculty member to timely file a Notice of Appeal shall be deemed to be both a waiver of the right to appeal and confirmation of a Final Action by the University. The decision by the President shall be final.

#### **4.33 Whistleblower Policy (To be Created)**

#### **4.34 Faculty Personnel Files (To be Created)**

# CHAPTER 5

## FACULTY DEVELOPMENT

### 5 INTRODUCTION

The University supports its faculty in their attempts to keep current in both their individual fields of teaching and in understanding research about teaching and learning. The University encourages the pursuit of scholarship consistent with the role and mission of the University. As members of a teaching institution, the faculty members are expected to pursue excellence in the “scholarship of discovery, scholarship of integration, scholarship of application and scholarship of teaching” (Boyer, *Scholarship Reconsidered: Priorities of the Professoriate*, 1990, p. 17-25).

To support its faculty, the University has developed programs in instructional enhancement and professional development. In addition, educational assistance programs provide partial support for some faculty without terminal degrees to continue their education.

The University’s commitment to faculty development is funded by a percentage of the academic budget. The exact percentage is established annually.

Faculty development at NNU is a career-long process that begins immediately following the hiring process and continues through resignation or retirement. The University community takes seriously its responsibility to promote the growth and development of the faculty, thereby fulfilling its mission of transformation as a life-long process. This chapter describes the formal programs that have been developed to aid faculty members as they develop their careers at the University.

### 5.1 NEW FACULTY ORIENTATION

At the beginning of each academic year, new full-time faculty members participate in a one-day orientation workshop.. This program, administered by the Vice President for Academic Affairs, brings new faculty into contact with other faculty and campus leaders who express their perspectives on life and work at NNU and who describe their responsibilities. This brief introduction to the people and processes of the University is intended to assist new faculty during their first days on campus.

New faculty orientation continues within departments and schools as the department chair or dean assigns a senior faculty member to assist new faculty by mentoring them through the myriad of questions and issues that inevitably arise.

During their first year at NNU, typically in the spring semester, all faculty new to NNU are expected to participate in a course designed specifically for them which introduces those faculty to the Christian, Wesleyan, and academic heritages of the University, as well as advanced pedagogy, e-learning, policies and procedures, student support services, and numerous other aspects of life at NNU. Participating faculty members may be required to read books, take part in discussions, and craft a position paper on integration of faith with their discipline as part of the course’s activities. Course release should be provided for participating faculty. The course will be developed and administered by the leadership of the Wesley Center.

### 5.3 FACULTY DEVELOPMENT PLAN

Each Faculty member, in consultation with his or her school dean or department chair, should engage in a process of annual self-reflective assessment. Each faculty member should complete a Faculty Development Plan annually and submit it to their school dean or department chair for review. The intent of this process is two-fold. First, engaging in annual self-reflective assessment should encourage the faculty member to be on a path of continuous improvement. Second, the annual assessment process should mirror the more detailed process of portfolio assembly for rank improvement and tenure application.

There are at least three areas of activity that should be reviewed for development annually:

- a. Teaching can be assessed by several methods: student surveys, peer assessment, supervisor assessment. It is recommended that faculty members who are within the first five years of their careers engage in all three of these methods
- b. Scholarship is typically assessed by a list of the faculty member’s projects that are presently being written or have been published and by peer reviewed.
- c. Service is assessed by self-disclosure; in what ways has the faculty member been of service to the campus community, the academe, and the church.

A draft of the Faculty Development Plan is linked below. Faculty should look to the rank improvement rubric for descriptions of each area and the types of evidence that should be offered.

[There will be link to the actual document here. The actual document is a excel spread sheet which assists in the identification of progress in these areas.]

Teaching	FACULTY MEMBER'S COMMENTS		
	Summary and interpretation of evidence	Plan to improve	Supervisor's Comments
Depth of knowledge			
Syllabi			
Student Learning Outcomes			
University Learning Outcomes			
Advising			
Student Evaluations			
Scholarship			
Quality			
Quantity			
Type (discovery, creativity, integration, application)			
Service:			
Campus Service			
Community Service			
Church Service			
Professional Service			

#### 5.4 FACULTY DEVELOPMENT WORKSHOPS

Each year workshops are scheduled for the faculty that deal with specific areas of academic work. These workshops are provided by the University to assist in faculty development and the general improvement of the quality of the academic program.

Other faculty workshops will be development and implemented through the VPAA's office. Information pertaining to these workshops can be found through this link.(Link)

#### 5.5 SCHOLARSHIP AS FACULTY DEVELOPMENT

Northwest Nazarene University prizes scholarship and research. As a teaching institution, the University realizes the essential importance of scholarship in the life of the academe. Through it we are refreshed intellectually, contribute to the body of knowledge in our discipline, and have broader impact on the culture of the Northwest and beyond. Realizing the importance of funding and release time for the pursuit of scholarship, the University assists faculty through several formal programs.

**5.5.1 Types of Scholarship.** The types of scholarship are described in the Committee on Rank and Tenure documents. (Link). Faculty should report scholarly activity to the college dean's office as part of their annual Faculty Development Plan.

#### 5.6 PROFESSIONAL DEVELOPMENT AND CONFERENCE ATTENDANCE

**5.6.1** Each year the University sets aside funds to support faculty development activities such as attendance at professional meetings, professional memberships, journal subscriptions, and other forms of routine faculty development (Professional Development I).

**5.6.2** Each year, the Vice President for Academic Affairs determines the amount of money allocated to each faculty member for development and adds that money to the Faculty Development budget line of each college dean. These funds are protected funds and, except in the case of a general financial need of the University, unspent funds may be held over for up to three years in the area budget upon application by the college dean.

**5.6.3** Faculty members normally request these funds by means of their Professional Development Plans. Faculty without approved Professional Development Plans will not have access to these funds. By agreement of the college dean with the faculty member, funds for a given faculty member may be held for up to three years to allow for higher cost

projects that might not be afforded with one year's allocation. The college dean, in consultation with the school dean or department chair and the faculty member concerned, will have the authority to spend faculty development funds as he/she sees fit.

- 5.6.4** Each year the University sets aside additional funding (Professional Development II) to support a few well-conceived academic and faculty development projects. These funds are protected funds and, except in the case of a general financial need of the University, unspent funds are held over from year to year in the Vice President for Academic Affairs' budget.

