

POLICIES REGARDING FACULTY RESPONSIBILITIES

The “Articles of Academic Governance” stipulate the jurisdiction and authority of the faculty regarding the educational program, as well as the administration, meetings, and committees of the faculty. This policy statement designates the responsibilities that accompany faculty appointment, describes the procedures followed for assignments and for performance review, details possible sanctions, and indicates complaint /grievance procedures.

Responsibilities which accompany faculty appointment:

- 1) Faculty member are expected to attend all faculty meetings and must attend a minimum of three faculty meetings a year, and the majority of departmental meetings called.
- 2) Faculty member will serve on at least one standing committee (other assignments may be substituted).
- 3) Faculty member will make a significant contribution to the scholarship of the Institute and/or the field (which may include teaching, publishing, research, major administrative responsibilities, political activities, community board work, etc.).
- 4) Faculty member will demonstrate a commitment to continued learning and improvement in the field.
- 5) Faculty member will uphold the highest ethical standards set forth by the field (NASW, NFCSW, and ABE standards are all applicable; see also "Ethical Standards Regarding Faculty Relationships with Students").
- 6) Faculty member will conduct all Institute assignments professionally (see “Policies for Faculty/Student Interaction and Faculty Interaction”).

Institute Assignments: All teaching assignments are made by the Dean based upon recommendation by the sequence chair. Teaching assignments are reviewed annually and are reassigned based upon the recommendation of the sequence chair (who will have reviewed the teacher’s performance) and the needs of the Institute. Advisor assignments are made by the Dean of Students and are reviewed and renewed annually. Eligibility for practicum assignments is reviewed annually by the chair of the respective practicum. Committee assignments are accepted and renewed by the respective chair of the committee on an annual basis. Ad hoc assignments may be made by the Dean and are reviewed annually.

Performance Review: The Dean has the responsibility of overseeing faculty performance. Faculty performance will be formally reviewed prior to contract expiration, but may be reviewed any time a problem or other request comes to the attention of the Dean. The outcome of the review will be shared in person with the faculty member. A written summary will be added to the faculty member’s personnel record. Faculty members may submit a written response to the review and it will be also added to the file.

Sanctions: Faculty members who do not satisfactorily fulfill their responsibilities will be notified in writing by the Dean. The faculty member will be reviewed again in six

months. If the second review is satisfactory, the faculty member will be notified in writing. If the problem is not satisfactorily resolved, the faculty member may be issued a written reprimand, put on probation, dismissed, suspended or limited in assignments, depending on the severity of the problem. Extreme situations in which a faculty member's performance places a student or the Institute at risk for harm are cause for immediate limits, suspension and/or dismissal. All reviews and actions made by the Dean will be communicated in writing as well as added to the personnel file of the faculty member involved.

Grievance Procedures: Faculty members who do not agree with review findings or actions of the Dean may bring the matter to the Faculty Advisory Committee. The FAC will hear the matter and then advise the Dean and the faculty member of their findings in writing. After considering the findings of the FAC, the Dean will notify, in writing, the faculty member and the FAC of a final decision regarding the matter. If the faculty member does not agree with the final decision made by the Dean, the faculty member may initiate a formal grievance of the decision. The grievance should be submitted to the Dean in writing, with copies made to the FAC. The Dean will assign a grievance committee composed of three members. The Dean will choose one member, the faculty member who has made the grievance will choose one member and the FAC will choose the third who will act as chair. The faculty member who has made a grievance and the Dean may each veto one member of the committee.

Complaint Procedures: Faculty members may file complaints against any member of the faculty or administration. Informal and formal complaints against a faculty member should be made to the Dean in writing. Formal complaints will be documented and forwarded to the faculty advisory committee for review. The Dean will then notify both parties, in writing, of findings and the respondent will be notified of any actions to be taken. Informal complaints will not be documented and will be resolved by the faculty members and the Dean.

Formal and informal complaints against the administration should be made to the Dean. Formal complaints will be documented and forwarded to an appointed committee for review. The Dean will then notify both parties, in writing, of the findings and the respondent of any actions to be taken. Informal complaints will not be documented and will be resolved by the administrator, the faculty member, and the Dean.

Office Staff and Administration may file formal or informal complaints against a faculty member according to the procedures specified above for faculty member complaints. Faculty member complaints about office staff should be directed to the Office Administrator. Complaints about the Dean should be forwarded to the Chair of the Board of Trustees.

