

Otterbein University

## Digital Commons @ Otterbein

---

Faculty Manuals

University Documents & Records

---

1991

### 1991 Otterbein College Faculty Manual

Otterbein University

Follow this and additional works at: [https://digitalcommons.otterbein.edu/fac\\_manual](https://digitalcommons.otterbein.edu/fac_manual)



Part of the [Higher Education Commons](#)

---

#### Recommended Citation

Otterbein University, "1991 Otterbein College Faculty Manual" (1991). *Faculty Manuals*. 1.  
[https://digitalcommons.otterbein.edu/fac\\_manual/1](https://digitalcommons.otterbein.edu/fac_manual/1)

This Book is brought to you for free and open access by the University Documents & Records at Digital Commons @ Otterbein. It has been accepted for inclusion in Faculty Manuals by an authorized administrator of Digital Commons @ Otterbein. For more information, please contact [digitalcommons07@otterbein.edu](mailto:digitalcommons07@otterbein.edu).

1991

F A C U L T Y   M A N U A L  
T A B L E   O F   C O N T E N T S

SECTION ONE

ACADEMIC FREEDOM AND RESPONSIBILITIES

I.	Policy Statement	1
II.	Academic Review	1

SECTION TWO

PROVISIONS OF FULL-TIME TEACHING FACULTY APPOINTMENTS

I.	APPOINTMENTS	1
	A. Types of Appointments	1
	B. Distribution of Appointments Among Departments	1
	C. Faculty Ranks	2
II.	CONTRACT RENEWAL CRITERIA	2
	A. Institutional Needs	3
	B. Performance During Employment	3
III.	PROMOTION	4
	A. General Criteria	4
	B. Eligibility	5
	C. Procedures	5
	D. Contents of Promotion File	6
	E. Request for Reconsideration and Appeal in Case of Promotion Denial	7
IV.	TENURE	7
	A. Introduction and Definition	7
	B. Eligibility	8
	C. Criteria	8
	D. Procedures	8
	E. Contents of Tenure File	9
	F. Responsibilities and Rights	10
	G. Appeal of Tenure Denial	10
V.	RENEWABLE TERM APPOINTMENTS	10
	A. Introduction and Definition	10
	B. Criteria	10
	C. Procedures	11
	D. Contents of Renewable Term Appointment	12

1

2

3

4

5

6

7

8

9

10

11

12

13

14

15

16

17

18

19

20

11. 1951. 1. 1

12. 1951. 1. 2

13. 1951. 1. 3

14. 1951. 1. 4

15. 1951. 1. 5

16. 1951. 1. 6

17. 1951. 1. 7

18. 1951. 1. 8

19. 1951. 1. 9

20. 1951. 1. 10

21. 1951. 1. 11

22. 1951. 1. 12

23. 1951. 1. 13

24. 1951. 1. 14

25. 1951. 1. 15

26. 1951. 1. 16

27. 1951. 1. 17

28. 1951. 1. 18

29. 1951. 1. 19

30. 1951. 1. 20

31. 1951. 1. 21

32. 1951. 1. 22

33. 1951. 1. 23

34. 1951. 1. 24

35. 1951. 1. 25

VI.	TERMINATION OF SERVICE	12
	A. By Retirement	12
	B. Resignation	12
	C. Non-Renewal	13
	D. Dismissal	13
VII.	APPEALS PROCEDURES: GENERAL PROVISIONS	14
	A. Grounds for Request for Reconsideration Before the Personnel Committee	14
	B. Filing a Request for Reconsideration	14
	C. Appealing to the Personnel Appeals Hearing Committee	14
	D. Procedures for Hearing an Appeal	15
	E. Appeals to the Board of Trustees in cases other than those dealing with promotions or leaves	16
VIII.	EMPLOYMENT RELATIONSHIPS	16
	A. Employment of Members of the Same Family	16
	B. Outside Activities	16
	C. Faculty Contracts	17
	D. Salary	17

### SECTION THREE

#### FRINGE BENEFITS

I.	LIFE INSURANCE	1
II.	MEDICAL INSURANCE	1
III.	DENTAL INSURANCE	1
IV.	ILLNESS/DISABILITY	1
	A. Illness Provision	1
	B. Long-Term Disability Insurance	2
V.	MATERNITY LEAVE	2
VI.	LIABILITY INSURANCE	3
VII.	PROPERTY INSURANCE	3
VIII.	EDUCATIONAL BENEFITS	3
	A. Education Grant	3
	B. Tuition Exchange Program	4
	C. Scholarship Benefits at Otterbein	4
	D. Off-Campus Study of Dependents	5





IX.	RETIREMENT	5
	A. Social Security	5
	B. Retirement Annuities	6
	C. Health Insurance	6

X.	FRANKLIN COUNTY SCHOOL EMPLOYEES FEDERAL CREDIT UNION	7
IX.	UNITED STATES SAVINGS BONDS	7

#### SECTION FOUR

##### SABBATICALS AND LEAVES

I.	SABBATICALS	1
	A. Projects	1
	B. Eligibility	2
	C. Application Procedures and Calendar	2
	D. Sabbatical Leaves Subcommittee	3
	E. Approval Process	4
	F. Appeals	5
	G. Approved Leaves	6
	H. Reporting Procedures	6
II.	LEAVES OF ABSENCE	7

#### SECTION FIVE

##### PART-TIME FACULTY

I.	APPOINTMENT	1
II.	RESPONSIBILITIES	1
III.	EVALUATION	1
IV.	FRINGE BENEFITS	2
	A. Medical Insurance and Retirement Plans	2
	B. Scholarship Benefits	2
V.	PROCEDURES FOR ESTABLISHING ELIGIBILITY TO RECEIVE FRINGE BENEFITS	3

#### SECTION SIX

##### ADJUNCT FACULTY

I.	DEFINITION	1
II.	APPOINTMENT/PROMOTION	1



A.	Criteria	2
B.	Faculty Ranks	2

## SECTION SEVEN

### MISCELLANEOUS

I.	FACULTY RESPONSIBILITIES	1
	A. Scheduling Final Exams	1
	B. Course Syllabus	1
	C. Office Hours	2
	D. Academic Advising	2
	E. Campus Involvement	2
II.	TEACHING LOAD	3
III.	TRAVEL TO PROFESSIONAL MEETINGS	3
IV.	FACULTY DEVELOPMENT PROGRAM	3
V.	CO-CURRICULAR PARTICIPATION AND CLASS ATTENDANCE	3
VI.	PARTICIPATION IN ACADEMIC CEREMONIES	4
VIII.	COPYRIGHT POLICY STATEMENT	4
ADDENDUM A - IMPLEMENTATION OF THE POLICIES AND PROCEDURES IN THE 1989 FACULTY MANUAL		
APPENDIX A - AFFIRMATIVE ACTION POLICY OF OTTERBEIN COLLEGE		
APPENDIX B - SEXUAL HARASSMENT POLICY		
APPENDIX C - ARTICLE XVII, OTTERBEIN COLLEGE BY-LAWS, PERSONNEL APPEALS HEARING		
APPENDIX D - DRUG FREE WORKPLACE POLICY		
APPENDIX E - CHAIRPERSON'S HANDBOOK		



## SECTION ONE

### ACADEMIC FREEDOM AND RESPONSIBILITIES

#### I. POLICY STATEMENT

The Otterbein faculty adopted on May 5, 1965 the 1940 Statement of Principles on Academic Freedom and Tenure which was prepared jointly by the Association of American Colleges and the AAUP. Many of the procedures in this Manual are designed, in the Otterbein context, to implement the general terms and intent of the 1940 statement.

A copy of the 1940 Statement of Principles on Academic Freedom and Tenure is available in the Library and in the Office of the Vice President for Academic Affairs.

#### II. ACADEMIC FREEDOM

A. Faculty members are entitled to full freedom in research and in the publication of the results, subject to the adequate performance of other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.

B. Faculty members are entitled to freedom in the classroom in discussing the subject, but should be careful not to introduce into the classroom teaching controversial matter which has no relation to the subject.

C. Faculty members are citizens, members of a learned profession, and officers of an educational institution. When faculty members speak or write as a citizen, they should be free from institutional censorship or discipline, but this special position in the community poses special obligations. As persons of learning and educational officers, faculty members should remember that the public may judge the profession and the institution by their utterances. Hence, faculty members 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 when opinions are ventured, they are not given as an institutional statement.



## SECTION TWO

### PROVISIONS OF FULL-TIME TEACHING FACULTY APPOINTMENTS

#### I. APPOINTMENTS

The teaching faculty of Otterbein College is selected from the larger national and international community of scholars by a rigorous process using the highest intellectual and professional standards, considering at the same time the needs of the whole campus community and the particular department specifying the description of each position. (Librarians and administrators with faculty status are governed by the Administrative Manual.)

##### A. Types of Appointments

Members of the faculty are initially appointed for a period of one year by the Board of Trustees upon recommendation by the President of the College. The President makes the recommendation for initial annual appointments only after consultation with the Vice President for Academic Affairs, the Personnel Committee and the Chairperson of the department(s) concerned. All faculty appointments must be approved by the Board of Trustees.

Annual appointments are from September 1 to June 15. (Summer contracts are separate and do not include fringe benefits.)

The faculty consists of individuals in tenured, tenure-track or renewable term positions.

1. Tenured faculty are those who will be offered successive annual contracts by the College in recognition of continued good service and future potential.

2. Tenure-track faculty are those who will be evaluated for a maximum of six years while being considered for a tenured position.

3. Renewable term faculty appointments are those appointments made by annual contract for an initial expected period of three years. The subsequent renewal will be for an expected period of four years, and any thereafter for an expected period of five years. Under no circumstances does a renewable term contract convey the expectation to, or possession of, a tenure-track or tenured appointment.

##### B. Distribution of Appointments Among Departments

The Personnel Committee will maintain a plan for fair distribution of tenure track and renewable term appointments across the campus. Long term guidelines for assigning appointments to departments have been adopted as follows:



<u>Department</u>	<u>Faculty Tenure Track Appointments</u>	<u>Renewable Term Appointments</u>
2	1	1
3	2	1
4	3	1
5	3	2
6	4	2
7	4	3
8	5	3
9	6	3
10	6	4
11	7	4
12	8	4

Each department will be considered individually, and positions will be assigned according to special needs. The long-term guidelines will be implemented gradually as tenured positions are vacated through resignations or retirements.

### C. Faculty Ranks

The ranks in the College faculty are listed below along with the normal minimum qualifications for those newly employed beginning with the 1989/90 academic year:

**PROFESSOR:** Earned doctoral degree or equivalent terminal degree, extensive experience as a successful teacher, and leadership in implementing the College's missions, which are: teaching excellence, scholarly research, and service.

**ASSOCIATE PROFESSOR:** Earned doctoral degree or equivalent terminal degree and documented capacity for successful teaching as well as demonstration of professional involvement.

**ASSISTANT PROFESSOR:** Either an earned doctoral degree, appropriate terminal degree, or a master's degree with documented progress in graduate study beyond the master's degree level and successful teaching experience.

**INSTRUCTOR:** A master's degree. Persons appointed at the Instructor level must demonstrate eligibility for appointment to Assistant Professor by the end of their third (3rd) year at Otterbein College. If this eligibility is not demonstrated, the fourth (4th) year contract will be terminal.

**DISTINGUISHED VISITING PROFESSOR:** Upon the recommendation of the department and the Personnel Committee, the President may appoint to the rank of Distinguished Visiting Professor individuals who excelled in scholarly and/or performance areas.

## II. CONTRACT RENEWAL CRITERIA

The precise terms and conditions of each appointment are stated in writing and are in the possession of both institution and faculty member before the appointment is consummated.

The following criteria govern appointments and reappointments to the faculty:

A. Institutional Needs (must be a special consideration for all non-tenured and renewable term faculty).

1. Balance within and among academic departments.
2. Total number of faculty in department relative to total student and campus load of the department.
3. Ability to work in a variety of departmental programs as well as to work with other departments as and if such needs develop.

B. Performance During Employment

1. Quality of Teaching: Since teaching is the highest concern and responsibility of the Otterbein faculty, it is the most important criterion in evaluating faculty. Effectiveness in teaching should involve challenging and motivating students as well as creating a sense of curiosity and enthusiasm for learning in the classroom and in appropriate performance areas. In addition to their own classroom activities, faculty should be involved in creating and sharing teaching improvement efforts.

Working with the Faculty Development Advisory Committee (FDAC), the Personnel Committee, and the Academic Dean, a faculty member is expected to develop in the dean's office a professional portfolio that includes multiple indicators of teaching quality, whether that be in the classroom or in the area of performance. These indicators are to be collected annually so that a longitudinal record of performance is included in the portfolio. The following measures should be included in developing a multi-source evaluation of classroom performance:

a. Annual evaluation by the department chairperson using the Faculty Evaluation Form which must be submitted to the dean's office by MAY 1. (Upon completion, the chairperson must review the form with the faculty member so that the person being evaluated may have the opportunity for response.)

b. Faculty Annual Reports to the dean which include a self-evaluation of teaching.

c. Student evaluations of a minimum of two different courses in one academic year. Faculty in performance areas are encouraged to submit student evaluations of their work in them as well. This must be done by the use of a departmentally selected, nationally normed instrument approved by the dean (until the College community agrees upon one or several acceptable measures). (The IDEA form is to be used as a formative evaluation tool; however, a department may elect to use it for summative purposes.)

d. Evaluation of classroom teaching and appropriate performance areas by faculty peers at Otterbein may be included.

(Faculty members are encouraged to work with the Faculty Development Advisory Committee (FDAC) to review annually

the quality of their teaching. One tool this Committee uses to assist faculty is the IDEA evaluation form. The College views this as primarily a formative tool, but it may be used in summative evaluation if the faculty member chooses to include it in the portfolio. Thus the faculty member can work with the FDAC with confidence that the discussion and measurements of teaching quality conducted with it will be used in a summative way only if chosen by the faculty member.)

2. Advising: Provide assigned advisees the following:

a. Assistance in developing career direction and long-range academic plans throughout the advisee's college program. The plan should be reviewed with the advisee at each Spring advisee-adviser meeting;

b. Assistance in developing short-range or annual course schedules at the Spring meeting;

c. Assistance in providing referral counselling information. (Refer to SECTION SIX, I-E.)

3. Campus Leadership: Contribute to the sense of community, work enthusiastically with its committees, communicate effectively and remain open to new ideas. Demonstrate understanding of and participation in the formation of institutional goals and in shaping the direction of the College.

4. Professional Enrichment: Participate and provide leadership in professional societies, continue professional growth through workshops and journal study, do research and publish.

5. Departmental Contributions: Help a department in a variety of ways in response to particular needs and problems. Contribute academic and campus skills that complement those of other department members.

6. Community Leadership. Present a positive image of the College through leadership exercised in community organizations. Represent the College to alumni, friends and constituents of the greater College community.

### III. PROMOTION

#### A. General Criteria:

The decision to promote or not to promote will be made by the President with the approval of the Board of Trustees. The President will base the decision on the recommendations of the Personnel Committee and the Vice President for Academic Affairs. When applicable the Personnel Appeals Hearing Committee will also make a recommendation to the President. Criteria for promotion are listed in SECTION TWO. The promotion file submitted by the applicant will be available to the Personnel Committee and the President.

## B. Eligibility:

Promotion to the next rank will be determined by the following criteria:

### To Assistant Professor:

Three years as an Instructor and either an earned doctoral degree or a master's degree with documented progress toward the doctorate or appropriate terminal degree. Documented successful teaching in all educational settings.

### To Associate Professor:

Five years as an Assistant Professor with an earned doctoral degree (or appropriate terminal degree), demonstrated capacity for successful teaching in all educational settings, and an active participant in the profession.

### To Professor:

Seven years as an Associate Professor with an earned doctoral degree (or appropriate terminal degree), extensive, documented successful teaching in all educational settings, and leadership in implementing the College's missions - i.e., teaching excellence, scholarly research, service.

Therefore, applications are normally made during the 3rd, 5th and 7th years of rank depending upon which rank is being sought, unless prior service is such that earlier consideration is merited.

## C. Procedures:

Autumn Term: Each faculty member to be considered for promotion during the year will be notified early in the Autumn Term by the Vice President for Academic Affairs.

### Winter Term:

WEEK ONE: Documentation, updating of promotion file, must be in the Office of the Vice President for Academic Affairs by the end of the first week of Winter Term.

WEEK SIX: The promotion decision will be made by the end of the sixth week of Winter Term.

WEEK SEVEN: Written notification will be made by the end of the seventh week.