## **5.7 THE RILEY-WOODWARD FELLOWSHIP**

The Riley-Woodward Fellowship grant funds one research grant to faculty in the English, History and Political Science, or Religion departments. The funding level for this grant is determined annually and is based on the performance of the related endowment. Criteria for Riley-Woodward Fellowship Funds are as follows:

- a. These awards are provided to support academic program development efforts or unique individual professional opportunities.
- b. The purpose is to provide funds to enable faculty to pursue development activities that lead to the advancement of university outcomes within academic departments and schools.
- c. Applicants must be fulltime faculty members of the university. Riley-Woodward applicants must also be in the designated departments.
- d. Projects proposed should be scheduled for the period July 1, to June 30.
- e. The Riley- Woodward grant will be in the range of approximately \$1,000:
- f. Awarded funds will be dispersed as follows: 90% as costs are incurred, the final 10% as a stipend when the project is completed.
- g. The project is completed when a written report has been submitted to the Office of Academic Affairs and to the chair of the Faculty Development Committee and the faculty member has presented a synopsis of the work at a faculty symposium.
- h. The Faculty Development Committee and the Vice President for Academic Affairs reserve the right to hold some or all awards in any given year if suitable projects are not presented.
- i. Examples of projects that might be considered are:
  1. Departmental, school, or all institutional academic thrust
  2. A one- or two-week domestic study opportunity
  3. An interdisciplinary project
  4. A supplement to regular travel funds for an extraordinary foreign study opportunity
  5. A unique curriculum development project

These examples are not intended to be exhaustive of the possibilities for acceptable projects. Normally this fund does not support faculty salaries, student stipends, or equipment. Preference will be given to projects that will improve the quality of the teaching and advising programs of the university. Projects that support several faculty or classes will be given preference over projects that are directed to a single professor or class.

- 5.7.1 Process.** During the spring term the Vice president for Academic Affairs sends out a notice and the forms for application for these funds to be used in the following fiscal year. These applications are considered by the Faculty Development Committee that recommends to the Vice President for Academic Affairs the awarding of funds for these projects.

## **5.8 THE WATSON FELLOWSHIP**

The Watson Fellowship, formerly called the Faculty and Academic Program Enhancement Fund, has been established to support the research and scholarly involvement of Northwest Nazarene University faculty and thereby enhance their professional development and the overall quality of the academic program. The purpose is to provide funds to enable faculty to pursue development activities that lead to the advancement of university outcomes within academic departments, schools and colleges.

Dr. and Mrs. Kenneth Watson initiated the endowment that supports this program with a generous donation to the university. Dr. Watson served NNU as Vice President for Academic Affairs/Academic Dean, then served for several years as Assistant to the President. During his tenure as Vice President, Dr. Watson was a strong advocate of faculty development.

These funds may not be commingled with other university funds. Unused funds will revert back to the endowment.

### 5.8.1 Criteria for the Watson Fellowship

- a. Award support is provided for projects of individual faculty development.
- b. The proposed activity must relate to the university learning outcomes and the goals of the academic unit with which the faculty member is associated. Direct review of the strength of this relationship and support by the department chairs or school deans must accompany the faculty proposal.
- c. Applicants must be full-time faculty members of the university.
- d. Generally, the minimum award amount will be \$3,000 per proposal to guarantee that the fund supports projects of major academic and intellectual significance. While a proposed project may have multi-year characteristics, it will require annual review of progress by the Faculty Development Committee to confirm ongoing financial support. Funds will be awarded from the endowment allocation in the year the project originated.
- e. To provide support for the presentation or publication portion of the task, recipients who have not previously published are required either to participate in the university publications cadre during the year of the grant or to meet twice with a peer reviewer designated by the Faculty Development Committee prior to regional or national submission.
- f. Awarded funds will be dispersed as follows: 90% as costs are incurred, the final 10% as a stipend when the project is completed.
- g. The project is completed when results of the project have been submitted for publication or presentation at the regional or national level. Upon receipt of confirmation of submission from the national publication or conference, the faculty member will be asked to present an oral synopsis of the research at a faculty symposium and to submit a written copy of the document in the form it was submitted for publication or presentation.
- h. This fund may not be used for completion of terminal degree requirements, and equipment should not represent more than 50% of the fellowship request. If the funding request includes travel, the request must demonstrate strongly that the travel is an essential means to a significant research end.
- i. The Faculty Development Committee and the Vice President for Academic Affairs reserve the right to hold some or all awards in any given year if significant projects are not presented.

### 5.8.2 Application Process

The Vice President for Academic Affairs will administer this fund with the participation of the Faculty Development Committee. Each year the Vice President for Academic Affairs will send out a notice inviting applications for funding under this category. This notice will give the deadline for receiving applications, a description of the process, and any forms that are to be used in the application process.

In brief, proposals will consist of a letter of interest; a two- to five-page presentation of the project background, evidence that the project has as a central characteristic the advancement of University outcomes, the project's objectives, detailed budgetary plan, and expected project goals, along with favorable support by the Departmental Chairs, School Deans (if applicable), and College Deans.

The Faculty Development Committee will evaluate the proposals using the award criteria. The committee's recommendations will be submitted to the Vice President for Academic Affairs, with whom approval authority rests.

Applicants will be notified on or about April 1 of the decision regarding their proposals.

Following completion of the project, recipients of funds from this category will be expected to give a report to the faculty concerning the project.

## 5.9 FACULTY DEVELOPMENT II FUNDS

- a. These awards are provided to support academic program development efforts or unique individual professional opportunities.
- b. The purpose is to provide funds to enable faculty to pursue development activities that lead to the advancement of university outcomes within academic departments and schools.
- c. Applicants must be fulltime faculty members of the university.
- d. Projects proposed should be scheduled for the period July 1, to June 30.
- e. Professional Development II grants will be in the \$1,000-\$2,500 range depending upon availability.
- f. Awarded funds will be dispersed as follows: 90% as costs are incurred, the final 10% as a stipend when the project is completed.
- g. The project is completed when a written report has been submitted to the Office of Academic Affairs and to the chair of the Faculty Development Committee and the faculty member has presented a synopsis of the work at a faculty symposium.

- h. The Faculty Development Committee and the Vice President for Academic Affairs reserve the right to hold some or all awards in any given year if suitable projects are not presented.
- i. Examples of projects that might be considered are:
  - 1. Departmental, school, or all institutional academic thrust
  - 2. A one- or two-week domestic study opportunity
  - 3. An interdisciplinary project
  - 4. A supplement to regular travel funds for an extraordinary foreign study opportunity
  - 5. A unique curriculum development project

These examples are not intended to be exhaustive of the possibilities for acceptable projects. Normally this fund does not support faculty salaries, student stipends, or equipment. Preference will be given to projects that will improve the quality of the teaching and advising programs of the university. Projects that support several faculty or classes will be given preference over projects that are directed to a single professor or class.

## **5.10 THE FACULTY AWARD LECTURE**

### **5.10.1 Description**

The faculty lecture is an annual, academic event held one evening in **April** the fall of each year. An NNU faculty member will write a formal paper and deliver it as a scholarly presentation to the NNU community. The faculty member will be selected competitively and will be given an honorarium for the work. One other NNU faculty member or faculty member from an institution in the Treasure Valley will be asked to give a formal response to the lecture. There will be a reception given in honor of the faculty member after the evening lecture.