Student Complaints: See Policy in Student Manual.

Approved November, 2000

POLICY FOR FACULTY/STUDENT INTERACTIONS

- **Faculty/student relationships are fundamental to the educational process. Optimally, they are built on mutual respect and consideration. While the faculty member ultimately bears greater responsibility in this relationship, both parties are expected to uphold the standards that govern professional behavior. This policy is written to specify expected conduct within this institution, to provide procedural guidelines for handling problems, to provide a grievance procedure, and to detail sanctions which may be imposed.**

Faculty:

- Faculty members are responsible for initiating appropriate action when they are concerned about a student's academic performance or conduct.
- Faculty members are expected to respond promptly to student's requests for communication.
- Faculty members are expected to turn in grade forms within 2 weeks of the end of the semester, to return papers in a timely manner, and to provide students with feedback about their work.
- Whenever possible, faculty members are expected to inform students in advance of any missed classes or consultations and should make arrangements to cover or reschedule classes.
- Faculty members are expected to handle disagreements with students regarding expectations and/or grades appropriately and fairly.

Students:

- Students are responsible for initiating appropriate action when they are concerned about a faculty member's performance or conduct.
- Students are responsible for addressing their concerns or disagreements about grades and/or expectations.
- Students are expected to be timely in attending classes, appointments and with completion of assignments.
- Students are expected to respond promptly to faculty requests for communication.
- Students are expected to inform faculty in a timely manner when missing consultations or classes.

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Procedures:

- Concerns about conduct or performance should be handled directly between the faculty member and the student, whenever possible. If resolution is not reached, the student's advisor should be asked to participate in the resolution process. If this step is not successful, the Dean of Students should be contacted for assistance. The Dean

of Students may bring performance concerns to the Progression Committee and concerns about conduct to the Dean for resolution.

- Concerns about grades or expectations should be handled directly between the faculty member and the student, whenever possible. If resolution is not reached, the respective sequence or practicum chair should be asked to participate in the resolution process. However, the faculty member has the final authority for setting expectations and/or determining grades.
- When cancellations are necessary, the faculty member(s) and the student(s) should communicate directly. If one or the other is incapacitated, the office staff will assist with communications.
- Students and faculty members should provide the office staff with current telephone, address, and e-mail information for the directory.
- Classroom instructors will be provided grade sheets by the registrar and should return them to the registrar, who will provide students with copies. Students are expected to provide consultants with appropriate grade sheets prior to the end of the semester. Consultants are expected to return completed forms to the registrar who will provide students with copies.
- **Grievance:**
- See policy for students and faculty.
- **Sanctions:**
- Students may receive verbal warnings, written warnings, probation or dismissal depending on the severity of the issue. Faculty may receive verbal warnings, written warnings, limitation of assignments, suspension or dismissal depending on the severity of the issue.
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- Approved November, 2000

POLICY FOR FACULTY INTERACTIONS

- **Faculty relationships are a vital component of the academic culture within the Institute. Optimally, they are built on mutual respect and consideration. Faculty members are expected to uphold the standards that govern professional behavior. This policy is written to specify expected conduct within this institution, to provide procedural guidelines for handling problems, to provide a grievance procedure, and to detail sanctions which may be imposed.**

Faculty:

- Faculty members are responsible for initiating appropriate action when they are concerned about a faculty member's performance or conduct.
- Faculty members are expected to handle disagreements with each other appropriately and fairly.
- Faculty members are expected to respond promptly to other faculty member's requests for communication.
- Whenever possible, faculty members are expected to inform appropriate faculty members when they are unable to attend meetings or scheduled appointments.

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• **Procedures:**

- Concerns about conduct, performance and/or disagreement should be handled directly between the faculty members, whenever possible. If resolution is not reached, the faculty involved should bring the matter to the attention of the Dean. Faculty members may choose to handle their concerns informally, with the assistance of the Dean, or may file a formal complaint to the Dean.
- When cancellations are necessary, faculty member should communicate directly. If a faculty member is incapacitated, the office staff will assist with communications.

• **Grievance:**

- See policy for faculty.

• **Sanctions:**

- Faculty may receive verbal warnings, written warnings, limitation of assignments, suspension or dismissal depending on the severity of the issue.

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