WEEK NINE: Request for reconsideration by the Personnel Committee must be initiated by the end of the ninth week.

### Spring Term:

WEEK FOUR: The Committee will report the results of the reconsideration to the individual in writing before the end of the fourth week of Spring Term.

WEEKS FIVE AND SIX: The end of the sixth week is the final date for the individual to appeal to the Personnel Appeals Hearing Committee.

WEEK NINE: The outcome of the Personnel Appeals Hearing Committee study will be conveyed to the President and the individual by the end of the ninth week. The President may ask the Personnel Committee to reconsider the case in light of the report of the Personnel Appeals Hearing Committee. The President may act directly, and if the decision is against the faculty member, an appeal, as provided in Appendix C, may be taken to the Board of Trustees.

WEEK TEN: If invited to do so by the President, the Personnel Committee will review the case based upon the recommendations of the Personnel Appeals Hearing Committee by the end of the tenth week. If the decision remains adverse to the faculty member, the decision may be appealed further to the Board of Trustees. See Appendix C.

#### D. Contents of Promotion File:

1. Detailed evidence indicating the nature of evaluation within the department/division. (Should include Faculty Evaluation Form and a letter from the chairperson of the department personnel evaluation committee. Each department should appoint a personnel evaluation committee composed of a minimum of three members, including the department chairperson. The majority of the committee must hold tenure in the College and all tenured department faculty must be on the committee. The Committee must include at least one person at or above the rank and faculty contractual (tenure track or renewable term appointment) status for which their colleague is being reviewed. If the department does not include faculty who can meet these basic requirements for the composition of the evaluation committee, after consultation among the candidate, department chairperson and dean, faculty from collateral departments will be asked to serve. The Committee may solicit written comments about the candidate from all department members.)

2. Student evaluations on forms recommended by the College. Individual forms instituted by the faculty member may also be included.

3. Outside reviews in the form of critiques, reviews, letters of interest related to the candidate's discipline or scholarly pursuits.

4. Documentation of departmental/division contributions. This might include committee work, organizing/participating in conferences, performing special duties for the department/division.

5. Peer review evaluation materials if desired by candidate or chair.

6. Documentation of community service related to the College or community-at-large.

#### E. Request for Reconsideration and Appeal in Case of Promotion Denial.

If an application for promotion is denied, the individual has the right to request reconsideration by the Personnel Committee.

1. A letter requesting reconsideration must be submitted to the Personnel Committee along with pertinent supporting evidence by the end of the ninth week of the Winter Term during which the original decision was made.

2. The Personnel Committee will review the grounds for reconsideration and set a time prior to the end of the second week of Spring Term when the individual may meet with the Committee to discuss the decision.

3. The Committee will report the results of the reconsideration to the individual in writing before the end of the fourth week of Spring Term.

4. If the appeal upon reconsideration is rejected, the individual has the right to appeal to the Personnel Appeals Hearing Committee within two weeks of learning of the decision. After consulting with the individual and the Personnel Committee, the Personnel Appeals Hearing Committee will rule only on alleged violations of academic freedom, prejudice, unlawful discrimination, or insufficient regard for fundamental standards of fairness inherent in due process.

5. The outcome of the Personnel Appeals Hearing Committee study will be conveyed to the President and the individual in writing by the end of the ninth week of Spring Term.

6. If invited to do so by the President, the Personnel Committee shall review the case based upon the recommendations of the Personnel Appeals Hearing Committee by the end of the term. A decision adverse to the faculty member may be appealed further to the Board of Trustees. See Appendix C.

7. The outcome of the review will be transmitted in writing to the President, the individual seeking promotion and the Personnel Appeals Hearing Committee.

#### IV. TENURE

##### A. Introduction and Definition:

The decision to grant tenure or not to grant tenure will be made by the President with the approval of the Board of Trustees. The President will base the decision on the recommendations of the Personnel Committee and the Vice President for Academic Affairs. When applicable the Personnel Appeals Hearing Committee will also make a recommendation to the President. Criteria for tenure are listed in SECTION TWO. The tenure file submitted by the applicant will be available to the Personnel Committee and the President.

Tenure is defined as the right of the faculty member to be offered successive contracts for the renewal of employment by the President of the College until reaching the age of retirement established by the College. This right is subject to the conditions listed in the section Termination of Service.

#### B. Eligibility:

Consideration of tenure may occur no later than the sixth year in a tenure track faculty position. Up to four years of credit for full-time faculty service in accredited institutions may be counted toward tenure at Otterbein College. This credit for prior service either at another institution or Otterbein must be negotiated at the time of the first tenure track appointment and will be so documented in the faculty member's permanent file.

#### C. Criteria:

Faculty members whose appointment to a tenure track position begins after June 30, 1989:

1. Must hold the appropriate terminal degree in their respective fields.

2. Should demonstrate effectiveness in teaching in all educational settings. Student evaluations, using recommended College forms, must be submitted in addition to other evaluative forms generated by the faculty members. The "Teaching" section of the Faculty Evaluation Form completed by the department chairperson/evaluator will also be used to evaluate teaching performance.

3. Should demonstrate scholarship as defined by research publication, grants, presentations, performances, and other scholarly pursuits. The significance of the work should be stated and outside reviews of the work included whenever possible.

4. Should include documentation of service to the individual department and College. This might include: advising, committee work, representation in professional organizations, service to the community, participation in student activities.

5. Performance criteria listed in SECTION TWO, will also apply to tenure decisions.

#### D. Procedures

Autumn Term: Each faculty member to be considered for tenure during the year will be notified early in the Autumn Term by the Vice President for Academic Affairs.

#### Winter Term:

WEEK ONE: Documentation, updating of tenure file, must be in the office of the Vice President for Academic Affairs by the end of the first week of the Winter Term.

WEEK SIX: The tenure decision will be made by the end of the sixth week of Winter Term.

WEEK SEVEN: Written notification will be made by the end of the seventh week.

WEEK NINE: Request for reconsideration of an adverse tenure decision must be submitted by the end of the ninth week.

Spring Term:

WEEK FOUR: The Committee will report the results of the reconsideration to the individual in writing before the end of the fourth week of Spring Term.

WEEKS FIVE AND SIX: The end of the sixth week is the final date for the individual to appeal to the Personnel Appeals Hearing Committee.

WEEK NINE: The outcome of the Personnel Appeals Hearing Committee study will be conveyed to the President and the individual by the end of the ninth week. The right of further appeal to the Board of Trustees is discussed in Article XVII of the By-Laws. See Appendix C.

E. Contents of Tenure File:

1. Detailed evidence indicating the nature of evaluation within the department/division. (Should include Faculty Evaluation Form and a letter from the chairperson of the department personnel evaluation committee. Each department should appoint a personnel evaluation committee composed of a minimum of three members, including the department chairperson. The majority of the committee must hold tenure in the College and all tenured department faculty must be on the committee. The committee must include at least one person at or above the rank and faculty contractual (tenure track or renewable term appointment) status for which their colleague is being reviewed. If the department does not include faculty who can meet these basic requirements for the composition of the evaluation committee, after consultation among the candidate, department chairperson and dean, faculty from collateral departments will be asked to serve. The Committee may solicit written comments about the candidate from all department members.)

2. Student evaluations on forms recommended by the College. Individual forms instituted by the faculty member may also be included.

3. Outside reviews in the form of critiques, reviews, letters of interest related to the candidate's discipline or scholarly pursuits.

4. Documentation of departmental/division contributions. This might include committee work, organizing/participating in conferences, performing special duties for the department/division.

5. Peer review evaluation materials if desired by candidate or chair.



6. Documentation of community service related to the College or community-at-large.

F. Responsibilities and Rights:

1. Faculty members having the rights and privileges of tenure shall have the continuing professional responsibility to keep informed in their field and to render efficient service to the College.

2. Teaching faculty members may be offered and may accept an assignment to administrative duties and position without interrupting or impairing their tenure status, but tenure shall apply only to rank and service while a full-time faculty member. The administrative assignment, however, is subject to change at any time by action of the President.

3. Faculty members shall receive annual contracts until they retire or resign. Additionally, other conditions are subject to VI. TERMINATION OF SERVICE.

G. Appeal of Tenure Denial.

The same time table and procedures used for promotion appeal (see SECTION TWO, III., E.) will be followed for all tenure appeals, except that decisions of the Personnel Appeals Hearing Committee are not returned to the Personnel Committee for further consideration. A faculty member can appeal further to the Board of Trustees in accordance with the provisions of Article XVII of the By-Laws. See Appendix C.

V. RENEWABLE TERM APPOINTMENTS

A. Introduction and Definition:

The decision to renew or not renew a Renewable Term Appointment will be made by the President with the approval of the Board of Trustees. The President will base the decision on the recommendations of the Personnel Committee and the Vice President for Academic Affairs. When applicable the Personnel Appeals Hearing Committee will also make a recommendation to the President. Criteria for renewal are listed in SECTION TWO. The renewable term appointment file submitted by the applicant will be available to the Personnel Committee and the Vice President for Academic Affairs.

Renewable Term Appointments are defined on page 1 of this Section.

B. Criteria:

1. Annual evaluation of performance will be conducted by the department chairpersons and the Vice President for Academic Affairs. Toward the end of the renewal period examination will be made of the faculty member's performance and the institutional needs with regard to the renewable term faculty appointment.

2. The criteria used in review for renewal of a term appointment will be those used in the evaluation for contract renewal (see SECTION TWO).

3. Positions which include teaching as well as other duties may be administrative staff positions or renewable term faculty appointments upon the recommendation of the President as advised by the Personnel Committee.

4. Faculty on renewable term appointments may choose to apply for tenure track positions should they become available.

5. Faculty on tenure track appointments may not move from a tenure track appointment to a renewable term appointment.

#### C. Procedures:

Autumn Term: Each faculty to be considered for a renewable term appointment during the year will be notified early in the Autumn Term by the Vice President for Academic Affairs.

#### Winter Term:

March 1: Documentation, updating of professional dossier, must be in the Office of the Vice President for Academic Affairs.

#### Spring Term:

WEEK TWO: The decision on renewal and notification will be made by the end of the second week of the Spring Term.

WEEK FOUR: Request for reconsideration by the Personnel Committee must be made by the end of the fourth week of the Spring Term. The Committee will report the results of the reconsideration to the individual by the end of the fifth week.

WEEK SIX: The candidate has until the end of the sixth week to submit an appeal to the Personnel Appeals Hearing Committee.

WEEK EIGHT: The outcome of the Personnel Appeals Hearing Committee will be conveyed to the President and the individual by the end of the eighth week. The President may ask the Personnel Committee to reconsider the case in light of the report of the Personnel Appeals Hearing Committee. The President may act directly, and if the decision is against the faculty member, an appeal, as provided in Appendix C, may be taken to the Board of Trustees.

WEEK NINE: If invited to do so by the President, the Personnel Committee will review the case based upon the recommendations of the Personnel Appeals Hearing Committee by the end of the ninth week. If the decision remains adverse to the faculty member, the decision may be appealed further to the Board of Trustees. See Appendix C.

#### D. Contents of Renewable Term Appointment File:

1. Detailed evidence indicating the nature of evaluation within the department/division. (Should include Faculty Evaluation Form and a letter from the chairperson of the department evaluation committee. Each department should appoint a personnel evaluation committee composed of a minimum of three members, including the department chairperson. The majority of the committee must hold tenure in the College and all tenured department faculty must be on the committee. The committee must include at least one person at or above the rank and faculty contractual (tenure track or renewable term appointment) status for which their colleague is being reviewed. If the department does not include faculty who can meet these basic requirements for the composition evaluation committee, after consultation among the candidate, department chairperson and dean, faculty from collateral departments will be asked to serve. The Committee may solicit written comments about the candidate from all department members.)

2. Student evaluations on forms recommended by the College. Individual forms instituted by the faculty member may also be included.

3. Outside reviews in the form of critiques, reviews, letters of interest related to the candidate's discipline or scholarly pursuits.

4. Documentation of departmental/division contributions. This might include committee work, organizing/participating in conferences, performing special duties for the department/division.

5. Peer review evaluation materials if desired by candidate or chair.

6. Documentation of community service related to the College or community-at-large.

#### VI. TERMINATION OF SERVICE

##### A. By Retirement.

Normal retirement age for faculty is herein defined as the last of the fiscal year in which age 65 is attained. Such faculty may retire at normal retirement age but will retire no later than the last day of the fiscal year in which they attain age 70. The employee may continue in the fringe benefit retirement plan beyond normal retirement age.

##### B. Resignation.

A faculty member who does not expect to return to teach at Otterbein College for the next academic year will be expected to report such decision to the Vice President of Academic Affairs. It will be assumed that anyone who has not returned a signed contract fifteen days after it is issued wishes to discontinue employment with the College at the end of the current contract year.

### C. Non-Renewal.

Prior to the awarding of tenure, the College has the right to renew or not renew a contract as long as failure to renew is neither based on discrimination nor violates academic freedom. Non-reappointment may be based on either the individual's qualifications or institutional needs. In case of non-reappointment of non-tenured or renewable term faculty, the College is not required to prove decisions of judgment or qualifications or institutional needs. The College shall provide a written statement giving reasons for non-reappointment of non-tenured or renewable term faculty members after the faculty member has consulted with the Vice President for Academic Affairs and submitted a request in writing for such a statement.

Notice of non-reappointment will be given at least three months in advance of the termination of a contract during the first year of service; at least six months in advance of the termination of a contract during the second year of service; and at least twelve months in advance of the termination of an appointment after two or more years at the College.

If these standards of notice are not followed, or if the faculty member considers academic freedom to have been violated, the individual shall have the right of appeal. Appeals to the Personnel Appeals Hearing Committee may also allege prejudice, unlawful discrimination, or insufficient regard for fundamental standards of fairness inherent in due process. In the case of an appeal based on a presumed violation of academic freedom, or procedures of notice, the burden of proof is on the faculty member.

### D. Dismissal.

1. A tenured faculty member's services may be terminated only for adequate cause:

a. Incompetence, gross neglect, or harassment in the performance of duties.

b. Violation of the responsibilities associated with academic freedom as stated in SECTION ONE.

c. Conviction of a felony. The circumstances, such as violation of law for reasons of conscience or social concern, will be reviewed.

2. A non-tenured or renewable term faculty person may not be dismissed in the middle of a contract except for cause as defined above and in such cases the burden of proof rests with the administration.

3. Reasons for termination of any faculty person unrelated to a faculty member's actions include financial exigency of the College and/ or abolition of a program in which the individual is engaged:

a. Faculty members who are dismissed because the institution has terminated departments/programs shall receive

notification one year in advance of the action; i.e. a terminal contract.

b. Faculty members who are dismissed because the institution has terminated departments/programs shall be awarded severance pay as determined by the College's financial exigency policy, the latter to be negotiated yet between the faculty and administration.

4. Dismissal of a faculty member will not be arbitrary, and due investigation will be made. Consultation with the Vice President for Academic Affairs, the Division and Department Chairperson involved and the Personnel Committee will precede the President's recommendation to the Board of Trustees or its Executive Committee. The faculty member will have the right of appeal through procedures outlined in Section IV. It is understood that in cases of dismissal for cause the burden of proof rests with the administration. If the Personnel Committee should disagree with the report of the President, it shall report to the Board of Trustees or its Executive Committee.

## VII. APPEALS PROCEDURES: GENERAL PROVISIONS.

### A. Grounds for Request for Reconsideration Before the Personnel Committee.

The grounds for reconsideration include:

1. Violation of notification procedures.
2. Improper dismissal of non-tenured or renewable term faculty member.
3. Improper dismissal or nonrenewal of tenured faculty member.
4. Violation of academic freedom.

Those faculty members who have a right to request for reconsideration of termination of service as outlined in Section VI. above must utilize the following procedures of appeal:

### B. Filing a Request for Reconsideration.

The faculty member will notify the Personnel Committee in writing that there is new information to be introduced which pertains to the original decision. Based on the request and description of the general information a hearing will be scheduled for an informal meeting with no transcript recorded.

The Committee Secretary will record the recommendations of the Committee and communicate them to the faculty member and the President of the College.

### C. Appealing to the Personnel Appeals Hearing Committee.

The faculty member who disagrees with the recommendations of the Personnel Committee may appeal the recommendations to the Personnel Appeals Hearing Committee.