### **5.10.2 Presentation**

The ideas in the lecture should be original in content or in relationship to each other--there must be novelty in content or in insight or both. The lecture should demonstrate scholarship informed by a Christian worldview and the value of the disciplines at the Christian university as a whole or one of its disciplines. The lecture should be appropriate to an audience of generally educated persons. The presentation will normally be in lecture form but may involve other scholarly and creative means of expression.

**5.10.3 Master of Ceremonies.** The Vice President for Academic Affairs will serve as master of ceremonies and will introduce the program, lecturer, and respondent.

## **5.10.4 APPLICATION PROCESS**

**5.10.4.1** Announcement of the lectureship will normally be done in winter, with applications requested by spring. Applicants will give an outline of the central features and ideas of the lecture; the outline should demonstrate that the lecture has already been thought out and only needs to be elaborated.

**5.10.4.2** The thesis shall be clearly stated in the proposal.

**5.10.4.3** The Faculty Development Committee will review the application, and a recommendation will be given to the Vice President for Academic Affairs who will then appoint that year's award winner. In any year the Faculty Development Committee will have the right to recommend that no award be given. The winner will be announced before spring commencement ceremonies.

**5.10.4.4** The winner will provide the written manuscript together with the name of the recommended respondent to the Office of Academic Affairs by September 1. Formal, printed announcements will go out approximately one month before the date of the lectureship.

## **5.11 SABBATICAL LEAVE**

### **5.11.1 Purpose:**

A sabbatical leave should benefit the intellectual vitality of both the faculty member and the University. The sabbatical is a time for renewal, during which time the faculty member may pursue research, writing, scholarly interests or other matters. A sabbatical leave at NNU is not given solely on the grounds of seniority or length of service, nor is it an entitlement. It is an investment in both the individual faculty member and the future of the University itself.

### **5.11.2 Institutional Support:**

The university shall annually make a pool of funds available for sabbatical projects equal to the starting salary for an Assistant Professor. Funds for this pool shall be available to be awarded to one or more of the faculty members granted sabbatical leaves upon recommendation of the Faculty Development Committee and approval of the Vice President for Academic Affairs. In addition to these funds, the University will provide funds to hire adjuncts to cover the courses otherwise taught by the faculty member on sabbatical. However, any courses that do not need to be taught that academic year will not be filled.

### **5.11.3 Eligibility:**

Tenured faculty at the Associate Professor or full Professor rank who have completed five years of service at NNU are qualified to apply in their sixth year for a sabbatical leave to be taken in their seventh year. Applicants who have been granted a previous sabbatical must have served the University an additional five years since returning from his/her leave before applying in the sixth or later year of service. Faculty without a terminal degree may apply for a sabbatical; however, sabbaticals are not to be used to pursue a terminal degree.

Years of service, whether prior to or after receiving tenure will be included; however, only full-time service will be considered as the basis for leave. Periods of time during which the faculty member is away from the University on other types of leave (e.g., graduate study) will not be used in computing years of service.

### **5.11.4 Application:**

Applications are submitted to the Vice President for Academic Affairs, with the approval of the Department Chair, School Dean (as applicable), and College Dean, in the fall of the academic year preceding the academic year for which the sabbatical is requested. The Faculty Development Committee will review the applications. Its recommendation will be returned to the Vice President for Academic Affairs, who in turn will present a recommendation to the President.

### **5.11.5 Period of Leave and Compensation:**

The faculty applicant may elect to receive full salary for a leave of one semester's duration or one half salary for a leave of two semester's duration. All fringe benefits apply to the sabbatical recipient with payments for retirement to be determined by the amount of salary received during the leave. The faculty applicant may apply for additional funds for travel and/or other special expenses. The travel and/or other expenses must be clearly identified with the objectives of the leave. Timing of disbursements and appropriate verification of expenditures will be coordinated through the Office of Academic Affairs. In addition, the faculty member is encouraged to seek supplemental funding from sources outside of the institution to support his/her proposal.

### **5.11.6 Obligations of the person on leave:**

The sabbatical recipient will sign a form agreeing to the following:

- a. The recipient will not accept employment during a sabbatical leave without the written approval of the Vice President for Academic Affairs.
- b. If the faculty member on leave does not return for two years of service to the University after the leave, one-half of the salary and total cash allowance received from the University for the leave will be due and payable to the University for each year of service less than two after the leave. If the faculty is terminated involuntarily before the two required years of service, including termination due to disability, the faculty member will not be required to repay funds to the University.
- c. Upon returning from leave, the faculty member will submit a written report to the Vice President for Academic Affairs. The faculty member will also be expected to give to the faculty as a whole an appropriate presentation relating his/her experiences while on leave.

## **5.12 EDUCATIONAL ASSISTANCE PROGRAMS**

NNU encourages faculty members who do not have terminal degrees to pursue advanced degrees. To foster this, NNU provides two programs for financial assistance for graduate studies leading to a degree. These are the conditional graduate loan and the doctoral completion program.

### **5.12.1 Conditional Graduate Loan**

- a. The University will provide limited conditional graduate loans to members of the faculty to assist them in graduate studies leading to a degree.
- b. All such loans must be applied for through the Vice President for Academic Affairs, who will administer the funds with the approval of the President of the University.
- c. Funds will be repaid in accordance with the following guidelines:

d. Loans will be repaid on a schedule agreed upon at the time of the loan. The agreement may consider a percentage of the loan to be a grant. The grant is contingent upon subsequent employment of the faculty member by the University. The IRS will consider the portion of the loan that is considered a grant by NNU income.

1. The loan amount will not exceed \$7,500 at any one time. The University will limit grants to \$15,000 in the lifetime of a faculty member.
2. Repayment will be by deduction from the faculty member's salary. For every dollar repaid, the University will credit one dollar until the University has forgiven a maximum of \$7,500.
3. No interest will be charged for conditional graduate loans while the faculty member is engaged in graduate study or employed by the University. However, should the employment of the recipient of a loan be terminated, the rate of interest will be the current endowment fund allocation rate. Any such balances will be due and payable within six months after the termination of the faculty member's employment.

### **5.12.2 Doctoral Completion Program**

The University may encourage a current faculty member to continue or initiate a program leading to the doctorate. This program differs from the loan program in that a faculty member is considered as assigned to the duties of full-time study.

#### **5.12.2.1 Eligibility**

- a. The person must be a full-time faculty member at NNU.
- b. The person must be enrolled, or must become enrolled, in a doctoral program approved by both the person's college dean and the Vice President for Academic Affairs. The area of study must enhance the person's ability in an area of importance to the University's program.
- c. The person must agree to pursue doctoral studies full time with no other remunerative employment, with the exception of appointment to an academic job related to his/her studies, such as a research or teaching assistant.
- d. Assignment to this program is for one year. Upon completion of that year, the faculty member must submit a written progress report to the Vice President for Academic Affairs. The faculty member may re-apply to the program for an additional year, and should include on the application any change in the original emphasis of the program being pursued.
- e. Upon completion of the program, the person must return to a faculty position with NNU for a period of no less than three academic years for each year spent on this assignment. A sum equivalent to one-half salary must be repaid to NNU prorated on a per-semester basis for any time less than three academic years per year on assignment.