1. The request must be in writing and specify all grounds for appeal. As stated in Article XVII of the By-Laws, the possible grounds are as follows:

"The Personnel Appeals Hearing Committee shall hear grievances related to academic freedom, or adverse decisions related to retention, tenure, promotion, or leaves when it is alleged by the aggrieved person making the appeal that decisions resulted from prejudice, forms of discrimination prohibited by state or federal law, or insufficient regard for fundamental standards of fairness inherent in due process."

2. In termination cases, the faculty member shall receive a statement of reasons for termination prepared jointly by the President of the College and the Personnel Committee and be given the right to appear before the Personnel Appeals Hearing Committee. Other types of cases shall be handled similarly, with the party making the adverse decision supplying a statement of reasons.

3. The faculty member raising the appeal will be notified in writing of the time and place of the hearing.

4. The faculty member will submit a written request to appear before the Committee and answer in writing the reasons given by the President and the Personnel Committee for the termination of service, or to answer the reasons supplied by adverse parties in other types of actions.

#### D. Procedure for Hearing an Appeal.

The Personnel Appeals Hearing Committee will proceed by considering the statement of reasons for adverse action (see VI. D. 2) and the faculty member's response (see VII. C. 4).

1. If any facts are in dispute, the testimony of witnesses and other evidence concerning the matter set forth in the statement of reasons for adverse action shall be considered. If the faculty member has not requested to appear before the Committee, the Committee shall consider the case on the basis of the obtainable information and reach a decision.

2. The Committee shall determine the order of proof, shall conduct the questioning of witnesses, and if necessary, secure the presentation of evidence important to the case.

3. The hearings of the Personnel Appeals Hearing Committee will be private, but the faculty member shall have the option of assistance by a designated faculty or administrative representative.

4. The Committee shall aid, when needed, in securing the attendance of witnesses. The faculty member or designated representative shall have the right to question all witnesses who testify orally. The faculty member shall have the opportunity to be confronted by or know the identity of all adverse witnesses. When necessary, statements may be taken outside the hearing and presented to it.

5. The hearings before the Personnel Appeals Committee will be recorded and retained. All parties may have access to this information.

6. The Committee will proceed to a decision within seven days. It shall make explicit findings with respect to each of the reasons for adverse action presented. The President of the College and the faculty member shall be notified of the decision in writing and be given a copy of the record of the Committee findings including a numerical tally of the votes.

7. Any release to the public shall be made only through the Office of the President of the College.

(NOTE: The makeup of the Personnel Appeals Hearing Committee is outlined in Article XVII of the Governance Document of the College known as the By-Laws. A member of the Personnel Appeals Hearing Committee who has been directly involved in action appealed to the Committee shall be disqualified as a member of the Personnel Appeals Hearing Committee on such an appeal.)

- E. Appeals to the Board of Trustees in cases other than those dealing with promotions or leaves are governed by Article XVII of the By-Laws as follows:.

The President of the College shall transmit to the Board of Trustees or its Executive committee a full report of the Personnel Appeals Hearing Committee. If the Board chooses to review the case, its review shall be based on the record of the previous hearing, and if necessary, further arguments by the principals or their representatives. If a decision to overrule the Personnel Appeals Hearing Committee is made, a special Committee appointed by the Board or its Executive Committee must hear the entire case upon the request of the faculty member.

Appeals to the Board of Trustees in cases related to promotions or leaves, are governed by the following provisions of Article XVII:

At the faculty member's request the President shall transmit to the Board of Trustees or its Executive Committee the full report of the Personnel Appeals Hearing Committee and a full report of the Personnel Committee or its Subcommittee on Sabbatical Leaves. If the Board chooses to review the case, its review shall be based on the record of the previous hearings and, if necessary, further arguments by the principals or their representatives.

#### VIII. EMPLOYMENT RELATIONSHIPS

- A. Employment of Members of the Same Family.

More than one member of an immediate family (father, mother, son, daughter, husband, wife) may be hired to work at the College if no supervisory relationship exists between the two family members.

- B. Outside Activities.

Unless otherwise specified, members of the faculty are full-time employees of the College. The status of a professional permits them to establish their own hours within reasonable bounds and to meet their professional commitments in the manner that they deem most appropriate. For faculty members this means that the number of office hours is not specified nor the number of hours to be spent on campus since it is expected that faculty members will spend sufficient time on campus to meet all teaching, advising, research, committee, and department commitments.

Outside activities or employment affect the ability of faculty members to devote full-time to their college duties. Those outside activities which relate closely to the faculty member's area of competence can serve as a laboratory experience and further professional capability. Certain types of work or activities also constitute community service and are to be encouraged in that regard.

Faculty members who may become heavily involved in contractually arranged outside activities while under full-time contract to the College are expected to consult with the Department Chairperson and the Vice President for Academic Affairs prior to involvement. The faculty member should submit a letter for approval by the Vice President for Academic Affairs outlining the nature of the work to be accomplished and the estimated degree of interference with College duties if the involvement is to be over an extended period of time. All part-time faculty teaching agreements are included in this category.

#### C. Faculty Contracts.

All full-time faculty appointments at Otterbein are by annual contract. These are from September 1 to June 15. Annual contracts will be issued within three weeks after approval of the fiscal year budget by the Board of Trustees but no later than May 18. The Treasurer will mail salary checks so that they will arrive on or before the twenty-fifth (25th) day of the month or the individual may elect to have direct deposit. Summer contracts are separate and do not include fringe benefits.

#### D. Salary.

Salary increases are granted for meritorious service to the institution, not automatically on the basis of published schedules or average increment. Salary is paid in twelve monthly payments. The Treasurer makes deductions from salary for such items as Federal Income Tax, Social Security Tax and retirement programs of the College.

Normally faculty members do not receive extra compensation by the College for evening and weekend teaching, workshops and interterm programs on or off campus. The Vice President for Academic Affairs and Department Chairpersons will determine work loads. Extra compensation may be made for work outside established work loads by agreement of the College and the individual.



## LIBRARIANS

Librarianship is an important profession in its own right. Therefore, librarians are recognized as valuable academic colleagues who share in achieving the educational mission of Otterbein College. Recognition of this role is provided in the status, salary and benefits accorded to librarians. This means the following:

1. Librarians will receive the same annual salary increments and benefits as members of the full-time faculty;
2. Librarians will be evaluated on professional standards defined below in more detail;
3. The Director of the Library will report to the Vice President for Academic Affairs;
4. Librarians will be considered similar to administrators who hold faculty rank and teach on occasions. The policies and procedures guiding their employment will be included as an appendix in the faculty and administrative manuals and are elaborated upon below.

## LIBRARIANS WITH FACULTY STATUS ON ADMINISTRATIVE APPOINTMENT

1. Each librarian will be assigned general responsibilities within his/her particular area of competence. Under the guidance of the Director of the Library, the individual will have latitude in meeting the responsibilities.
2. Librarians will be eligible for membership in the Senate and governance committees of the College. In addition, the Director of the Library will assign each librarian to membership in one of the academic divisions.
3. Librarians will be issued an annual contract similar to those received by other administrators.
4. As administrators with faculty status librarians will be evaluated for promotion in rank on criteria defined below. A peer review system will be the primary basis for promotion of librarians.
5. Librarians may apply for administrative leaves under the conditions for such leaves described in the Administrative Manual.
6. Librarians may apply for research funds under the same terms as other faculty members.
7. As with all faculty, academic freedom is a protected right of librarians.
8. The Director of the Library will be invited to participate in meetings of the department chairpersons.

9. Librarians will be invited to advise students on their academic programs.

#### APPOINTMENT AND PROMOTION OF LIBRARIANS

1. Appointments. Librarians are non-tenured and appointed annually to an twelve month contract.

2. Faculty ranks. Librarians are selected after a rigorous recruitment process designed to create a competent, effective library staff. Newly employed librarians are appointed to the rank consistent with the following qualifications:

**Professor:** Must possess a Master's Degree in Library Science (terminal professional degree) and a second Master's degree (or Ph.D.) in a subject field. Must have a minimum of twelve years of professional library experience.

**Associate Professor:** Must possess a Master's Degree in Library Science (terminal professional degree) and either possess or show documented progress toward a second master's degree (or higher). Must have at least six years of professional library experience.

**Assistant Professor:** Must possess a Master's Degree in Library Science (terminal professional degree). Must have a minimum of three years of professional library experience.

**Instructor:** Must possess a Master's Degree in Library Science (terminal professional degree).

3. Contract Renewal. The reappointment of librarians will be determined by institutional need and job performance. Since librarians are generally not assigned specific teaching responsibilities which provide an important source for the evaluation of their work, the primary performance criteria shall be the quality of professional service as measured by the following:

a. Quality of Service - including performance in their area of expertise (i.e. Reference, Cataloging, Periodicals, etc.), bibliographic instruction, liaison work, online searching, and collection development.

1) Annual evaluation by the Director of the Library using the Librarian Evaluation Form which must be submitted to the dean's office by the end of Winter Quarter. (Upon completion, the Director of the Library must review the form with the librarian so that the person being evaluated may have the opportunity for response.) NOTE: A library evaluation form will need to be created.

2) Annual Self-Evaluation Reports to the dean which include an evaluation of service.

3) Student evaluations of a minimum of two different bibliographic instruction courses in one academic year. In addition, evaluations of the librarian's work performance by student employees may be included.

4) Evaluation of appropriate performance areas by library peers at Otterbein may be included.

b. Service to the Library. Contribute to meeting needs and resolving problems which occur in the library. Provide suggestions for enhancing library services.

c. Professional Growth and Development. Participate and provide leadership in professional societies, continue professional growth through workshops and journal study. While research is important and librarians should be encouraged to publish, they should not be penalized if they do not. However, it is extremely important for every librarian to be a part of professional societies and continue to learn by attending workshops, conferences.

d. Campus Involvement. Contribute to the sense of community, work enthusiastically with its committees, communicate effectively and remain open to new ideas. Demonstrate understanding of and participation in the formation of institutional goals and in shaping the direction of the College.

e. Community Involvement. Present a positive image of the College through leadership exercised in community organizations. Represent the College to alumni, friends and constituents of the greater College community.

4. Promotion. Sustained superior performance of duties as a professional librarian is recognized through a system of both promotion and increased remuneration for services. Eligibility for promotion shall be based on the following criteria:

**To Assistant Professor:** Individual shall possess a Master's degree in Library Science. Individual shall have served a minimum of three years as instructor at Otterbein College. Fitness for promotion shall be based on consistent quality professional service and evidenced from annual performance evaluations and documentation of elements as described above.

**To Associate Professor:** Individual shall possess a Master's degree in Library Science and either possess or show documented progress toward a second Master's degree (or higher) in a subject field. Individual shall have served a minimum of five years as an Assistant Professor at Otterbein

College and, as described above, have a record of consistent quality professional service as evidenced from annual performance evaluations.

**To Professor.** Individual shall possess a Master's degree in Library Science and a second Master's degree (or higher) in a subject field. Individual shall have served a minimum of seven years in the rank of Associate Professor at Otterbein College. Individuals considered for promotion to the rank of Professor must exhibit a record of superior professional contributions while at Otterbein College as evidenced by a series of consistently superior annual performance evaluations. The individual must also have a documented record of service to the College community and professional involvement.

4/8/92

Association shall appoint one graduate of the college to the Administrative Council for a term of 1 year, subject to the tenure limits given in these Bylaws. No elected member shall serve for more than four consecutive years.

- 702 B. The Administrative Council shall establish a regular meeting day, and the President shall serve as its chairman. In his absence succession to the chairmanship shall devolve upon the Vice President for Academic Affairs, and in his absence, upon the present faculty member with the longest term of service at Otterbein College.
- 703 C. The President shall annually appoint a Secretary whose duty it shall be to record the minutes and circulate them to all members of the College Senate.
- 704 D. Special meetings of the Administrative Council shall be called upon the request of two members of the Administrative Council to the Chairman.
- 705 E. The first item of business at each meeting of the Administrative Council shall be the adoption of the agenda which shall comprise items brought to the council by any of its members.
- 706 **Section 2.** The Administrative Council shall have the following functions:
  - 707 A. to advise the President and the Senate concerning the general development of the college and to provide general leadership on campus in matters of concern to the college;
  - 708 B. to advise the President and the Board of Trustees concerning the college budget and to set up a committee for this purpose composed of the President, the Vice President for Academic Affairs, the Vice President for Business Affairs, the Vice President for Development, the Treasurer, two faculty members, and two students;
  - 709 C. to serve as a forum to hear any matter concerning college problems which any members of the administration, faculty, or student body may wish to petition to have brought before the Administrative Council for consideration;
  - 710 D. to serve as the nominating committee for standing committees, its nominations to be subject to approval by the Senate which shall have opportunity to add nominations by petition in accordance with Senate resolutions;
  - 711 E. to resolve questions of proper committee jurisdiction;

College Senate, the chairman of each department shall summon the students majoring in that department to a meeting with the teaching faculty of that department. The prime order of business shall be the election of student Senators and of student departmental representatives to the divisions and departments by the students present, the elected representatives to be equal in number to the number of the faculty members. These elected student representatives shall attend departmental meetings during the subsequent academic year, which shall be held at least once each term. While departmental decisions may be reached by consultation and consensus, it shall always be in order at a departmental meeting for any of the departmental faculty and student representatives to offer a motion relative to departmental decisions and to vote thereon when such a motion is seconded and otherwise made eligible for a vote according to parliamentary procedure. Departmental student representatives shall be entitled to attend division meetings as voting members.

- 506 **Section 7.** By the end of Spring Quarter the Library Director will appoint one librarian to each academic division. The librarians will serve one-year terms as voting members and liaisons with the Library. The librarians are eligible for election to committees within the divisions; however, only one librarian may serve on any committee at a time.

#### **Article VI. Nominations and Elections to Committees**

- 600 It shall be a responsibility of the College Senate to establish the specific election procedures for electing members to the College Senate and its standing committees. Any recommended changes and the specific election schedule for the next academic year should be concluded no later than the May Senate meeting.
- 601 The Administrative Council shall make recommendations for such changes. The current procedures shall be printed in the Campus Life Handbook.

#### **Article VII. The Administrative Council**

- 700 **Section 1.** The Administrative Council shall be organized as follows:
- 701 A. The members of the Administrative Council shall be the President and the Vice Presidents of the college, six faculty members, and six students. The faculty and student members shall be nominated and elected in accordance with the provisions of Article IV, Section 5, and Article VI. The Chairman of the Board of Trustees shall appoint one Trustee to the Administrative Council for a term of 1 year, subject to the tenure limits given in these Bylaws. The President of the Alumni

412 **Section 10.** The following procedures shall govern the treatment of  
absences of committee members other than those named by the Alumni  
Association, the Trustees, or those on approved leaves or off-campus  
programs:

413     A. After an elected member misses two meetings, the committee  
chairman shall notify the member that a third absence may result in  
removal from the committee.

414     B. After an elected member misses three meetings in an academic  
year, the committee chairman shall notify the member that consideration  
of his removal and replacement is being proposed to the Administrative  
Council, and the member shall be informed of the time and place of the  
next Administrative Council meeting occurring no sooner than five class  
days following the time of the notice. At that meeting, or at a  
subsequent meeting, the Administrative Council shall decide whether the  
member shall be removed and replaced.

#### **Article V. Organization of Divisions and Departments**

500 **Section 1.** The chairmen of the divisions with terms beginning the  
September 1st following their election shall be elected biennially in April  
by the members of the respective divisions. All full-time faculty  
members shall be eligible to serve as Division Chairmen.

501 **Section 2.** The election shall be by ballot. The names of three members  
of the division shall be placed in nomination from the floor for the office  
of Division Chairman in each election. A plurality of votes shall decide  
which nominee shall be division chairman (a tie vote being resolved by a  
run-off ballot).

502 **Section 3.** The Divisions of the Arts and Social Sciences shall elect  
chairmen in even-numbered years; the Divisions of Professional Studies,  
Science and Mathematics, and Humanities shall elect their chairmen in  
odd-numbered years.

503 **Section 4.** The Division Chairmen shall convene the divisions for the  
purpose of discussing division matters and other subjects submitted for  
consideration by the administration or by voting members of the  
division.

504 **Section 5.** Any proposal for the reorganization or realignment of the  
divisional structure may originate with the College Senate, or with the  
Trustees, and then be taken to the Administrative Council for  
adjustment.

505 **Section 6.** In accordance with the election schedule adopted by the

accordance with parliamentary practice, all committees shall report annually to the College Senate on their activities and shall present special reports when such are requested by it.

- 409 **Section 7.** The President shall determine which persons shall occupy committee posts in cases where the occupant is described by administrative or staff function rather than by specific title. The President shall be an ex-officio member of all standing committees and councils, except the Judicial Council and the Appeals Council. He may appoint another person to serve as his representative in his absence.
- 410 **Section 8.** The Administrative Council shall appoint persons to fill vacancies for unexpired terms on committees and councils described in these Bylaws until the succeeding July 1. Vacancies for the remaining portion of the committee and council unexpired terms extending beyond June 30 of a given academic year shall be filled by the spring Senate elections following the nominating and voting procedures as prescribed in Article IV, Section 5, and Article VI. The Division Chairman in every division shall appoint student or faculty replacements for vacancies on the Curriculum Committee. The period of time in which a person serves as a replacement for a vacancy shall not be counted in determining whether he is eligible for continuing service (in that position which is limited as to duration of service) unless the period of replacement exceeds one year. Senate, committee, or council vacancies shall exist whenever a person is removed, resigns from the governance position, changes his college status qualifying him for his position, or undertakes a leave or off-campus program without the expectation or eventuality of returning the following academic term. Committee or council positions temporarily vacated, presumably for a term or less, may be filled by the Administrative Council at its discretion, but the Administrative Council shall fill temporary vacancies in the Judicial Council, Academic Council, Traffic Council, and Appeals Council no later than necessary to deal with arising cases. Regular or temporary vacancies in departmental seats of student Senators may be filled by the respective department meetings. Regular vacancies in at-large Senate seats shall be filled by selecting from the at-large election list the next eligible Senator to serve, ties being resolved by the Administrative Council. A member of the Senate, committee, or council, replaced under the condition of a temporary vacancy, shall resume office upon return to campus by appearing at a meeting of the body embracing the office and claiming his seat.
- 411 **Section 9.** Students and others may attend meetings of the College Senate in the area designated as the gallery, except that the College Senate may bar the presence of visitors by adoption of a motion which substantiates the reasons for declaring that the College Senate shall sit in executive session.



- 403     **Section 4.** The agenda for each regular College Senate meeting shall be in the members' mailboxes forty-eight hours (excluding Saturdays, Sundays and holidays) in advance of the meeting. The agenda shall contain such items as the campus committees or members of the College Senate shall request the Secretary to include. For any subject requiring a vote, the proponents shall prepare a detailed report for distribution with the agenda, such reports to include proposed resolutions and substantiating statements. The College Senate shall have the right to waive the forty-eight hour rule by majority vote of the members present and voting.
- 404     **Section 5.** Except for the Administrative Council, Curriculum Committee, and Personnel Committee, nominations of administrative personnel, faculty and students for councils and standing committee membership shall be made by the Administrative Council. Additional nominations may be offered by petition in accordance with Senate resolutions. Nominations for the Administrative Council and Personnel Committee must be by petition only, unless an insufficient number of candidates petition to fill the vacancies. In that case, the Administrative Council shall nominate additional candidates sufficient to provide at least one candidate per open position. There shall be no circulation, publication, or offering for publication, of the list of those nominated by the Administrative Council until the list of all candidates is distributed to Senate members. The list shall indicate which candidates have been nominated by the Administrative Council.
- 405     A. The Secretary shall prepare ballots showing the names of the nominees, and no distinction shall be made on the ballot between those nominated by the Administrative Council and those nominated by petition.
- 406     B. For standing committee and council positions, each Senate member may vote for as many of the nominees as there are numbers of positions to fill on each committee. The nominees shall be ranked according to the number of votes received, and the highest ranked shall be declared elected relative to the number of vacancies on the respective committees.
- 407     C. In cases of ties, precedence in determining those elected shall be determined by Senate resolution. In each case where there is no contest by reason of the number of nominees equaling the number to be elected, the presiding officer shall declare the nominees elected without it being necessary to cast votes and count the same.
- 408     **Section 6.** All standing committees shall submit written reports of their actions to the Secretary of the College Senate and the members of the College Senate, eight days prior to each scheduled Senate meeting. These reports will be included in the Senate agenda packets. In

- 307 G. to approve the original provisions and the amendments of charters  
for campus organizations;
- 308 H. to superintend the annual review of the social regulations of the  
college;
- 309 I. to make recommendations for consideration by the appropriate  
administrative officers, or the Board of Trustees, concerning other  
matters relating to the welfare of the college.

#### Article IV. Organization of the College Senate

- 400 **Section 1.** The presiding officer of the College Senate shall be the  
President of the College or in the President's absence the Vice President  
for Academic Affairs and then successively the Vice President for  
Student Affairs, the Vice President for Business Affairs, the Vice  
President for Development, and the Vice President for Admissions and  
Financial Aid. If a special meeting of the Senate is requested by a  
petition of ten or more voting members of the College Senate under the  
provisions of section 3, and if none of the appropriate presiding officers  
under this section are able to convene the requested meeting, the  
petitioners may select one of themselves to convene the meeting. If a  
quorum is present, the Senate shall immediately act to select one of its  
own members to preside over the business brought before the Senate.  
Senators who have a scheduled class during the Senate meeting time may  
request, prior to the first Senate meeting of the quarter, an excused  
absence for that quarter only and thus not be counted in the number  
required for quorum.
- 401 **Section 2.** There shall be a trained Secretary of the College Senate, not  
necessarily a member, appointed by the President of the College. The  
Secretary shall be responsible for preparing agenda of meetings and  
communicating such agenda and proposals to the College Senate  
members in advance of meetings. The Secretary shall supervise the  
taking of minutes and shall codify College Senate actions. He shall keep  
the records in such a manner that they can be readily inspected by  
members of the college community. The Secretary shall assist those  
preparing resolutions in determining how such resolutions would be  
affected by previous actions recorded in the College Senate code.
- 402 **Section 3.** Regular meetings of the College Senate shall be held on the  
fourth and eighth Wednesdays of each term during the academic year.  
Special meetings of the College Senate may be held during the academic  
year at the call of the presiding officer or upon the request of ten voting  
members of the College Senate transmitted in writing to the presiding  
officer as designated in this Article, Section 1.

- 204 D. The Chairman of the Board of Trustees shall appoint three  
Trustees to the College Senate for terms of 1 year, subject to the tenure  
limits given in these Bylaws.
- 205 E. The President of the Alumni Association shall appoint three  
graduates of the college to the College Senate for terms of 1 year,  
subject to the tenure limits given in these Bylaws.
- 206 F. Membership in the College Senate shall extend from July 1 to June  
30. Elections to the Senate and to committees and councils of the Senate  
shall be held during the spring term.
- 207 **Section 2.** At any time immediately before or during a Senate year, a  
senator may resign her/his senate office for any reason for the remainder  
of the Senate year by submitting a written statement to that effect to the  
Senate president.

### Article III. Functions of the College Senate

- 300 **Section 1.** The College Senate shall act as a legislative body in such  
affairs as are delegated to it by the Board of Trustees. These shall  
include, but not be limited to, the following:
- 301 A. to assist in establishing the educational aims and purposes of the  
college;
- 302 B. to establish, subject to the approval of the Board of Trustees,  
academic standards and policy for the admission, retention, and  
graduation of students;
- 303 C. to establish, subject to the approval of the Board of Trustees, the  
curriculum necessary to achieve the educational aims of the college, as  
well as to review periodically that curriculum;
- 304 D. to establish, subject to the approval of the Board of Trustees,  
policies and regulations affecting student welfare such as housing, food,  
health, dress, general behavior, the Campus Center and bookstore;
- 305 E. to establish, subject to the approval of the Board of Trustees,  
policies affecting social activities on campus such as traditional events,  
cultural events, exhibitions and all-campus events;
- 306 F. to establish, subject to the approval of the Board of Trustees,  
policies affecting all forms of student financial assistance administered  
by the Financial Aid Officer;

administrators, administrative officers, alumni, faculty, students, and Trustees as follows:

- 201     A. Faculty members who at the beginning of a given term are under a full-time teaching contract are members for that term. For purposes of these Bylaws, a full-time teaching contract is one which obliges the faculty member to assume a full teaching load in keeping with accepted departmental practice for a period of not less than an academic term, or in lieu thereof, to undertake sabbatical duties with a view to continuing full-time teaching. Full-time librarians with faculty status shall be faculty members of Senate. The list of those meeting these qualifications shall be certified by the Vice President for Academic Affairs at the beginning of the spring term. A supplemental list shall be certified at the beginning of the fall and winter terms as needed.
- 202     B. Students enrolled at Otterbein College are eligible to serve in the College Senate and its committees. The student representation shall consist of one student representative elected by the majors in each department, and an additional number to balance the number of faculty Senators certified by the Vice President for Academic Affairs at the beginning of the autumn term. Upon taking office, student trustees shall also become members of College Senate for the duration of the term as trustee. The three student trustee positions shall be counted toward the total number of student senators. The balance of student senators shall be elected at-large from candidates who have indicated their interest in writing, at an election in the autumn term before the first meeting of Senate. The candidacy forms shall be provided by the Senate Secretary. Each student shall cast a ballot for a maximum of fifteen candidates, and the candidates shall be ranked according to the number of votes received, and in cases of ties, according to tie-breaking rules established by the Senate, until the number of vacancies shall be filled. If the required number of students is not elected, those positions on the College Senate shall remain unfilled. The nominating procedures and other details connected with at-large student elections shall be governed by resolution of the College Senate.
- 203     C. The administrative members of the College Senate shall consist of a number of administrators which is not fewer than thirty percent of the number of faculty members and not more than forty percent of the number of faculty members. The number of faculty members used to determine the number of student senator positions in a given school year shall also be the number used to determine the number of administrative senator positions for that same school year. The administrative members shall include the President of the College and each Vice President. All additional administrative members shall be designated by the President after consultation with the Vice Presidents.

President can return to the Senate or to the committees for reconsideration bills or actions which he deems to be not in the best interests of the college. A bill or action so returned would go to the committee of origin and would be accompanied by a written statement from the President of the reasons why he is requesting reconsideration. If the rationale offered by the President is not accepted by the committee or by the Senate and the bill or action passes a second time, the President would have the alternatives of either permitting it to pass on to the Trustees for their consideration or vetoing it. In the latter case, he would send a report of his action and the reasons for it to the Executive Committee of the Board of Trustees, which would review the action at its next regularly scheduled meeting. The Executive Committee could then either uphold or overturn the veto.

- 107    **Section 8.** The Secretary of the College Senate shall transmit its minutes, resolutions, and matters requiring attention to the Board of Trustees.
  
- 108    **Section 9.** The agenda of the College Senate shall be made available to campus publications at least forty-eight hours prior to Senate meetings. Copies of the minutes of the Senate and the Administrative Council shall be placed in the library, and the minutes of the College Senate and of college committees shall be open to members of the college community. The minutes of the College Senate shall be made available for publication in the college newspaper.
  
- 109    **Section 10.** Administrative personnel who are members of Senate, faculty members of Senate, and all students are eligible for committee membership. The Board of Trustees and Alumni Association shall designate members of those respective groups to the College Senate, Administrative Council, Curriculum Committee and Personnel Committee as specified in Article II, VII, X, and XI. Unless otherwise specified, membership on committees and councils will be from July 1 to June 30.
  
- 110    **Section 11.** Unless otherwise indicated in these Bylaws, the procedures of Robert's Rules will be followed. A quorum for the Senate and its committees and councils is forty percent of the respective memberships, fractions being disregarded.
  
- 111    **Section 12.** All recommendations from committees to the College Senate shall be accompanied by written reasons for the recommendations.

## **Article II. Membership of the College Senate**

- 200    **Section 1.** The College Senate shall be composed of representatives of

## Article I. Purpose of Bylaws and General Provisions

- 100    **Section 1.** These Bylaws, with the approval of the Board of Trustees, establish the organization of the college and define the governing relationship of the administrators, the faculty, the students, the alumni and the trustees. The Board of Trustees is legally the final authority of the college.
- 101    **Section 2.** These Bylaws may be revised by a vote of the voting members of the College Senate. Such revisions shall be subject to the approval of the Board of Trustees or its Executive Committee.
- 102    **Section 3.** Proposed revisions of the Bylaws shall be submitted by a member or members of the College Senate in writing in advance of the first College Senate meeting at which the revisions are introduced. The vote on the revisions shall be taken at the meeting following that in which the revisions are introduced, or at a subsequent meeting. Revisions must be considered at meetings in which a majority of the members of the College Senate are present. A 2/3 vote of those present and voting is required for passage.
- 103    **Section 4.** In the event that the Board of Trustees, or the Executive Committee of the Board, on its own initiative, proposes to revise the Bylaws, or fails to concur with the recommendations of revision, the Board, or the Executive Committee of the Board, on its own initiative, shall confer with the Administrative Council prior to taking final action.
- 104    **Section 5.** To the extent that the organization of committees and councils in these Bylaws parallels the organization of Trustee committees, the President shall seek to arrange for joint consultative sessions of the parallel committees during the annual meeting of the Board of Trustees, and at other times when the respective committees shall request such consultation. Prime consideration shall be given to arranging for meetings of the Administrative Council, the Personnel Committee, and the Curriculum Committee with their appropriate counterparts on the Board of Trustees. In addition, the Administrative Council shall select from its Subcommittee on Budget one of its student members and one of its teaching faculty members to sit with the Budget Control Committee of the Board of Trustees; and the Administrative Council shall select another of its student members and another of its teaching faculty members to sit with the Executive Committee of the Board of Trustees.
- 105    **Section 6.** The democratic principle of participation in the creation of college policy is affirmed.
- 106    **Section 7.** Acting under the legal authority of the Board of Trustees, the



# APPENDIX I

## CHAIRS' MANUAL





# A P P E N D I X H

## COPYRIGHT POLICY

### STATEMENT

program once begun without satisfactory completion or release, the appropriate Vice President may take such disciplinary action as may be appropriate.

It is the policy of Otterbein College to assist those who wish to seek treatment for chemical dependency. The College has contracted with Parkside Lodge of Columbus to provide educational services to both students and employees; information regarding these programs is distributed regularly throughout the year.

Employees who are eligible for the College's Health Care Plan may utilize their coverage for qualifying counseling, treatment, and/or rehabilitation programs (see Health Care Plan Booklet). Employees may utilize accrued sick leave or apply for an unpaid medical leave of absence to participate in such programs.

2/5/91

## **DRUG FREE WORKPLACE POLICY**

The following policy is created to comply with the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226), which requires the College to sign a certification in order to receive any Federal funds. The College must show that it has adopted and implemented a program to prevent the illicit use of drugs and the abuse of alcohol by students and employees.

At a minimum, the College's compliance Program must include the annual distribution of five descriptive statements prescribed by PL 102-226 to each student and employee. There is no distinction between full-time and part-time, permanent or temporary.

The use, possession, sale or distribution of alcohol, illegal drugs or improper or abusive use of legally prescribed drugs, or other intoxicating substance by employees while working or while on College premises is prohibited.

For the purpose of this policy, illegal drugs include narcotics, hallucinogens, depressants, stimulants, other substances (e.g., LSD, PCP, Cocaine, Marijuana, etc.) which can affect or hamper the senses, emotions, reflexes, judgment or other physical or mental activities, and controlled medication not prescribed for personal treatment by a licensed physician to address a specific physical, emotional or mental condition. For the purpose of this policy, medication or prescribed drugs are drugs an individual is taking under the direction of a licensed physician to address a specific physical, emotional, or mental condition.

Subject to the limitations in this paragraph, drug or alcohol testing may be required for any individual employee in any position, for cause, as directed by the appropriate Vice President or his/her designee. An employee may be required to undergo such testing immediately with the appropriate Vice President or his/her designee if it is determined there are objective indications of behavior, demeanor, speech, appearance, breath, or job performance which create reasonable suspicion that the employee has been impaired by drugs or alcohol while in the scope of his/her employment at Otterbein College; when an employee is involved in a work-related accident, causing injury to a person or damage to property, for which drug or alcohol impairment may reasonably have been a contributing factor.