#### **5.12.2.2 Criteria**

- a. Preference will be given to those faculty members who have started a doctoral program.
- b. Those nearest completions will be given preference.
- c. Faculty in areas the University deems most critical to enhance will be given priority.

#### **5.12.2.3 Salary and Benefits for Doctoral Completion Program**

A faculty member participating in the doctoral completion program will be provided the following salary and benefits:

- a. The person will be maintained on the same type of contract as he/she currently has (one-year or tenure).
- b. The person will receive one-half salary for a full academic year (9-month contract).
- c. The person will receive the ordinary health and life insurance policies.
- d. The person will be permitted to make contributions to a University-sponsored retirement program, but the University's matching amount will not be provided.
- e. The person will be permitted tuition benefits for dependents during leave.
- f. The person will not advance any steps on the salary schedule during leave.
- g. The person will accumulate no time toward the sabbatical service-time requirement.

# CHAPTER 6

## GENERAL ACADEMIC POLICIES

### 6.1 SEMESTER SYSTEM

NNU uses the semester system for its academic calendar. The year is divided into three semesters known as: fall, spring, and summer semesters. ([Link to University Catalog](#))

### 6.2. ACADEMIC LOAD

Academic load refers to the total number of semester credits for which the student is registered during any one semester. Full-time undergraduate academic load is 12 credits. Full-time graduate load is determined by the Office of Academic Affairs and the Vice President for Academic Affairs.

### 6.3. PROMOTING ACADEMIC HONESTY

#### 6.3.1 Students

The following guidelines are offered for the assistance of professors in promoting honesty on examinations and semester papers.

- a. The professor should make clear to his/her class at the beginning of the semester the ethical standards expected in the preparation of semester papers and the writing of examinations. Syllabi should include a policy regarding Academic Honesty.
- b. Each professor should promote an environment for honesty.
- c. NNU Academic Integrity Policy Northwest Nazarene University seeks to establish academic integrity within the University community. Such integrity is fundamental to the principles of the Judeo-Christian tradition and is consistent with the nature and culture of Northwest Nazarene University. This serves to promote the desired outcomes of Transformation, Truth, Community, and Service, by fostering a spirit of honest intellectual inquiry. The University has identified as unacceptable practices including, but not limited to:
  1. Cheating in its various forms, whether copying another student's work, allowing your own to be copied, using unauthorized aids on an examination, having someone else take an exam for you (in class or take-home), submitting as your own another person's work, rescheduling an exam relying on a false excuse;
  2. Plagiarizing, e.g. presenting as your own the words or ideas of another person, including inadequate documentation of sources (electronic, Internet, or print) and excessive dependence on the language of sources even when documented, relying on a similar order of sentences while altering a few words or word order;
  3. Submitting the same work for more than one course or assignment without prior written approval from the professor;
  4. Using copyrighted material without appropriate citation or copying software or media files (such as music, movies, etc.) without permission;
  5. Signing a roll sheet for another student who is not in class;
  6. Fabricating data: This includes falsifying or manipulating data to achieve desired results, reporting results for experiments not done (dry labbing), or falsifying citations in research reports;
  7. Denying other students access to academic information whether in the classroom, library (by hiding books, for example), or computer lab;
  8. Destroying, altering, or tampering with a nother student's work to impede academic progress;
  9. Stealing problem solutions from a professor or computer file;
  10. Falsely reporting completion of reading assignments.
- d. Students who either witness or have knowledge of violations are responsible for informing the instructor or appropriate University personnel.
- e. At the instructor's discretion, depending on the nature of the offense, the student's grade or ability to earn credit for the course may be affected. All students who violate the principles of academic integrity will be reported to the appropriate academic school and the Vice President for Academic Affairs. Violations may also lead to further disciplinary action through the Academic School Dean in cooperation with the office of the Vice President for Academic Affairs. This report shall include a brief description of the offense. In serious cases, or cases that constitute repeat offenses, the student may be suspended or expelled.

### 6.3.2 Faculty: Policy on Violations of Scholarly/Scientific Integrity

- 6.3.2.1** Northwest Nazarene University encourages its faculty and students to engage in academic scholarship and research. The University requires that the work done by, for, or in the name of the University be conducted in a manner consistent with high ethical and legal principles. The University does not condone nor will it overlook fabrication, falsification, plagiarism, or misrepresentation of information, data, or findings, nor does the University condone the smirching by investigators of the reputations of other scholars inside or outside the University community. On the other hand, the University also does not condone, nor by policy will it permit, the harm that may come to proper scholarship, investigations, or investigators by unwarranted accusations of violation of scholarly integrity.
- 6.3.2.2** It is the intent of the University to provide an environment in which scholarship can be conducted without undue worry of unwarranted accusations regarding ethics or integrity issues. On the other hand, the University provides procedures whereby individuals who believe integrity has been or is being violated may bring to the attention of the appropriate authorities and committee their information and charges without fear of retaliation by the investigators or the University. To this end, the University has established procedures stated below for concerned individuals and the University to use in instances of alleged or proven violations of intellectual integrity.
- 6.3.2.3** These policies and procedures are intended to cover formal research projects conducted by NNU faculty and/ or by NNU students under the direction of NNU faculty. These policies do not apply to cases of plagiarism or cheating which may occur in normal classroom or laboratory work, policies for which exist in the student handbook.

### 6.3.3 Procedures

- a. Any individual, inside or outside the Northwest Nazarene University community, who believes that ethical integrity in scholarship has been violated may make such a charge. The charge must be placed in writing, signed, dated and sent as a confidential document to:

Vice President for Academic Affairs  
Northwest Nazarene University  
623 University Boulevard  
Nampa, ID 83686

Upon receipt of the document, the Vice President for Academic Affairs will determine whether the matter at hand relates to coursework and should be covered under the normal procedures in the student handbook, or whether the matter warrants treatment as a violation of integrity in scholarship. If the former case is determined to apply, the matter shall be referred to the appropriate academic dean for treatment. If the latter case applies, the Vice President for Academic Affairs will date the document, assign a case number to the charge, and conduct an investigation as described below.