An employee who refuses to sign a consent form to allow testing with test results to be presented to the appropriate Vice President or who fails to cooperate fully and in a timely manner with the requirement to undergo drug or alcohol testing, shall be considered insubordinate and subject to disciplinary action. An employee who tests positively for drugs or alcohol shall be given reasonable opportunity to challenge or explain the results. If the results are confirmed and no medical justification exists, the employee will be given reasonable opportunity to participate in a program of counseling and/or treatment, such program to be at the employee's expense. When an employee who tests positively declines to participate in counseling and/or treatment programs, or withdraws from a



# APPENDIX G

## DRUG-FREE WORKPLACE POLICY



## OTTERBEIN COLLEGE SEXUAL HARASSMENT INCIDENT REPORT FORM

Otterbein College is committed to seek the prompt, confidential and fair resolution of all sexual harassment complaints in a manner consistent with the College's Sexual Harassment Policy. The information provided on this form will assist in the investigation of a sexual harassment complaint. Please feel free to attach as many additional sheets of information as you believe necessary. Any member of the campus community may assist you in completing this form. If you prefer, the College's Sexual Harassment Investigation Officer or members of the Affirmative Action Committee will assist you in completing this form. In this form the person alleging harassment will be called the "Complainant", and the person against whom the complaint is made will be called the "Respondent". If you do not complete this form, you must still contact the College's Sexual Harassment Investigation Officer to file a sexual harassment complaint.

**A. Reporting Person**

Name \_\_\_\_\_

Department \_\_\_\_\_

Name of Complainant if other than above \_\_\_\_\_

**B. Respondent**

Name \_\_\_\_\_

Department \_\_\_\_\_

**C. Statement of events provided by Complainant or Reporting Person**

Please provide a detailed statement of the events of harassment, including dates, places, and names of witnesses. Please attach additional sheets if you need more space.

Signature of Reporting Person \_\_\_\_\_

Date \_\_\_\_\_

Signature of Complainant  
(signatures not required)

\_\_\_\_\_

Date \_\_\_\_\_

**Instructions:** Complete form and submit to the Sexual Harassment Investigation Officer.



4. Union non-exempt staff may appeal through the grievance procedure outlined in the union contract.
  5. Students may appeal through the Appeals Council.
- B. After all internal administrative appeals have been exhausted, either party may file a written appeal to the President of the College within five (5) working days after receiving notification regarding their appeal. The President will respond to the appellant within (5) working days after receiving the written appeal.

### **XIII. Education and Prevention**

The establishment of a campus environment as free as possible of sexual harassment can be best achieved through on-going and preventive educational efforts designed to ensure that persons are aware of their rights, that persons clearly understand prohibited conduct, and that persons are aware of the proper way to address complaints. These educational programs will be coordinated by the Office of Human Resources and the Affirmative Action Committee.

- A. The College will conduct training sessions for all faculty, staff and students regarding this policy and regarding prevention of sexual harassment. The intent of this training is to produce an institution that is free of harassment and that provides the opportunity for everyone to reach full potential in the performance of his or her assigned job or educational pursuits.
- B. A copy of this policy will be provided to every employee upon employment and will be contained in the appropriate faculty, staff and student manuals. Copies of this policy will also be published and disseminated to the College community on a regular basis..

#### **Appendix A - Sexual Harassment Incident Form**

4. The entire hearing shall be recorded on equipment supplied by the College.
5. The decision of the Committee will be determined by secret ballot and majority vote and reported in writing within five (5) working days of the conclusion of deliberations. There are no abstentions. The burden of proof that must be met in order to issue a guilty verdict is a "preponderance of evidence".
6. The Sexual Harassment Investigation Officer will be present at the hearing, but will not be present when the decision of the Grievance Committee is being made.
7. If the Committee has voted that sexual harassment has occurred, the appropriate Vice President will be notified of the decision in writing by the Chair within five (5) working days. Copies of the decision shall also be given to both parties, to the President of the College, and to the Sexual Harassment Investigation Officer. The Vice President shall initiate the appropriate College procedure for any sanctions that will be imposed. See appropriate sections of the Campus Life Handbook, Faculty Manual, Administrative Staff Manual, Personnel Policies and Procedures Manual for Non-Exempt Staff and Union contract.
8. If the Committee has voted that sexual harassment has not occurred, the Chair notifies the persons involved, the appropriate Vice President, the President and the Sexual Harassment Investigation Officer. Further proceedings are terminated. Copies of the decision shall be given to both parties, the President and the Sexual Harassment Investigation Officer.
9. The individual bringing the charges may petition to terminate or withdraw from the proceedings at any stage by so notifying the Sexual Harassment Investigation Officer. Following an evaluation of such a petition, the Officer will determine within five (5) working days whether or not the proceedings will continue.
10. The time elapsed during the entire grievance procedure from receipt of the formal written complaint to the final disposition of the matter, shall normally not exceed sixty (60) calendar days.

## **XI. Sanctions**

When it has been determined that sexual harassment has occurred, appropriate steps will be taken to ensure the harassment is stopped immediately. Based on the severity of the offense, sanctions may be imposed that range from a verbal reprimand up to, and including dismissal, from the College, and with prior notice to the respondent, a record of such sanctions will become a permanent part of the respondent's personnel records. The complainant will be informed of the corrective measures taken.

## **XII. Appeals**

- A. Either party may appeal the Grievance Committee's decision or any sanctions imposed to the appropriate appellate body within five (5) working days after receiving notification of the Committee's decision or the disciplinary sanction.
  1. Faculty may appeal to the Personnel Appeals Hearing Committee.
  2. Administrative Staff may file a grievance in accordance with the provisions of the Administrative Manual's grievance procedure.
  3. Non-exempt staff may file a grievance in accordance with the provisions of the Personnel Policies and Procedures Manual for Non-Exempt Staff.

2. Determine from the information available that grounds for a possible sexual harassment case do exist and refer the case with written reports to the President with the recommendation that a Grievance Committee be convened. If the President is charged with sexual harassment, the written reports will be submitted to the President of the Board of Trustees. The written statements will be referred to the Chairperson of the Grievance Committee. Both the complainant and the respondent will be given written notice by the Sexual Harassment Investigation Officer that the Grievance Committee will hear the case.
3. Either party may appeal the decision of the Sexual Harassment Investigation Officer to the President within five (5) working days. Following a review of the information, the President may confirm the action of the Sexual Harassment Investigation Officer that there is not reasonable grounds for a case of sexual harassment, or he/she may proceed with convening a Grievance Committee if he/she feels sufficient grounds for a sexual harassment case do exist.

## IX. Grievance Committee

The Grievance Committee is charged with conducting hearings to determine the validity of sexual harassment charges. Members of the Grievance Committee will receive training to assist them in carrying out their responsibilities.

- A. The President shall appoint the members of the Grievance Committee. The President should attempt to ensure that the Grievance Committee's composition be representative of the campus community.
- B. The membership of the Grievance Committee shall include two faculty members (1 female, 1 male), two students (1 female, 1 male), and one staff member, all of whom are members of the Otterbein College Community, and not members of any other judicial or appellate body.
- C. A chairperson shall be elected by the Grievance Committee from its membership. The Sexual Harassment Investigation Officer shall be responsible for convening the Grievance Committee and shall serve as a non-voting ex-officio member.

## X. Grievance Committee Procedures

- A. The first meeting of the Grievance Committee will be convened by the Sexual Harassment Investigation Officer who will present the written reports from both parties. The Officer does not provide any personal opinion nor render any judgment on the merits of the charges.
  1. The Chair is responsible for all meetings thereafter including adequate notice of meetings, adequate notification of agendas, closed proceedings and confidentiality of all statements. Procedures should seek to assure the right of reply, examination of witnesses and evidence, procedures to obtain witnesses on behalf of both parties, a clear and complete recording of the events and procedures employed during the committee meetings. The Chair will attempt to ensure the fair and equitable treatment of all parties during discrimination hearings regarding the general treatment of all parties by the Grievance Committee, and provide the opportunity for all parties to present evidence, including witness testimony.
  2. The individuals involved shall have the option of having a counselor or advisor of personal choice from the College Community attend the hearings. The advisor may not be a legal counselor nor anyone from outside the Otterbein College community.
  3. Individuals involved will be present at all sessions of the Committee except when decisions are being made. Witnesses may be present only when their testimony is being given. The hearing shall be closed to the public.

- C. Multiple reports of sexual harassment brought against any College employee by one or more persons shall warrant College action, regardless of whether such reports are formally filed pursuant to the College's Sexual Harassment Policy; and
- D. Reasonable action may include, but not necessarily be limited to, informal meetings with the respondent to discuss the allegations, discussions with the respondent's manager or supervisor, full investigation of the allegations and issuance of findings pursuant to the College's Sexual Harassment Policy and appropriate sanctions where warranted.

#### **VIII. Procedures for Filing a Sexual Harassment Grievance**

These procedures are designed to allow for sufficient flexibility in order to deal with the possible wide range of incidents which fall under the term, sexual harassment. While reasonable efforts will be made to resolve grievances in an expeditious manner, due to the seriousness of sexual harassment, there may be occasions where expediency may need to play a subservient role to conducting a thorough investigation through the grievance process. Most grievances should be resolved through informal discussion. Individuals are encouraged to engage in direct discussion with faculty, staff, or students in an attempt to resolve the problem. If such discussions or other informal attempts at resolution fail, the individual may follow the formal procedures. Student-to-student sexual harassment complaints will be addressed through Judicial Council.

- A. Faculty, administrators, staff and students who receive formal or informal sexual harassment complaints are to immediately notify the Sexual Harassment Investigation Officer or members of the Affirmative Action Committee. Any individual who feels he/she has been sexually harassed should be encouraged to discuss the incident(s) with the Sexual Harassment Investigation Officer or members of the Affirmative Action Committee who are available to provide support and counsel. This discussion should assist in determining the validity of the charge and the scope of the problem.
- B. If there seems to be a basis for such a charge, the complainant should write out a complete complaint of the incident(s) in as much detail as possible on a Sexual Harassment Incident Report Form (Appendix A) and submit it to the College's Sexual Harassment Investigation Officer. Any faculty or staff person may assist the complainant in preparing the initial complaint. The Sexual Harassment Incident Report Form shall ordinarily be submitted to the Sexual Harassment Investigation Officer within (3) weeks of the incident(s). Students filing complaints against other students should submit the complaint to the VP for Student Affairs.
- C. The Sexual Harassment Investigation Officer shall review the information to determine if there is a case. If the Officer determines that there is a case, with full knowledge of the complainant, the Officer will contact the respondent and request a written report of the alleged incident. The respondent's report must be received within five (5) working days. A copy of the complainant's report will be given to the respondent.
- D. The Sexual Harassment Investigation Officer will meet separately with the individuals in an effort to clarify and understand the written descriptions of the alleged event and determine if there is a reasonable basis for referring the complaint to the Grievance Committee.
- E. Following a review of both reports, the Sexual Harassment Investigation Officer may:
  - 1. Determine that the information available does not constitute reasonable grounds for a case of sexual harassment;

4. Inappropriate remarks about sexual activity, experience or orientation; and/or
5. Display of inappropriate sexually oriented materials in a location where others can see it;

when such conduct, comments, actions or materials unreasonably interfere with a person's working, living or academic environment.

#### **IV. Jurisdiction and Responsibilities**

All faculty, staff, students and guests are subject to and responsible for complying with Otterbein College's Sexual Harassment Policy. The Affirmative Action Committee and the Office of Human Resources are responsible for the administration of this policy and the associated procedures. The President, vice presidents, department chairs, administrative officials and supervisors shall be responsible for assuring compliance with this policy.

#### **V. Retaliation, Confidentiality and False Allegations**

Reprisals against any individual covered by this policy for reporting sexual harassment are prohibited by College policy, as well as by state and federal law. The College will make every reasonable effort to conduct all proceedings in a manner which will protect the confidentiality of all parties. Of primary concern is the protection of human rights, especially personal safety, dignity, and self-respect. Every reasonable attempt will be made to protect any victim from further harassment or injury. It is a violation of this policy for anyone to knowingly make false accusations of sexual harassment. Failure to prove a claim of sexual harassment is not necessarily equivalent to a false allegation. Sanctions may be imposed for making false accusations of sexual harassment.

#### **VI. Consensual Sexual Relationships**

The College recognizes the possibility of consenting relationships between faculty or administrators and students, or between supervisors and employees. While acknowledging the possibility, the faculty and administrators are cautioned about the potential ramifications. Given the respect and trust accorded a professor or administrator by a student, as well as the power exercised by the professor or administrator in giving praise, blame, grades, recommendations, etc., the student's freedom of choice and clarity in decision making may be diminished. The same is true for all superior/subordinate relationships on campus be they between administrators and faculty or staff, faculty and staff, staff and students, or faculty and students. Any College employee who enters into a consenting sexual relationship with a student or subordinate where a professional power differential exists must realize that, if a charge of sexual harassment is subsequently lodged, the fundamentally asymmetrical nature of the relationship will make it exceedingly difficult to prove mutual consent, and may expose the College to legal liability.

#### **VII. Sexual Harassment Investigation Officer**

The Director of Human Resources will serve as the College's Sexual Harassment Investigation Officer. The Sexual Harassment Investigation Officer is responsible for ensuring that all complaints alleging sexual harassment are documented and investigated. The Sexual Harassment Investigation Officer is also responsible for maintaining the records of all such reports. Individuals who feel that they have been sexually harassed are strongly encouraged to contact the Sexual Harassment Investigation Officer to deal with their concern informally, or formally file a sexual harassment grievance. Charges of sexual harassment brought against the Sexual Harassment Investigation Officer shall be submitted to the Chair of the Affirmative Action Committee.

- A. If a grievance is formally filed, the grievance procedures outlined in section VIII will be followed.
- B. If the complainant does not prefer to file a formal grievance, the Sexual Harassment Investigation Officer shall determine whether College action is warranted in response to complaints of sexual harassment received by means other than a formal sexual harassment complaint. The determination shall be made on a case by case basis considering the totality of the circumstances.

# Sexual Harassment Policy for Otterbein College

## I. Introduction

Consistent with its heritage as a religiously affiliated Liberal Arts College, Otterbein College strives to maintain an academic and working environment based on the principle of the dignity and worth of every human being. The intimidation, harassment, or abuse of any person based on gender or on sexual orientation is a violation of this fundamental principle of the College community. The issue in sexual harassment is not sexual practices in themselves, but the coercion and inappropriate use of power.

The College prohibits and will not tolerate any acts of sexual intimidation, harassment, or abuse. Such behaviors violate the privacy and dignity of individuals, and are a violation of federal and state laws.

## II. Definition of Sexual Harassment

A. For purposes of this policy and guidelines, sexual harassment is defined as follows:

1. Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature constitute sexual harassment of an individual when:
  - a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, participation in any program or activity, or status in an academic course;
  - b. Submission or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual, or
  - c. Such conduct has the effect of unreasonably interfering with an individual's work performance or educational experience, or creates an intimidating, hostile or offensive environment for working, learning or living on campus, and has no legitimate relationship to the subject matter of a course.
2. Sexual harassment can occur between any individuals associated with the College, i.e., between an employee and a supervisor, between coworkers, faculty members or between a faculty, staff or a student and a customer, vendor or contractor, or between a student and a faculty member or another student.

## III. Examples of Sexual Harassment

Sexual harassment encompasses any sexual attention that is unwanted. Verbal, visual and physical conduct prohibited by the College's Sexual Harassment Policy include, but is not limited to:

- A. Physical assault;
- B. Direct or implied threats that submission to or rejection of sexual advances will be a condition of employment, work status, promotion, grades or letters of recommendation;
- C. A pattern of conduct (not legitimately related to the subject matter of a course) that causes discomfort or embarrassment including:
  1. Inappropriate comments of a sexual nature;
  2. Sexually explicit, questions, jokes or anecdotes;
  3. Touching, patting, hugging, brushing against a person's body, or repeated or unwanted staring; or

1000

1000

1000

# APPENDIX F

## OTTERBEIN COLLEGE SEXUAL HARASSMENT POLICY





Faculty Council for review and comment. The Faculty Council may also initiate its own proposals on personnel policy and these shall be referred to the Personnel Committee for review and comment. Referral of a proposal to the Faculty Council by the Personnel Committee or to the Personnel Committee by the Faculty Council does not preclude transmitting that proposal to the President or to the Board of Trustees through the President in the event comment is not timely received. The Faculty Council shall have an opportunity to report the division of the Council's vote on all proposals to the President or to the Board through the President. In so doing, the Council may make use of categorical voting referred to in Section 1. The Faculty Council may by resolution extend the voting on such proposals by distributing a mail ballot to those persons not in attendance at the meeting in which a vote is taken.

- 1908 B. The Faculty Council shall instruct the Executive Committee concerning its authority to speak on behalf of the faculty between meetings of the Faculty Council.
- 1909 **Section 8.** Transitional procedures. With its consent, the Faculty Forum Executive Committee shall serve as the Executive Committee of the Faculty Council until such a time as the Faculty Council shall provide. If the Executive Committee of the Faculty Forum does not consent to the Faculty Council's becoming the successor to the Forum, the Administrative Council shall provide for the initial convening of the Faculty Council which shall then provide for the initial elections to the Executive Committee. The Faculty Council shall by resolution provide a method for staggering the terms of the Executive Committee and for determining whether members of the Faculty Forum Executive Committee may continue to serve on the first Executive Committee of the Council.