- b. The Vice President for Academic Affairs will conduct a confidential inquiry of the matter to determine if a *prima facie* case exists that scholarly integrity has been violated. Such inquiry will be conducted within 20 business days of receipt of the complaint. The Vice President will notify the person(s) accused of the violation without disclosing the name(s) of the complainant(s).
- c. If the Vice President for Academic Affairs finds that no *prima facie* case exists, the Vice President will so notify the complainant(s), will place such finding in writing in the case file, and will close the matter except and if as reports may be required to government agencies. If the complainant(s) wish(es) to appeal the Vice President's finding of no violation to the Committee on Scholarly Integrity, he/she/they may do so.
- d. If the Vice President for Academic Affairs finds that a *prima facie* case exists, the Vice President will place such finding in writing in the case file, and will notify the complainant and the person(s) accused of the violation. The Vice President will work informally with the accused individual(s) to determine if there is agreement that a violation has occurred, to see that any such violation(s) is/are stopped, and to determine if discipline is indicated related to the matter at hand. If the matter can be resolved informally, the Vice President and the accused shall prepare and sign a document for the case file which gives the findings and any other actions that may be required. This phase should normally take no more than 20 business days after the finding discussed above in Paragraph 2.
- e. If the Vice President for Academic Affairs and the accused individual(s) cannot come to agreement concerning the charges or the resolution of the concerns, the matter shall be referred to the Chair of the Committee on Scholarly Integrity, and all files pertaining to this matter shall be released to the Chair.

- f. Once a matter has been brought to the Committee on Scholarly Integrity for investigation, whether from the complainant as in Paragraph 3 above or because informal resolution could not be obtained as in Paragraph 5, the chair of the Committee shall appoint a three-person Committee of Inquiry to conduct an investigation of the accusations. The case file shall be made available by the chair of the Committee on Scholarly Integrity to the Committee of Inquiry. The Committee of inquiry will normally conduct its investigation within 20 business days of receiving its charge. The Committee of Inquiry may discuss the matter with the complainant(s), the accused, and other individuals in the community who have relevant information or are party to the situation at hand. At this time the name(s) of the complainant(s) will be revealed to the accused person(s).
- g. The Committee of Inquiry will develop a written report for the file, and will provide such report to the accused, the complainant, the chair of the Committee on Scholarly Integrity, and to the Vice President for Academic Affairs. The Committee of Inquiry may make such recommendations as appropriate to assure that violations are not continued. With regard to allegations involving a member of the faculty, upon a finding of violation of academic integrity standards, the Vice President for Academic Affairs may initiate a disciplinary action pursuant to and consistent with all provisions, processes and standards for faculty discipline as set forth in Chapter 4 hereinabove. Upon completion of its work the Committee of Inquiry will make a report to the Committee on Scholarly Integrity, which will accept as final, modify as appropriate, or return the case for further action to the Committee of Inquiry. After necessary processing, the Committee on Scholarly Integrity will finalize the report with instructions as necessary to the Vice President for Academic Affairs or other official regarding the disposition of the case. The case file shall be returned to the Vice President for the permanent record.
- h. The report of the Committee on Scholarly Integrity will be considered final, with the exception that the completion of its investigation and the filing of its findings shall not preclude the seeking of relief by either complainant or accused through grievance procedures or by law.
- i. If the final disposition of the charges is that the individuals being charged are found not to be in violation, the University will make attempts to restore the reputations of the individuals involved, including, as appropriate, removal of relevant documents from personnel files and written statements of findings to the accused and his/her/their superiors. If the case has become public, the University may submit an article to the student or public newspaper stating the findings of the Committee.
- j. The Committee will also make reasonable attempts to assure that any person making charges in good faith shall not suffer retaliation nor loss of status.

#### **6.4 FACILITIES FOR STUDENTS WITH DISABILITIES**

It is the policy of Northwest Nazarene University (NNU) that no qualified persons with disabilities shall, on the basis of disability, be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination under any of its programs or activities. Any qualified student who has a physical or mental impairment which substantially limits one or more of major life activities, such as walking, seeing, hearing, speaking, breathing, learning and/or working, can receive assistance at NNU as provided in Section 504 of the Rehabilitation Act of 1973, and the applicable provisions of the Americans with Disabilities Act of 1990. The Academic Advising Office serves as the campus contact for disability related needs that a student may have. NNU's Policies and Procedures for Disability Services is available. ([Link](#))

#### **6.5 CURRICULUM OBJECTIVES**

The stated objective of Northwest Nazarene University is implemented through its total curriculum of which the academic curricula are a part. The purpose is to provide for students an acquaintance with the major fields of knowledge, an effective foundation in and working grasp of one field, a balanced development of their own powers, and an encouragement to Christian commitment. Some specialization in vocations closely related to liberal arts curricula is deemed appropriate. To achieve the objectives of a liberal arts education, courses are distributed to provide basic skills, breadth (general education) and depth (concentration in major study.)

#### **6.6 HONOR SOCIETIES**

Phi Delta Lambda is the national undergraduate honor society of the colleges and universities of the Church of the Nazarene. The faculty of Northwest Nazarene University has set the following standards for inclusion in the local Delta Chapter of this society: a favorable two-thirds vote of the faculty, good character, graduation in the upper 15 percent of the present graduating class, and a cumulative grade point average of 3.50.

#### **6.7. DEVELOPMENT OF UNDERGRADUATE MAJORS**

**6.7.1** A major is a well-defined set of courses that provide knowledge and skills in a concentrated area of study. A major is required for graduation in addition to the general education curriculum. Majors may be departmental or interdisciplinary. Departmental majors require a substantial proportion of their courses from one department.

Interdisciplinary majors require a substantial proportion of their courses from two or more departments. Specific requirements for each major are stated within the description of each department.

**6.7.2** A departmental major normally consists of at least 30 credits, but not more than 50 credits from one department. An interdisciplinary major normally consists of at least 40 credits, but not more than 60 credits, with at least 20 credits from one department. A few majors may be larger due to their requirements from external organizations for accreditation, licensure, certification, or ordination. The number of credits in a major plus the number of credits in the general education requirements may not exceed 124 credits. Exceptions must be approved by the school in which the department is located and by the College of Arts & Sciences Academic Committee or the College of Adult & Graduate Studies Academic Committee.

### **6.7.3 Procedures for Developing an Individualized Undergraduate Major**

- a. The student must secure an advisor from the appropriate department or school.
- b. The student will work with the advisor to prepare the major proposal for presentation to the school's Curriculum Committee. The proposal will include:
  1. The student's overall career goals
  2. Type of major (departmental or interdepartmental)
  3. The name of the major
  4. The required courses for the major including department letters and numbers and credit values
- c. The student will present, for advisor approval, a well-developed rationale for requesting the individualized major.
- d. The student will present, for advisor approval, a course description and rationale justifying the inclusion of all non-NNU courses in the major.
- e. The advisor will give initial approval of the proposal and will secure departmental approval.
- f. The advisor will submit copies of the proposal to the School Curriculum Chair two weeks prior to the scheduled meeting and request placement on the agenda. The members of the Curriculum Committee will receive the proposal at least one week prior to the meeting date for review.
- g. The advisor must be present at the committee meeting in order to answer questions and support the proposal.
- h. If the proposal is accepted the minutes will so note, the Academic Council Undergraduate will be informed, and processing will proceed.
  1. The curriculum will be given to the Registrar
  2. A degree audit will be designed for the individualized major
  3. The student's permanent record will read Individualized Major: Major Name
- i. If the student needs to respond to suggestions and recommendations, a task sheet will be prepared by a committee member at the instruction of the committee. There will be a deadline indicated as to when the revised proposal will be considered.
- j. If the proposal is rejected, a rationale from the committee will be submitted to the student and the advisor.