Amended by the Otterbein College Board of Trustees May 13, 2000.

members, full- and part-time library staff, Learning Resource Center and Study Skills staff, may participate in Council discussions and may have their votes recorded by categorical groups in taking positions on policy statements being considered for transmission to the Board of Trustees or other parties.

- 1901 **Section 2.** There shall be monthly meetings of the Faculty Council, called by the Executive Committee or its chair. Additionally, meetings shall be called upon petition of ten members of the Faculty Council.
- 1902 **Section 3.** The quorum, and rules of order, shall generally follow the principles applicable to the College Senate.
- 1903 **Section 4.** There shall be an Executive Committee of the Faculty Council consisting of the three Faculty Trustees, the Vice President for Academic Affairs, and five other persons from the full-time teaching staff, serving for staggered two-year terms. The Executive Committee Chair and Secretary shall serve as officers of the Faculty Council.
- 1904 **Section 5.** Persons shall be elected to the Executive Committee annually by the full-time membership, two weeks after the time set for the run-off election of Faculty Trustees. Those voting shall be permitted to cast as many votes as there are positions to fill, and a plurality is sufficient to elect. Ties shall be resolved by lot. The committee in charge of the election of Faculty Trustees shall also supervise the nomination and election process for the Executive Committee. Persons wishing to run for the Executive Committee may nominate themselves by filing a declaration with this committee. In the absence of a sufficient number of persons having filed to fill the vacancies, the Executive Committee may nominate candidates who consent to serve.
- 1905 **Section 6.** The members of the Executive Committee shall annually select a Chair and a Secretary from among themselves at the first meeting subsequent to elections to the Executive Committee. The new members of the Executive Committee shall assume office at the first meeting of the Executive Committee following the election, but no later than July 1 following the election.
- 1906 **Section 7.** Functions of the Faculty Council:
- 1907     **A.** The Faculty Council shall serve as a deliberative body of the faculty to consider communications from various segments of the college community and from outside agencies, but any matters requiring legislative action by the College Senate or other governance bodies shall be appropriately referred. The Faculty Council may adopt resolutions expressing the views of the faculty and transmit them to the President or to the Board of Trustees through the President. Proposals of the Personnel Committee relating to personnel policy shall be referred to the

Vice President for Student Affairs, five faculty members to be elected to three-year terms on rotating cycles - one member from each Division of the College with one member of the committee serving as a liaison with the Curriculum Committee, and two student members elected to a one-year term. The Vice Presidents for Admission and Financial Aid, Institutional Advancement, and Business Affairs will serve in advisory capacities. Once constituted, the committee shall elect a recording secretary and a chairperson from the faculty membership.

1801 **Section 2. Functions:**

1802 A. To coordinate and facilitate undergraduate and graduate assessment efforts at the individual, department, and institutional levels throughout the College. Some specific functions of the Committee will include:

- 1803
1. To serve in a consulting and advising capacity for departmental program review assessment plans.
  2. To disseminate information to campus members on a regular basis about ongoing assessment activities that are enhancing student achievement and/or institutional effectiveness.
  3. To plan and announce in-service workshops on topics related to assessment initiatives, practices, and techniques.
  4. To oversee a campus assessment resource center, with a long-term goal of the establishment of a larger, more comprehensive "Teaching and Learning Center."

1804 B. To identify general learning outcomes congruent with the college mission statement and departmental/program missions to serve as a baseline for assessment efforts.

1805 C. To develop a comprehensive institutional plan for assessment that acknowledges the holistic and interdependent nature of students' academic achievement to include all college programs, both curricular and non-curricular.

1806 D. To develop and administer a structured feedback process to ensure that the effectiveness of assessment initiatives is evaluated on a regular basis and the findings are used to improve the educational program.

### Article XIX. Faculty Council

1900 **Section 1.** There shall be a Faculty Council having the following membership: the full-time teaching staff, the librarians with faculty status, administrators with faculty status, the principal officer of the Learning Resource Center, and the full-time professional Study Skills staff with teaching duties. The foregoing shall be known as the full-time membership. In addition to these persons, all part-time teaching staff

and policies.

1712 A. The following graduate curricular changes require the approval of the Division, the Graduate Committee, and the College Senate:

1. The addition or deletion of a graduate major.
2. The addition of a course to the graduate curriculum.
3. The designation of a specialized area of graduate study so students meet national credentialing requirements.
4. The addition of a minor area of graduate study.
5. Any graduate course offered more than two times which is not in the regular offerings of courses or has not received College Senate approval.

1713 B. The following graduate curricular changes require the approval of the Division, the Graduate Committee, the College Curriculum Committee and the College Senate:

1. The addition or deletion of a graduate degree.
2. The addition or deletion of courses that are serving a dual function for both graduate and undergraduate students.
3. The initiation and consideration of major changes in the college academic calendar pattern.

1714 C. The following graduate curricular changes require the approval of the Division and Graduate Committee:

1. Any change in the requirements for a graduate major.
2. Any change in the requirements for a graduate minor.
3. The deletion of a graduate minor.
4. The deletion of a course from the graduate curriculum.
5. Any change of graduate curricular information (including course title or course content description) contained in the official graduate course catalog.
6. Any change in the specification of prerequisites for a graduate course.
7. Any change in the level of a graduate course.

1715 D. If any proposal which normally requires only Graduate Committee approval is deemed by the Graduate Committee to be substantial and significant, then that proposal must obtain the approval of the College Senate as well. One condition under which such a referral would be made to the College Senate would occur when the proposal directly alters or affects graduate majors.

### Article XVIII. Assessment Committee

1800 Section 1. Membership: The Vice President for Academic Affairs, the

1. Establish and review goals for the graduate curriculum and report such goals to the College Senate.
  2. Consider all changes, additions or deletions in graduate offerings; graduate programs; graduate curricular policies; graduate college requirements; and specifications for graduate majors, minors, and concentrations, and where appropriate, framing of such changes for approval by the College Senate.
  3. Establish and supervise periodic curricular graduate program review by departments and the college.
  4. Consider all changes, additions, or deletions in the description of the college's graduate curriculum as it appears in the various college bulletins.
  5. Consider all matters pertaining to the improvement of the graduate curriculum.
- 1703 B. To monitor all policies and procedures relating to graduate programs.
- 1704 C. To review current resources and make recommendations for future needs of the graduate programs.
- 1705 D. The committee shall appoint subcommittees with responsibilities for areas related to the graduate programs and shall review their reports and recommendations. These subcommittees shall include but are not limited to the Administrative Subcommittee.
- 1706 **Section 3. Administrative Subcommittee membership:** One faculty from each department with a graduate program and one representative from the Office of Graduate Programs, Administrative Computing, Admission & FO, Business Office, Continuing Studies, Library, and Registrar. Membership may be expanded as needed.
- 1707 **Section 4. Functions:**
- 1708 A. To establish and monitor all college administrative policies and procedures that impact the graduate programs (i.e., recruitment and admission; registration and payment of fees; record keeping; access to computer and library resources; retention; graduation; and graduate capstone requirements.
- 1709 B. To elect a member with faculty status as chairperson of the Subcommittee at the beginning of the academic year.
- 1710 C. To report to the Graduate Committee each quarter on issues addressed and actions taken by the Subcommittee.
- 1711 **Section 5. Graduate Committee Statement on curriculum organization**

- 1604 **Section 5.** As qualified by Section 6, the President shall transmit to the Board of Trustees or its Executive Committee a full report of the Personnel Appeals Hearing Committee. If the Board chooses to hear the case, its review shall be based on the record of the previous hearing, and if necessary, further arguments by the principals or their representatives. If a decision to overrule the Personnel Appeals Hearing Committee is made, a special committee appointed by the Board or its Executive Committee must hear the entire case upon the request of the faculty member.
- 1605 **Section 6.** Appeals procedures in cases of negative promotion decision or a denial of a sabbatical leave may be addressed to the Personnel Appeals Hearing Committee, except that after a decision has been reached the Appeals Committee shall submit the report to the President. The President may present the recommendation of the Personnel Appeals Hearing Committee to the Personnel Committee, or in the case of appeal relating to a sabbatical, to its Subcommittee on Sabbatical Leaves, with a recommendation for reconsideration. If the Personnel Committee, or its Subcommittee on Sabbatical Leaves, alters its previous finding in a way which removes the conflict with the faculty member, no further action is required. If the conflict is not resolved, then at the faculty member's request the President shall transmit to the Board of Trustees or its Executive Committee the full report of the Personnel Appeals Hearing Committee and a full report of the Personnel Committee or its Subcommittee on Sabbatical Leaves. If the Board chooses to review the case, its review shall be based on the record of the previous hearings and, if necessary, further arguments by the principals or their representatives.

## **Article XVII. Graduate Committee**

- 1700 **Section 1. Membership:** (A) The Vice President of Academic Affairs as chair or designee; (B) the Program Coordinator of Graduate Studies from each department with a graduate program; (C) one faculty member, teaching at the graduate level, elected for a two-year term, from each department with a graduate program; (D) two faculty elected for two-year terms by the Senate from departments not offering graduate programs; (E) liaison member from the College Curriculum Committee; and (F) one graduate student from each department with a graduate program. Faculty members of the Committee shall possess a doctorate or other appropriate terminal degree.
- 1701 **Section 2. Functions:**
- 1702     A. To review all matters pertaining to graduate curriculum and to the support of the graduate curriculum. The Committee's responsibilities shall include, but not be limited to:

facilitating the introduction of proposals for Bylaws and other rule changes;

- 1507 F. to help clarify functional procedures of committees by working with chairmen and by submitting a list of guidelines to each chairman which should be followed in keeping records, in communicating minutes or other information to the Senate and library records, and in submitting proposals to Senate;
- 1508 G. to appoint a Campus Elections Subcommittee of sufficient number to communicate election issues, to encourage campus involvement, and to oversee all the spring elections as outlined in the Campus Life Handbook. Appointments should be completed by late spring and should include the Coordinator for Student Activities and at least one member of the Administrative Council.

#### **Article XVI. Personnel Appeals Hearing Committee**

- 1600 **Section 1.** Membership: five tenured faculty members, nominated in accordance with the provisions of Article IV, Section 5, and Article VI, but these provisions shall include the requirement of initial nomination by petition supported by two faculty members. None of the members may be a Trustee, a Department Chair, an administrative officer, or a member of the Personnel Committee or its Subcommittee on Sabbatical Leaves.
- 1601 **Section 2.** The Personnel Appeals Hearing Committee shall hear grievances related to academic freedom, or adverse decisions related to retention, tenure, promotion, or leaves when it is alleged by the aggrieved person making the appeal that decisions resulted from prejudice, forms of discrimination prohibited by State or Federal law, or insufficient regard for fundamental standards of fairness inherent in due process.
- 1602 **Section 3.** Appeals by non-tenured faculty, contesting non-reappointment, may not be based on disagreement with judgment of qualifications or institutional needs. The aggrieved party meeting the qualifying standards in Section 2 shall be given the right to appear before the Personnel Appeals Hearing Committee. The committee will make its report and recommendation to the Board of Trustees through the President.
- 1603 **Section 4.** Due process standards to be followed by the Personnel Appeals Hearing Committee shall be stated in the faculty manual and shall be subject to the review procedures regarding personnel policy statements as outlined in the Bylaws articles concerning the Faculty Council and the Personnel Committee.



1410 I. to initiate, discuss and formulate recommendations on any campus matter that affects student life.

1411 **Section 3. Subcommittees:**

1. Campus Programming Board
2. Commuter Association
3. Cultural Activities Subcommittee
4. Intercollegiate Athletic Subcommittee
5. Student Media Board
6. Religious Activities Council
7. Calendar and Poster Policy Appeal Subcommittee
8. Food Subcommittee
9. Health Subcommittee
10. Constitution Subcommittee
11. Housing Subcommittee
12. Interfraternity Council
13. Panhellenic Council

**Article XV. Governance, Bylaws and Communication Committee**

1500 **Section 1. Membership:** two faculty members, two students, and two administrators chosen in accordance with Article IV, Section 5 and Article VI; and the Senate Parliamentarian. No elected members shall serve more than four consecutive years. The committee shall elect one of its members as Chairman.

1501 **Section 2. Functions:**

1502 A. to examine the campus Bylaws annually to see if wording is up-to-date pertaining to current practices, and to submit corrective legislation, as appropriate, to the Administrative Council;

1503 B. to receive questions from any Senator, committee, or committee member on governance proceedings of any kind, as they relate to the Bylaws and to make advisory opinions on such questions to the College Senate or appropriate committee for consideration;

1504 C. to communicate Bylaws changes from the previous year to the Senate and other affected groups in September of each year, including perceived impact on how procedures are affected;

1505 D. to submit annually to each Senator and committee member a list of appropriate standing Senate rules of order, procedure and precedent either not covered in the campus Bylaws or having potential value in clarifying governance procedures;

1506 E. to serve in an advisory role to the campus community in

## Article XIV. Student Life Committee

### 1400 Section 1. Membership:

The President and/or representative; the Vice President for Student Affairs; a faculty representative elected from the Arts Division; a faculty member to represent the Athletic and Intramural Programs; the Chaplain; a representative from the Office of Institutional Advancement; the Associate Dean of Students; and Coordinator of Ethnic Diversity; the Director of Residence Life; a representative from the Business Office; four faculty at-large; and nine students chosen in accordance with Article IV, Section 5. The Vice President for Student Affairs shall serve as chair.

### 1401 Section 2. Functions:

- 1402 A. to recommend and supervise policies governing co-curricular activities and to promote interest in on-campus and off-campus social, cultural and educational events and activities consistent with the educational aims of the college;
- 1403 B. to recommend the College Calendar for submission to College Senate for approval in May of each year;
- 1404 C. to adjudicate calendar conflicts and make changes and additions necessary throughout the year;
- 1405 D. to approve student organizations for registration and to periodically review current organizations to assure compliance with the educational purposes of the college;
- 1406 E. to recommend policies concerning health, housing, food, the Campus Center, and the bookstore, and to act through designated administrative officers or subcommittees as needed;
- 1407 F. to serve as a forum to address matters and recommend policies concerning campus programming, commuter students, cultural activities, intercollegiate athletics, student media, religious activities and Greek life;
- 1408 G. to recommend to the College Senate policies and regulations with regard to campus conduct which are in keeping with the educational purposes of the college;
- 1409 H. to review constitutions of existing or proposed campus organizations, and to recommend acceptance, modification, or rejection of such constitutions to the College Senate;

- 1202 B. Once constituted, the committee will select a chairperson from  
The elected full-time faculty members.
- 1203 **Section 2. Functions:**  
The committee will:
- 1204 A. Formulate and facilitate a program to encourage members of the  
faculty to participate in self-improvement in areas of teaching  
effectiveness and professional development;
- 1205 B. Administer and process student evaluation of courses and  
instruction for **formative** purposes;
- 1206 C. Organize and administer campus events to enhance  
communication in and about faculty development;
- 1207 D. Plan and organize in-service workshops;
- 1208 E. Implement a faculty recognition program;
- 1209 F. Referee and administer Faculty Development Grants.

### **Article XIII. Teacher Education Committee**

- 1300 **Section 1. Membership:** the chair of the Education Department as  
chair; two faculty members from the Department of Education, one  
secondary and one elementary; three faculty members from departments  
other than Education; the Director of Graduate Studies; one student  
enrolled in the Master of Arts in Teaching program and one student in  
the Master of Arts in Education program; one junior student already  
admitted to teacher education; and one other student. No elected  
member other than members of the Department of Education shall serve  
more than four consecutive years.
- 1301 **Section 2. Functions:**
- 1302 A. to recommend to the Curriculum Committee policies in regard to  
the teacher education programs at Otterbein College;
- 1303 B. to admit students to the undergraduate teacher education program  
and guide them toward its completion and to monitor the progress of  
graduate teacher education students.
- 1304 C. A student may appeal a decision of the Teacher Education  
Committee, which directly affects him or her, through the Vice  
President for Academic Affairs to the Appeals Council.

spring of 1989, the Center for the Arts and the Division of Language and Literature shall elect their members, and in successive years the following divisions shall in turn elect their representatives: Professional Studies, Social Science, and Science and Mathematics. At each such election, the division shall also elect an alternate whose sabbatical term complements that of the elected member. The division shall fill vacancies for unexpired terms. Alternates shall serve on the subcommittee in place of elected members during those terms when elected members have their leave proposals considered, and when the elected member is on leave during the fall.