## **6.8. MATHEMATICS PROFICIENCY**

Each undergraduate student must demonstrate competency in mathematics as determined by the appropriate (CAS or CAGS) General Education Committee.

## **6.9 FACULTY UTILIZATION**

A normal teaching load at Northwest Nazarene University is 12 credits per semester. Wherever possible, and as appropriate to graduate studies, fulltime NNU faculty members are invited to teach courses. (A fulltime faculty member should instruct no more than the equivalent of three semester credits per semester beyond a full teaching load.) Other qualified persons may be engaged if no regular faculty member is available, appropriate or qualified.

## **6.10 INSTRUCTOR COMPENSATION**

Faculty instructing graduate courses on an adjunct or overload basis shall be compensated using a formula developed by the VPAA. ([Link](#))

## **6.11 ACADEMIC FREEDOM**

**6.11.1** Since its establishment in 1913 Northwest Nazarene University has chosen to be an institution centered in orthodox Christianity within the context of the Wesleyan-Holiness theological perspective. Across the years NNU has sought scholar-teachers who voluntarily align themselves with the institution, entering into mission covenant to seek the

advancement of God's Kingdom. As the scope of the University has grown, professors from across the disciplines have been recruited and contracted to teach, research, write, create, and discover within their respective disciplines. In all instances, scholar-teachers are expected to exhibit excellence in their craft—to pursue, discover and promote truth.

- 6.11.2** To achieve these ends—the pursuit of truth and the advancement of God's Kingdom—academic freedom is deemed a necessary means. Academic freedom is a vital component of the pursuit of scholarship and the life of the mind at Northwest Nazarene University and its exercise is applicable to the roles of both faculty and students. Academic freedom within the role and mission of the University is based on the conviction that each faculty member is a servant and minister of truth, and therefore, has the freedom to pursue the search for truth and its exposition. Each faculty member has the freedom to carry out research and publish the results, teach and discuss any aspect of the subject or issue within his/her course assignments, and serve as an authority in his/her field of study. Likewise, the pursuit of knowledge and the intellectual development of students within this context are encouraged, for the University endorses the view that God is the source of all truth.
- 6.11.3** The freedom to speak and act responsibly is the right of all members of the academic community, yet the exercise of academic freedom in any context carries with it corollary responsibilities. By voluntarily accepting employment with Northwest Nazarene University, each faculty member acknowledges the right of the sponsoring denomination to expect that its religious and doctrinal views represented by its *Articles of Faith* be advanced by the University. All faculty members shall demonstrate respect for, and shall refrain from advocating views contrary to the *Articles of Faith* and the codes of Christian conduct endorsed by the University.
- 6.11.4** Within the academic community, the faculty member shall demonstrate respect for the academic freedom of other faculty to develop their own ideas and conclusions in their pursuit of knowledge in their chosen field. The faculty member also has the responsibility to exercise discretion and good judgment in the presentation and discussion of subject material pertinent to his/her contractually authorized field of study, given an often common perception that he/she is speaking on behalf of the entire University. Parallel to the freedom of the faculty member is the freedom for, and responsibility of, the student to pursue truth without coercion of faculty and fellow students, to express his/her ideas in appropriate venues, and learn without intimidation or indoctrination.
- 6.11.5** Outside the University, the faculty member at Northwest Nazarene University is free to speak, write, and act in his/her capacity as a citizen without institutional censorship or discipline. However, he/she also bears responsibility “to remember that the public may judge [the] profession and...institution by [his/ her] utterances. Hence [he/she] 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 [he/she] is not speaking for the institution.” [Citation: *1940 Statement of Principles of Academic Freedom and Tenure with 1970 Interpretative Comments*. American Association of University Professors.] (Adopted 2008)

## **6.12 INTELLECTUAL PROPERTY RIGHTS**

### **6.11.1 Introduction to Intellectual Property Rights**

The essential mission of the University is the development of Christian character within the philosophy and framework of genuine scholarship. Northwest Nazarene University is a Christian comprehensive University with a liberal arts philosophy of education. NNU is fully committed to an educational process that pursues both intellectual and spiritual development. This pursuit is centered firmly in the Person of Jesus Christ, and is designed to instill a habit of mind that enables each student to become God's creative and redemptive agent in today's world.

**6.11.1.1** NNU's mission establishes the context for this philosophy of intellectual property rights. Creating an intellectual environment that encourages and rewards creative efforts is in the best interests of the University community. Furthermore, the creative output, or intellectual property, is expected to be reasonably accessible for the benefit of the creator of that property and the University community. Given that the issue of intellectual property rights can be complex, the following general principles will guide the University without attempting to define all unique situations.

**6.11.1.2** The NNU community is a creative and inquisitive place where new ideas are fostered and creativity is encouraged. Therefore, the statements that follow are intended to place certain legal guidelines of ownership around the creative activity of the employees and students of the University. This is not an attempt to stifle creativity or entrepreneurial activity; rather it is a serious act of pre-creative reconciliation between parties who might both have legitimate claims of ownership under the law.

### **6.11.2 General Policy**

Except where there is a prior written agreement governing ownership of specific intellectual property, or as described in Sections C(3), C(4), D(3) or D(4) below, the ownership of all intellectual property developed or created by faculty, staff, or by students in the University's employ, or by persons who use University resources or facilities to develop or create intellectual property resides with the creator(s).

### 6.11.3 Faculty

- a. Intellectual property that is non-related to a teaching contract at NNU.

Intellectual property produced entirely by faculty initiative that is outside of existing contractual expectations is the sole property of the faculty member responsible. This applies regardless of the medium of the intellectual property.

- b. Intellectual property produced through normal academic activities.

Traditional works of Scholarship – faculty owned. The majority of intellectual property produced by the faculty of the University appears as syllabi, exams, handouts, presentation materials, supplemental readings and CD's, lecture notes, laboratory instructions, musical compositions, paintings, sculptures, computer software, etc. for use in a campus or online classroom. All such materials, except for course syllabi\*, whether produced at the faculty member's home or office, at another location, or while on sabbatical, belong to the faculty member.

The University (administrators, faculty and staff) may use traditional works of scholarship for administrative purposes (course equivalency, transfer of credit, accreditation review) without prior consent of the creator. In addition, the University may have royalty free license to traditional works of scholarship for other purposes (course creation, faculty development, promotional campaigns, etc), with the permission of the creator of those materials.