1111 **Section 4.** Before proposals related to Section 3, and Subsections B through D of Section 2, or other formulations of personnel policy, are submitted to the President and the Board of Trustees, the proposals shall be referred to the Faculty Council for review and comment. The council may initiate its own proposals on personnel policy which shall be submitted to the Personnel Committee for review and comment. Submission of a proposal to the Faculty Council by the Personnel Committee or to the Personnel Committee by the Faculty Council does not preclude transmitting that proposal to the President and the Board of Trustees in the event comment is not timely received. The Faculty Council shall have an opportunity to discuss proposals of the Personnel Committee and to report the division of the council's vote on all such proposals to the President and the Board.

1112 **Section 5.** The members of the Personnel Committee shall have access to information in the personnel files of employed staff members only on a need to know basis defined by the policies established by the Personnel Committee.

1113 **Section 6. Definitions:**

1114 A. The term "faculty" shall include instructors and all higher ranks, and shall include temporary and part-time appointments.

## **Article XII. Faculty Development Committee**

1200 **Section 1. Membership:**

1201 A. The committee will consist of five faculty members, one from each Division of the College, elected to three-year terms, on a rotating cycle; three student members, elected by the Senate to one-year terms; the Vice President for Academic Affairs or a representative appointed by the Vice President for Academic Affairs, non-voting; the Director of Academic Grants, non-voting; And up to three full-time faculty members appointed by the Committee, who will serve one-year, renewable terms.

- 1100 **Section 1. Membership:** Vice President for Academic Affairs as Chairman; five members of the full-time teaching faculty nominated and elected by the College Senate for three-year terms in accordance with the procedure of Article IV, section 5, and Article VI; two students, for one-year terms, being of at least junior status, named by the College Senate. The Chairman of the Board of Trustees shall appoint one Trustee to the Personnel Committee for a term of 1 year, subject to the tenure limits given in these Bylaws. The President of the Alumni Association shall appoint one graduate of the college to the Personnel Committee for a term of 1 year, subject to the tenure limits given in these Bylaws. Members, excluding students, may not succeed themselves.
- 1101 **Section 2. Functions:**
- 1102 A. to recommend to the President:
- 1103 (1) the appointment of new faculty, administrators, administrative officers, and assistant administrative officers, and to create subcommittees to assist in interviewing applicants;
- 1104 (2) the promotion, retention, and tenure of these appointees;
- 1105 (3) the continuing education programs of these appointees;
- 1106 (4) the granting of leaves, as assisted by the subcommittee described in section 3.
- 1107 B. to study all aspects of personnel problems and to make recommendations to the President and the Board of Trustees;
- 1108 C. to make recommendations to the President and Board of Trustees regarding salary scale, retirement, and fringe benefits;
- 1109 D. to make recommendations regarding the creation of new and additional faculty and administrative positions.
- 1110 **Section 3.** To assist the Personnel Committee in the approval of sabbatical leaves, a Sabbatical Leaves Committee shall be established, consisting of one full-time faculty member elected by each of the divisions to serve a four-year term. To be eligible for Committee membership, an individual elected member or alternate will, in addition to being on full-time teaching status, have had to complete a successful sabbatical leave and either be a tenured member of the faculty or possess a terminal degree in his or her discipline. A sixth member will be the Academic Dean, who will vote only in case of a tie. Beginning in the

member shall serve more than four consecutive years. The committee shall elect one of its faculty members to serve as chair. The Vice President for Academic Affairs shall serve as Secretary of the Curriculum Committee.

1001 **Section 2. Functions:**

- 1002 A. The committee shall consider all matters pertaining to the curriculum and to the support of the curriculum. The committee's responsibilities shall include, but not be limited to:
- 1003 (1) establishing and reviewing goals for the college curriculum and reporting of such goals to the College Senate;
- 1004 (2) considering all changes, additions, or deletions in academic offerings, academic programs, curricular policies, college requirements, and specifications for majors, minors, and concentrations and, where appropriate, framing of such changes for approval by the College Senate;
- 1005 (3) establishing and supervising periodic curricular program review by the departments and the college;
- 1006 (4) considering all changes, additions, or deletions in the description of the college's curriculum as it appears in the various college bulletins;
- 1007 (5) considering all matters pertaining to the improvement of the curriculum; and
- 1008 (6) initiating and considering major changes in the college academic calendar pattern.
- 1009 B. The committee shall appoint subcommittees with responsibilities for areas related to the curriculum and shall review their reports. These subcommittees shall include, but are not limited to:
- 1010 (1) Continuing Studies Advisory Subcommittee;
- 1011 (2) International Programs Subcommittee;
- 1012 (3) Library Subcommittee.
- 1013 C. The committee may act through designated administrative officers or additional subcommittees when the committee deems necessary.

**Article XI. Personnel Committee**

afforded a hearing which adheres to the spirit of the Statement on the Rights and Freedoms of Students, adopted by the faculty, May, 1969.

- 903 B. to guide the honors program, the distinction program, and to provide for the examination of the candidates, and recommend distinction and credits;
- 904 C. to nominate candidates for awards, fellowships, and scholarships for which the college is officially invited to make nominations;
- 905 D. to recommend policy for evaluating credits submitted by students from other institutions, for the granting of credit by examination and for advanced placement;
- 906 E. to act upon requests for waivers of academic requirements;
- 907 F. to recommend to the Admission Office the readmission of students who have been asked to withdraw because of poor academic performance;
- 908 G. to undertake measures to promote and preserve the academic integrity of Otterbein College.
- 909 **Section 3.** Any person against whom action is taken by the Academic Council has the right to appeal to the Appeals Council, and an appeal from a decision of the Academic Council may also be carried to the Appeals Council upon the petition of any two members of the Academic Council. A student against whom action is taken by the Academic Council shall be informed by the presiding officer of the Academic Council of the appeal procedures at the time penalties are announced. A person who wishes to carry an appeal to the Appeals Council must do so in writing within 48 hours after receiving notification of the decision of the Academic Council, and the grounds of the appeal must be explained in this communication.

#### **Article X. The Curriculum Committee**

- 1000 **Section 1. Membership:** Vice President for Academic Affairs; two faculty members elected by each division, one to be elected each year for a two-year term; one student elected by each division; the chair of the Integrative Studies Department; the Registrar; the Director of the Library; and the Director of Continuing Studies. The presiding officer of the Board of Trustees shall appoint one Trustee to the Curriculum Committee for a term of one year, subject to the tenure limits given in these Bylaws. The President of the Alumni Association shall appoint one graduate of the college to the Curriculum Committee for a term of one year, subject to the tenure limits given in these Bylaws. No elected

adopted by the faculty, May, 1969.

826 G. No record of the decision made by a Residence Hall Director, Coordinator of Commuter Affairs, Judicial Hearing Officer, the Judicial Council, the Traffic Council, or the Appeals Council shall be released to the public unless requested by the individuals involved, or required by law.

827 Section 5. A student dismissed from the college for disciplinary reasons may apply to the Admission Office for readmission after one term unless a different period of time was specified at the time of dismissal. A recommendation of the Vice President for Student Affairs must be considered before such a student may be readmitted.

828 Section 6. Acting under the legal authority of the Board of Trustees, the President can in extraordinary cases or in an emergency situation veto or alter decisions of the judicial bodies but may not reinstate charges against a person when judicial action fails to confirm the original complaint. In all such instances, the President shall state his reasons in writing, with one copy going to the court from which the vetoed or altered decision came, and one copy going as a report to the Executive Committee of the Board of Trustees. This latter body shall review the action no later than its next regularly scheduled meeting.

829 Section 7. In extraordinary circumstances the President has the right to suspend a student temporarily pending decisions of judicial bodies.

### Article IX. Academic Council

900 Section 1. Membership: three members of the faculty and three students, elected according to the provisions of Article IV, Section 5, and Article VI; the Vice President for Academic Affairs (or representative); the Vice President for Student Affairs (or representative); the Director of Continuing Studies; the principal officer responsible for study skills; and the Registrar. The Vice President for Academic Affairs (or representative) shall preside. The Registrar shall serve as Secretary. In the absence of the presiding officer or the Secretary, the members present shall select from among themselves appropriate substitutes. No elected member shall serve more than four consecutive years.

901 Section 2. Functions:

902 A. to recommend policy and to decide cases related to academic discipline and academic status, assisted in preliminary phases by designated administrative officers or subcommittees. Students contesting decisions affecting them, made by the Academic Council, shall be



819     **Section 4.** There shall be an Appeals Council.

820     A. Membership: three faculty members and three students, not members of any other judicial body, shall be chosen in accordance with the provisions set forth in Article IV, Section 5, and Article VI. The term of office for the Appeals Council shall be two years. In odd-numbered years one faculty member and two students shall be elected. No one shall be elected for more than four consecutive years. A chairman shall be elected by the council from its own membership.

821     B. Functions: the Appeals Council shall have final judicial authority to deal with infractions of the college regulations, except those within the jurisdiction of the Personnel Committee, to hear appeals of individuals against whom action has been taken by a Residence Hall Director, Coordinator of Commuter Affairs, Judicial Hearing Officer, the Judicial Council, the Traffic Council (for major violations only) or the Academic Council. After examining the record, the council may decide to hear the appeal in its entirety or to limit the scope of its hearing. In all cases the Appeals Council will determine the facts and prepare a written statement. When Traffic Council has acted as an appellate body for a major violation, its decision may be further appealed to the Appeals Council, but the council may decline to hear the case.

822     C. Rules concerning judicial records shall be promulgated by the Appeals Council.

823     D. The Appeals Council, when considering that pending matters merit the attention of the Academic Council, shall inform the Academic Council accordingly.

824     E. Any student who is convinced that his academic performance has been evaluated on other than an academic basis or in a prejudiced or capricious manner has the right to appeal such a grade. The evidence leading to this conclusion shall be presented by the student in writing to the Vice President for Academic Affairs after the student has consulted with the professor involved. The Vice President for Academic Affairs shall consult with the student and the faculty member, after which the appeal may be passed on to the Appeals Council for its consultation and judgment. The actual grade change if deemed in order by the Appeals Council, shall be determined by the Vice President for Academic Affairs in consultation with the student and the professor involved in the appeal, or, if the professor is unavailable, with the appropriate Department Chairman.

825     F. The judicial bodies will structure their procedures in accord with the spirit of the Statement on the Rights and Freedoms of Students

Council for decision.

811 If the matter is heard by a Residence Hall Director, Coordinator of Commuter Affairs, or a Judicial Hearing Officer, he shall determine the facts and prepare a written judgment substantiating his decision. Additionally, the accused and the accuser shall be informed of the appeal procedure. Either the accused or the accuser may appeal the decision of the Residence Hall Director, Coordinator of Commuter Affairs, or Judicial Hearing Officer to the Appeals Council. Any penalty shall be suspended until the Appeals Council has taken final action. Any appeal to the Appeals Council must be made in writing, including supporting reasons, within forty-eight hours after notification of the decision.

812 D. Record: a record of all actions by Residence Hall Director, Coordinator of Commuter Affairs, or Judicial Hearing Officer shall be maintained in the office of the Vice President for Student Affairs.

813 **Section 3.** There shall be a Traffic Council.

814 A. Membership: three members, consisting of one faculty member, one student, and one administrative staff member, not members of any other judicial body, named in accordance with the provisions outlined in Article IV, section 5, and Article VI. No one shall be elected for more than four consecutive years. A chairman shall be chosen by the council from its membership.

815 B. Functions:

816 (1) The Traffic Council shall have original jurisdiction to deal with the major violations of the college motor vehicle rules as determined by the Senate and printed in the Campus Life Handbook. The Traffic Council shall determine the facts, assess a penalty upon a guilty verdict, and prepare a written judgment substantiating its decision. Immediately following each meeting, the individual will be notified in writing of the Traffic Council's decision. Those who receive penalties shall be informed of the appeal procedure, and if an appeal is made, penalties shall be suspended until the Appeals Council has taken final action. Any appeal from a decision of the Traffic Council for a major violation must be made in writing, including supporting reasons, to the Appeals Council within 48 hours after notification.

817 (2) The Traffic Council is the final court of appeal for minor violations.

818 C. The Traffic Council does not have jurisdiction over the penalty structure.

Persons charged with violations have the right to reject counseling and answer the complaint before the Judicial Council without prejudice and shall be so informed by the Student Personnel staff. The Judicial Council shall have original jurisdiction to deal with the more severe offenses set forth in the Campus Life Handbook and with all offenses posing the potential of suspension or dismissal, except those within the jurisdiction of other bodies, as specified in these Bylaws.

- 805 The Judicial Council shall determine the facts and prepare a written judgment substantiating its decision in each case it hears. The Judicial Council shall inform the accused and accuser of the appeal procedure. If an appeal is made by the accused or the accuser, penalties shall be suspended until the Appeals Council has taken final action. Any appeal from a decision of the Judicial Council must be made in writing, including supporting reasons, to the Appeals Council within the next 48 hours after notification of the decision.
- 806 D. Records: a record of all violations will be maintained in the office of the Vice President for Student Affairs as well as a statement of the action taken by the Judicial Council or the disciplinary counseling provided by the Vice President for Student Affairs.
- 807 **Section 2. Judicial Hearing Officer**
- 808 A. The Judicial Hearing Officers shall derive their authority from the Otterbein College Bylaws, Article VII, section 2.
- 809 B. Membership: Judicial Hearing Officers shall be members of the administrative staff of the Student Personnel office who are selected by and serve at the pleasure of the Vice President for Student Affairs.
- 810 C. Functions: Complaints concerning infractions of college regulations shall be filed by members of the college community with the Student Personnel office. At the election of an accused student who desires to enter a plea of guilty, infractions specified in the Campus Life Handbook may be heard by a Residence Hall Director if the accused resides in a residence hall, otherwise with the Coordinator of Commuter Affairs. If the student does not so elect, such offenses, along with other offenses specified in the Campus Life Handbook, shall be heard by a Judicial Hearing Officer. Judicial Hearing Officers shall have no jurisdiction to hear cases involving suspension or dismissal. A Residence Hall Director, Coordinator of Commuter Affairs, or Judicial Hearing Officer may waive jurisdiction of a case if he/she determines that proceeding with the case would jeopardize constructive counseling already in progress. Additionally, if the facts and circumstances warrant such action, the Residence Hall Director, Coordinator of Commuter Affairs, or Judicial Hearing Officer may refer the case to the Judicial

composition of membership for the IRB, which shall include the following:

- (1) one faculty representative of each department which is likely to conduct research employing human subjects
- (2) an ethicist
- (3) an individual who is not affiliated with the institution in any way other than as a member of the IRB
- (4) a student enrolled at Otterbein College

- 733 An individual who meets the requirements of more than one of the categories detailed above may fulfill more than one requirement.
- 734 Membership on the committee shall be for a period of two years with no limitations on reappointments.

### Article VIII. Judicial Bodies

#### 800 Section 1. Judicial Council

- 801 A. The Judicial Council shall derive its authority from the Otterbein College Bylaws, Article VII, section 1, with the approval of the Board of Trustees.
- 802 B. Membership: three faculty members and four students, not members of any other judicial body, shall be chosen in accordance with the provisions set forth in Article IV, section 5, and Article VI. The term of office for the Judicial Council shall be two years. In odd-numbered years, two faculty members and two students shall be elected. No one shall be elected for more than four consecutive years. A chairman shall be elected by the council from its membership.
- 803 C. Functions: complaints concerning infractions of college regulations shall be filed by members of the college community with the Student Personnel Office. The Student Personnel staff shall refer appropriate complaints to the Judicial Council along with recommendations for disposition of the case. A representative of the staff may appear before the council to discuss the case and shall do so upon the request of the council. When the Student Personnel staff considers that the referral of a case to the Judicial Council would jeopardize constructive counseling already in progress, the staff shall inform the chairman of the Judicial Council accordingly.
- 804 Particulars of the case may be reported to the Chairman who shall summarize the case briefly to the Judicial Council without identifying the parties. The Judicial Council shall waive jurisdiction in such cases unless the council votes to assert jurisdiction after having offered the Student Personnel staff an opportunity to present its recommendations.

guidelines set forth in the *Public Health Service Policy on Humane Care and Use of Laboratory Animals* published by the National Institutes of Health.