Faculty members often produce books, journal articles, literary works, films, works of art, musical compositions, computer programs, etc. as a result of research while employed at the University. As long as such works are produced using only the customary resources of the University that are provided to all faculty (such as office space, classrooms, phones, computers and networks, multi-media equipment, musical instruments, library resources, art studios, lab facilities, etc.), they belong to the faculty member though they remain subject to more general legal principles applicable to fair use. A sabbatical is a privilege that is earned by faculty members and is considered a customary University resource.

- c. Intellectual property initiated by faculty and produced with substantial, additional University resources.

University Works of Scholarship – jointly owned. At times faculty members produce intellectual property that requires more than the customary University resources that are available to all faculty. These resources may include items such as additional funds, specialized equipment, substantial clerical help, major assistance from IT and staff specialists, adjustment in salary, reduced workload, extraordinary research load credit\*\*, etc. These items of intellectual property are jointly owned by the faculty member and the University. Unless described in a separate agreement, revenue and royalties from the development, sale, or license, after University expenses, generally are distributed as follows; 50 percent for the creator, 50 percent for the University. This principle does not apply to situations where faculty members “buy out” a portion of their teaching load, in effect, paying the University for adjunct salaries to cover their adjustment in workload. Syllabi shall be jointly owned by the faculty member and the University.

- d. Intellectual property produced through “work for hire.”

Work for hire Scholarship – University Owned. If the University contracts with a faculty member to produce specific intellectual property as a part of or in addition to his/her normal teaching activities, the University will own the intellectual property and have sole rights of copyright, distribution, and royalties. An agreement will be drawn up ahead of time indicating the expected nature of the intellectual property, the rights of the University, the expectations on the faculty member's time, and any remuneration to be paid by the University for creation of the intellectual property.

- e. Intellectual property produced through grants.

A faculty member who produces intellectual property as a result of an internal or external grant is bound by the conditions of the granting institution with regard to ownership of intellectual property. If no conditions are set forth in the grant, then the appropriate category above applies.

- f. Voluntary shared ownership.

With regard to any of the categories above, the University and the faculty member may voluntarily decide to enter into a shared ownership agreement instead of retaining sole ownership which is rightfully theirs. For example, in order to entice faculty members to participate in “work for hire,” the University may choose to share intellectual property rights with the faculty member. Likewise, a faculty member may choose joint ownership of intellectual property in order to broaden the potential exposure to a wider community.

- g. Changing circumstances.

Any agreement between the University and the faculty member may be renegotiated if changed circumstances substantially alter the terms of the original agreement. This may include, for example, instances in which intellectual property becomes commercially marketable beyond what was envisioned in the original agreement.

#### 6.11.4 Students

- a. Intellectual property that is non-related to attending NNU.

Intellectual property produced entirely by student initiative, that is outside of course requirements, and that does not use University resources, is the sole property of the student responsible. This applies regardless of the medium of the intellectual property.

- b. Intellectual property produced through normal academic activities.

Intellectual property produced by students in the fulfillment of course requirements belongs to the student responsible. As long as such works are produced using only the customary resources of the University that are available to all enrolled students (such as dorm rooms, classrooms, phones, computer labs, multi-media equipment, musical instruments, library resources, art studios, lab facilities, etc.), they belong to the student. At certain times, such as when accreditation visits are imminent or when assessment projects are being conducted, the University may use the collection of some of this intellectual property as evidence of quality education at NNU.

- c. Intellectual property initiated by students and produced with substantial, additional University resources.

At times, some students may produce intellectual property that requires more than the customary University resources that are available to all students. These resources may include items such as unusual equipment, facilities, or funds. In such cases, the student and the University share in the ownership, copyright, right to distribution, and royalties. Unless described in a separate agreement, revenue and royalties from the development, sale, or license, after University expenses, generally are distributed as follows: 50 percent for the creator, 50 percent for the University. The student or a faculty member in the student's department will notify the VPAA and the Department Chair or Dean of the student's department or school ahead of time when there is a potential for the production of such intellectual property.

- d. Intellectual property produced through "work for hire."

If the University contracts with a student to produce specific intellectual property as a part of or outside of normal course requirements, the University will own the intellectual property and have sole rights of copyright, distribution, and royalties. An agreement will be drawn up ahead of time indicating the expected nature of the intellectual property, the rights of the University, the expectations on the student's time, and any remuneration to be paid by the University for creation of the intellectual property.

- e. Intellectual property produced through grants.

A student who produces intellectual property as a result of an internal or external grant is bound by the conditions of the granting institution with regard to ownership of intellectual property. If no conditions are set forth in the grant, then the appropriate category above applies.

#### 6.11.5 Staff, Administrative Personnel, and Coaches

- a. Intellectual property that is non-related to employment at NNU and does not use University resources.

Intellectual property produced entirely by initiative of an employee in the categories of staff, administrative personnel and coaches that does not use University resources, and that is outside of explicit existing contractual expectations, is the sole property of the employee responsible. This applies regardless of the medium of the intellectual property.

- b. Intellectual property produced through normal employment.

Intellectual property produced in the normal fulfillment of contractual assignments by University staff, administrative personnel, and coaches is and will remain the sole property of the creator(s); however, the University may continue to use the property royalty free.

- c. Intellectual property that is non-related to employment at NNU but that uses University resources.

Intellectual property produced by initiative of an employee in the categories of staff, administrative personnel, and coaches that uses University resources will be jointly owned by the employee and the University. A written agreement between the employee and the University will be negotiated ahead of time, indicating the percentage of ownership and the rights of each party.

- d. Intellectual property produced through "work for hire."

If the University contracts with an employee in one of the categories of staff, administrative personnel, or coaches to produce specific intellectual property outside of his/her employment assignment, the University will own the intellectual property and have sole rights of copyright, distribution, and royalties. An agreement will be drawn up ahead of time indicating the expected nature of the intellectual property, the rights of the University, the expectations on the employee's time, and any remuneration to be paid by the University for the creation of the intellectual property.

(The Syllabus template is still under construction and will be provided by the VPAA at a later date and will be appended to this document when it is completed. The definition of “extraordinary research load credit” is still under consideration and will be appended to this document when it is completed.)

## **6.12 DEPARTMENTAL ADMINISTRATION OF GRADUATE PROGRAMS**

Each department offering a graduate program shall establish a graduate committee called the [department] Committee on Graduate Studies (e.g., Education Committee on Graduate Studies). This committee shall function as a sub-committee of the CAGS Academic Committee and shall oversee procedural activities such as admission to that department’s graduate program, teaching and curriculum issues, and other duties as appropriate. On matters of policy, the departmental committee shall recommend action to the Graduate and Continuing Studies Council.

### **6.12.1 Quality Control Guidelines**

- a. All graduate programs/courses will comply with the standards established by the Northwest Commission on Colleges and Universities. Programs with additional outside accreditation will also comply with any applicable standards.
- b. Graduate studies shall be administered in compliance with all policies and procedures of Northwest Nazarene University.
- c. Graduate studies will plan within the strategic planning structure of the University.
- d. Graduate studies program planning will involve the NNU community.
- e. Quality considerations when planning new programs/courses:
  1. Congruence with NNU Mission
  2. Quality consistent with academic excellence, Christ-like character, social responsiveness, and creative engagement
  3. University strength
  4. Availability of learning resources
- f. Quantitative Measures
  1. Number of learners served
  2. Number of credits generated
  3. Number of student-instructional hours
  4. Financial support
- g. Sunday Classes - Programs or classes sponsored or co-sponsored by graduate studies are to be scheduled Monday-Saturday, except courses offered as a part of a church program.

### **6.12.2 New Graduate Programs**

Any new graduate programs or major change in existing graduate programs must receive departmental approval using a comprehensive program description. This program description will be presented to the CAGS Academic Council for approval. The plan must include:- program description, goals, and objectives - course description - faculty resources needed - anticipated income and expenses- a marketing plan - environmental impact statement

### **6.12.3 Off Campus Graduate Programs**

Northwest Nazarene University will consider proposals for courses and programs to be delivered at off-campus locations, provided approval is given by the appropriate authorizing groups, which may include: the CAGS Academic Committee, the NNU administration, the Board of Trustees or Executive Committee, the Northwest Commission on Colleges and Universities, and state agencies. Normally, graduate programs will be restricted to NNU’s Educational Service Area.

### **6.12.4 Graduate Faculty**

#### **6.12.4.1 Full Time Faculty**

- a. A Graduate Faculty member is committed to the graduate program of the University. This commitment is evidenced in: (1) active involvement in appropriate departmental discussions and decisions affecting the graduate offerings and (2) leadership in scholarly activity.
- b. Members of the graduate faculty normally hold terminal degrees in their field of expertise and have experience appropriate to their areas of instruction.

#### **6.12.4.2 Adjunct Faculty**

- a. Adjunct faculty members may be appointed to the graduate faculty if they meet the qualifications of full time faculty and have been identified as those who regularly teach certain graduate courses.

- b. The Program Director recommends to the department chair the adjunct faculty members that are to teach graduate courses. New adjuncts are approved by the Dean, Vice President for Academic Affairs, and President of the University.
- c. While adjunct faculty necessarily have no continuing relationship with the University, they are carefully selected, and valued members of the NNU community. Their status begins at the start of the contracted involvement and ends upon completion of the contract service. Such status does not accrue in any way toward regular faculty status at the University. Adjunct faculty may not use their service toward sabbaticals or fringe benefits at the University. Credentials for adjunct faculty remain on file with the program director and Vice President for Academic Affairs. All adjunct faculty members are expected to maintain NNU's standards of moral, ethical and professional conduct while relating to NNU programs and students. Each person is expected to respect the University and to refrain from propagating doctrines, philosophies, or practices contrary to the Church of the Nazarene. Each adjunct faculty member is expected to uphold the standards as set by Northwest Nazarene University in the Adjunct Faculty Handbook.
- d. Institutional selection of adjunct faculty will be made upon these considerations:
  1. Have a terminal degree (exceptions may be made for individuals documenting exceptional expertise).
  2. Fulfill the profession of faith requirements of regular faculty.
  3. Provide a signed pledge to respect the University's Christian commitment and uphold the academic and behavioral standards while in contact with NNU students and programs.
  4. Submit a current *vita*.

#### **6.12.5 Policies Governing the Admission and Transfer of Graduate Students: Student Admissions**

- a. There shall be two categories of admission for graduate study at the University, regular and provisional.
- b. Applicants for admission shall present to the department committee on graduate studies one set of official transcripts of appropriate university work, a completed application form, and such other specifics as required by the department to which they are applying. Upon recommendation for admission or provisional admission by the department committee on graduate studies, one set of official transcripts, the application form, and the approved transfer credit form from a department advisor shall be forwarded to the registrar.
- c. Provisional admission to graduate study may be granted to those applicants who do not meet regular admission requirements but are considered potentially capable of successfully performing graduate work. Each program will determine change of admission status from provisional to regular.
- d. Each department, in consultation with the College Dean, may establish any additional specific admission requirements for those pursuing a degree in that department. The department committee on graduate studies shall review candidates and approve applicants qualified for regular or provisional admission.
- e. Candidates admitted to a graduate program will be notified of their admission and status by the department. The registrar's office will receive a copy of this notification.
- f. Admission to graduate study requires a baccalaureate degree from an institution that holds regional accreditation. Students applying who hold a baccalaureate degree from an institution that is not regionally accredited will be evaluated on an individual basis. The applicant shall also meet any additional requirements for graduate admission prescribed by the department offering the degree.

#### **6.12.6 Academic Load**

A full time student load is six semester credits per semester. Enrolling in more than 12 semester credits per semester requires recommendation of the adviser and approval of the department program director.

#### **6.12.7 Enrollment**

Final semester undergraduate seniors who do not need to carry a full load to complete undergraduate degree requirements may be allowed to register for graduate level courses. All such registrations shall be approved by the graduate program director. Graduate credit cannot be used to fulfill undergraduate requirements.

#### **6.7.8 Active Status**

A student who has been admitted to the graduate program and enrolled in at least one course is considered on active status. Students who do not register for a course applicable to the degree for three calendar years will be dropped from the program.

#### **6.7.9 Appeals**

Appeals by graduate students or applicants for graduate study shall pursue the following route:

- a. The appellant shall discuss the appeal with the faculty member involved.

- b. If the appellant is not satisfied with the outcome, he/she shall present a written appeal to the department program director.
- c. If the appellant is not satisfied with the outcome, he/she shall present a written appeal to the department chair.
- d. If the appellant is not satisfied with the outcome, he/she shall present a written appeal to the School Dean.
- e. If the appellant is not satisfied with the outcome, he/she shall submit a written appeal to the Graduate and Continuing Studies Council. The Council shall respond in writing to all parties involved. The decision of the Council is binding.
- f. Detailed procedures for the appeals process approved by the CAGS Academic Council shall be made available to the student by the program director.

#### **6.7.10 Exit Evaluation**

Departments offering graduate degrees shall establish a comprehensive evaluation to provide a means of measuring the competency of graduates in analyzing and synthesizing major concepts pertinent to their degree program.

#### **6.7.11 Other Graduate Policies and Procedures**

Other Graduate Policies and Procedures are found in the Graduate Catalog. ([Link](#))

## CHAPTER 7

### OTHER UNIVERSITY POLICIES

- a. Other University Policies (Link)
  - i. NNU Articles of Incorporation
  - ii. NNU Bylaws
  - iii. NNU Board of Trustees Policy Manual
- a. Continuing Studies Policies (Link)
- b. University Bookstore (Link)
- c. Information Technology (Link)
- d. Library Services (Link)
- e. Technology and Media Resources (Link)
- f. Transportation Policy (Link)
- g. Cell Phone Policy (Link)
- h. Budget Policies (Link)