- 726 Use of horses for biomedical research and teaching will adhere to the guidelines set forth in the *Guide for the Care and Use of Agricultural Animals in Agricultural Research and Teaching* published by the Consortium for Developing a Guide for the Care and Use of Agricultural Animals in Research and Training.
- 727 B. Membership: OCACUC members are appointed in accordance with the Public Health Service Policy by the Otterbein College Vice President for Academic Affairs and approved by Administrative Council. The committee shall consist of not less than five members and shall include:
- (1) one Doctor of Veterinary Medicine
  - (2) one practicing Ph.D. scientist experienced in research involving animals
  - (3) one individual whose primary concerns are in a nonscientific area
  - (4) one individual who is not affiliated with the institution in any way other than as a member of the OCACUC
  - (5) one Otterbein College student
  - (6) one faculty representative from each department that involves animals for education and/or research (currently Life Science, Equine Science, Psychology).
- 728 An individual who meets the requirements of more than one of the categories detailed above may fulfill more than one requirement.
- 729 Membership on the committee shall be for a period of two years with no limitations on reappointments.
- 730 **Section 5:** The Administrative Council shall have responsibility for appointment and oversight of the Otterbein College Institutional Review Board (IRB), which shall have the following character:
- 731 A. Function: The Institutional Review Board is the body authorized to review any systematic investigation designed to secure information from or about human beings. The IRB may approve, disapprove or state conditions for the conduct of human subject research. The ethical principles and guidelines utilized in the review are primarily drawn from The National Commission for the Protection of Human Subjects of Biomedical and Behavioral Research (The Belmont Report).
- 732 B. Membership: The federal government specifies a certain

- 712 F. to serve as the group to confer with the Trustees on matters which  
require coordinated attention of the Trustees, administration, faculty,  
and students, except as otherwise provided in these Bylaws;
- 713 G. to establish each year, subject to the approval of the Board of  
Trustees, in keeping with the policy set forth by the Senate, the number  
of new and transfer students to be admitted to Otterbein College, to set  
the standards for their admission, and to advise the Vice President for  
Admissions and Financial Aid concerning the administration of college  
admissions;
- 714 H. to recommend to the Senate those who should be awarded  
honorary degrees;
- 715 I. to oversee the Convocation and Commencement Subcommittee;
- 716 J. to recommend matters for consideration to committees and to the  
Senate;
- 717 K. to approve annually the basic framework of the college calendar,  
including opening dates of terms, holidays, examination periods, and the  
commencement date.
- 718 Section 3. The Administrative Council shall set up a Subcommittee on  
Admissions and Student Aid, which shall have the following character:
- 719 A. Membership: Vice President for Admissions and Financial Aid as  
chair, three faculty members, and three students.
- 720 B. Functions:
- 721 (1) to recommend policies regarding admission, scholarships,  
financial grants and loans to students;
- 722 (2) to recommend each year the number of new and transfer  
students to be admitted.
- 723 Section 4. The Administrative Council shall have responsibility for  
appointment of the Otterbein College Animal Care and Use Committee  
(OCACUC), which shall have the following character:
- 724 A. Function: The primary concern of this committee is to assure the  
humane treatment of animals in Otterbein College's academic and  
nonacademic programs.
- 725 Use of animals for biomedical research and teaching will adhere to the

## SECTION FIVE

### PART-TIME FACULTY

#### I. APPOINTMENT

Part-time faculty are appointed as lecturers to teach and perform other duties. They are not eligible for tenure.

Department chairpersons select candidates for appointment based on their academic background and teaching experience, confer with the Director of Continuing Studies about compensation and appointment, and make recommendations to the Vice President for Academic Affairs.

The College defines two types of part-time appointments:

##### A. Lecturer

Contracts may be issued for one term at a time or for the academic year.

##### B. Senior Lecturer

After teaching a minimum of sixty (60) quarter hours at Otterbein, lecturers may apply for the rank of senior lecturer. Letters of application are directed to the Personnel Committee through the Vice President for Academic Affairs. Applications should be accompanied by summaries of student evaluations and letters of support from the Department Chairperson, Director of Continuing Studies, or other appropriate references. The decision of the Personnel Committee to award this rank is based primarily on the quality of instruction. Senior lecturers are eligible to participate in all academic ceremonies.

#### II. RESPONSIBILITIES

- A. Meet all scheduled classes.
- B. Keep appointed office hours.
- C. Be available, as needed, for student and department academic activities.

#### III. EVALUATION

The same high standards of teaching performance expected of full-time faculty are expected of lecturers: "Effectiveness in teaching should involve challenging and motivating students as well as creating a sense of curiosity and enthusiasm for learning." (SECTION TWO, II.B., pg. 3)

Evaluation of part-time faculty includes the following:

1. A nationally normed student evaluation instrument approved by the academic dean will be administered by the sixth week in the classes of lecturers who are new

to Otterbein. This process occurs during the initial two quarters. After two quarters of teaching, a lecturer is required to have the instrument administered to a minimum of one class per academic year.

2. The evaluation of lecturers in music who teach private lessons or direct ensembles is based on their students' performances and/or occurs when students are juried.
3. Classes may be visited by the department chairpersons or peer faculty at Otterbein.
4. Summaries of student evaluations and reports of class visits will be reviewed by the department chairperson, the Vice President for Academic Affairs, and/or the Director of Continuing Studies. These results will be shared with each lecturer.

#### IV. FRINGE BENEFITS

Part-time faculty may be eligible for a limited number of fringe benefits:

A. Medical Insurance and Retirement Plans. Part-time faculty who teach at least 25 quarter hours per year are eligible to purchase one of the College's medical insurance plans, and they may elect to contribute to one of the College's retirement plans. The College makes no contribution to the medical plan or the retirement plan chosen by part-time faculty.

B. Scholarship Benefits.

1. Part-time Faculty and Spouse. The prorated scholarship benefits described below are offered to eligible part-time faculty and their spouses:

Eligibility:

- a. Taught a minimum of 35 quarter hours during previous years at Otterbein.
- b. Teach at least 5 quarter hours during the academic year the scholarship benefit is used.
- c. Pay a fee of \$25.00 per quarter and any special fees.

The Benefit:

Eligible part-time faculty members accrue one quarter hour of credit for each quarter hour of teaching. Credits must be used within two years from the time those credits are earned. Eligible faculty or their spouses may use the scholarship benefit during the quarter in which it is earned.

2. Children. A reduced scholarship benefit for dependent children to attend Otterbein is available to part-time faculty who are teaching at least 25



quarter hours during the year. The benefit is computed as follows:

<u>Part-time faculty teaching at least 25 quarter hours:</u>	Children may receive a <u>scholarship up to</u>
After <u>2 years</u> of teaching	12 1/2% of tuition
After <u>6 years</u> of teaching	25% of tuition
After <u>10 years</u> of teaching	50% of tuition

---

<u>Part-time faculty teaching at least 30 quarter hours:</u>	Children may receive a <u>scholarship up to</u>
After <u>2 years</u> of teaching	19% of tuition
After <u>4 years</u> of teaching	38% of tuition
After <u>6 years</u> of teaching	75% of tuition

- V. PROCEDURES FOR ESTABLISHING ELIGIBILITY TO RECEIVE FRINGE BENEFITS
- A. Part-time faculty whose hours of teaching meet one of the above levels of eligibility during successive years but whose teaching assignment falls below that level temporarily may write to the Personnel Committee requesting a continuation of the benefit. The Personnel Committee will base its approval of the request on length of service and the possibility of future teaching assignments.
- B. To be eligible to receive the educational grant for a dependent child, the employee must submit an application form for the benefit prior to March 15 of the academic year preceding the grant period to the Vice President for Business Affairs and a Financial Aid form to the College Scholarship Service or a completed copy of the Ohio Instructional Grant Application and Family Income Statement to the Director of Financial Aid at Otterbein College by May 15 of the academic year preceding the grant period. The Director of Financial Aid will notify the employee of the estimated amount of State or Federal funds for which the dependent student is eligible, if any, and will supply forms and information for applying for these grants. Failure to apply or to submit the necessary papers to the Financial Aid Office by the prescribed deadlines will result in a loss of the benefit for the year.
- C. In the case of death of any faculty member with six or

more years of service, each of his/her children under the age of twenty-one at the time of the staff member's death, or born after the staff member's death, shall be entitled to a scholarship under the conditions and in an amount as outlined above. If the death occurs after the completion of the first year of service, eligible children will receive a college scholarship for four calendar years calculated to make up the difference between one-fourth of the tuition and the amount of aid the student is eligible to receive from State and Federal grants and any other scholarships or grants received. If death occurs after the completion of the third year of service, eligible children will receive a scholarship for four calendar years calculated to make up the difference between 50% of the tuition and the amount of aid the student is eligible to receive from State and Federal grants and any other scholarships or grants received. Each child will pay all other fees to which they are subject as a student and must be admitted by the Admission Committee.

1/20/91

## SECTION SIX

### ADJUNCT FACULTY

#### I. DEFINITION

The term, "adjunct", preceding the rank is used for special, no salary appointments to the faculty of individuals who are not in the employ of Otterbein College, but who are associated with and contributing in a substantive way to the College's programs of instruction. It is the expectation that these appointees have evidenced potential for active participation in some aspect of the College's mission.

While it is recognized that Adjunct Faculty make a worthwhile contribution to the College's programs, their number should not be disproportionate to the number of faculty holding regular appointments. Further, there will be an investment of faculty/staff time and effort in the required annual review and appointment processing of special appointees.

These interim, no salary appointments are for twelve months, July 1 through June 30, in any given year. Each appointee is reviewed annually by members of the department's Tenure and Promotion Committee and by the Chairperson of the department. Time spent in special appointments does not accrue toward tenure and such appointments can be terminated at the end of any contract year.

It is anticipated that participation in the role of adjunct faculty will be a source of both stimulation and satisfaction to the appointee. The appointees are welcome to attend meetings of the department's faculty and to serve on faculty committees, participating in discussion but without vote.

#### II. APPOINTMENT/PROMOTION

The criteria that are applied in recommending appointment or promotion of faculty holding regular appointments are followed in recommending persons for auxiliary appointment titles. Nominations originate with regular department faculty when they identify a qualified candidate who is both willing and able to commit appropriate time and effort to a delineated aspect of the College's programs of instruction. Nominations are reviewed by members of the department Tenure and Promotion Committee and by the departmental chairperson on the basis of a comprehensive assessment of each candidate's qualifications, together with detailed evidence to support the nomination. Recommendations for appointment from among the nominees are sent to the Vice President for Academic Affairs, the President and the Board of Trustees. Decisions are made on the basis of criteria without discrimination as to race, creed, religion, national origin, age, sex, or handicap.

A. Criteria:

Criteria for appointment and promotion are defined in the Faculty Manual, September, 1989.

Each candidate will be judged with respect to the proposed rank, considering the record of one's performance in:

1. Teaching,
2. Leadership to the department, the College and community service.
3. Scholarly research and publications.

B. Faculty Ranks (requisites):

INSTRUCTOR: A master's degree. Persons appointed at the Instructor level must demonstrate ability for appointment to Assistant Professor by the end of their third (3rd) year at Otterbein College. If this eligibility is not demonstrated, the fourth (4th) year contract will be terminal.

ASSISTANT PROFESSOR: Either an earned doctoral degree, appropriate terminal degree, or a master's degree with documented progress in graduate study beyond the master's degree level and successful teaching experience.

ASSOCIATE PROFESSOR: Earned doctoral degree or equivalent terminal degree and documented capacity for successful teaching as well as demonstration of professional involvement.

PROFESSOR: Earned doctoral degree or equivalent terminal degree, extensive experience as a successful teacher, and leadership in implementing the College's mission, which are: teaching excellence, scholarly research, and service.

## SECTION SEVEN

### MISCELLANEOUS

#### I. FACULTY RESPONSIBILITIES

##### A. Scheduling Final Exams

1. A final examination period will be scheduled at the close of each quarter in the academic calendar. Such a period should be no less than 3 and no more than 7 days in length. The final examination period for all night and weekend classes will be designated by the Registrar in the examination schedule.
2. There must be some evaluation during the scheduled final examination period for each class. Generally, that evaluation will take the form of an examination, which may or may not be comprehensive. Other forms of evaluation equivalent to final examinations are acceptable and welcome.
3. Neither final examinations nor their equivalent, or segments thereof, are to be given during the last week of the course with the approval of the Academic Dean.
4. Professors wishing to alter the meeting time set by the Registrar in the examination for the class must formally petition the Academic Council with reasons justifying the change. Under ordinary circumstances, the petition must be submitted no later than Friday of the seventh week of the quarter.
5. At the start of the quarter, each professor should indicate to students the date and time of the final examination. If an alternative to a final examination is appropriate, the requirements for that activity must be given. The relative weight the final examination/evaluation will have in the course ought to be clearly stated in the syllabus.
6. The administration of final examinations is mandatory in all courses where there is a final examination. Where other equivalent evaluations are required, attendance is mandatory.

NOTE: Faculty and students are encouraged to get together, in whatever manner appears most suitable, for a follow-up to final examinations taken during the previous examination period. The educational benefits of reviewing and returning the final examinations/evaluations should be available to all students.

B. Course Syllabus - Faculty members are expected to provide a syllabus for each course to each student enrolled in that course.

The syllabus should include:

1. Attendance Policy
2. Method for determining course grade.
3. Deadlines for submitting work.
4. Office hours.
5. Approximate schedule of assignments and tests.
6. Course Objectives.
7. The Instructor's policy on Plagiarism and Cheating (see Campus Life Handbook).

#### C. Office Hours

Office hours are an integral part of the teaching process. Therefore, faculty members should set office hours which are available for the majority of their students. Office hours may be offered at different times during the week. Additional hours should also be available by appointment so all students have access to faculty members. Office hours should be listed on the syllabus as well as posted on office doors so students are aware of the availability of individual faculty members. The number of office hours offered to students should be representative of the number of courses taught each quarter.

#### D. Academic Advising

All full-time faculty at Otterbein College serve as academic advisors. Otterbein recognizes the importance of academic advising in promoting student satisfaction and retention. Therefore, the role of advisor is a major one for faculty members. Faculty members are assigned advisees by the Office of Academic Affairs. Advising loads vary from department to department, but an attempt is made to equalize loads whenever possible. Students are free to change advisors through the Office of the Academic Affairs.

Faculty advisors are expected to provide information related to academic policies and procedures as well as to assist in the scheduling process. In many cases advisors also help students to formulate educational and career plans.

A complete description of advising roles, advising information, campus resources, and sample materials can be found in Advice on Advising: A Handbook for Advisors at Otterbein College. Copies may be obtained in the Office of Academic Affairs.

#### E. Campus Involvement

It is expected that faculty want to be involved with committees, campus and cultural events, orientations, Parents' Day, recruiting, advising student organizations, and facilitate

the broader educational process of our students through participation, ideas and role models.

## II. TEACHING LOAD

The normal academic year teaching load at Otterbein College is seven five quarter credit courses for a total three term quarter hour credit load of thirty-five. Recognizing that some courses require contact with students in excess of a one to one credit hour to contact hour ratio, the Academic Dean negotiates with departments acceptance of a certain number of contact hours as equivalent to quarter hours.

## III. TRAVEL TO PROFESSIONAL MEETINGS

A fund has been established in the Office of the Vice President for Academic Affairs to provide financial support for faculty to travel to professional meetings. The amount of money provided normally will allow for only partial support of the costs for any given trip. However, if the faculty member is presenting a paper at the meeting or serves as an officer of the organization, every attempt is made to fund the entire cost of the trip. To be eligible to receive travel funds the faculty member must submit a Faculty Travel Request form in triplicate to the Vice President for Academic Affairs at least one month in advance of the anticipated trip. (These forms are usually available in the Academic Affairs office.) Upon completion of the trip, the faculty member must submit a Report of Expenditures form with attached receipts to the Vice President for Academic Affairs. The reimbursement check will normally be available in the Treasurer's Office within two weeks of the date of submission to the Vice President for Academic Affairs.

## IV. FACULTY DEVELOPMENT PROGRAM

Quality of teaching is the principal criterion for decisions about retention, promotion and tenure. The College encourages all faculty members to engage in professional growth in a climate of creativity and openness which encourages participation and self-direction. It assumes that individual faculty members have both the capacity and the right to make decisions about and to help plan their programs for improvement.

To help in this process, the FACULTY DEVELOPMENT ADVISORY COMMITTEE, an independent faculty peer-directed group, carries on a number of programs about which it informs the faculty each year. One important service of the committee members is to administer and help with interpretation of the results of student evaluations of teaching. The evaluations are used for both formative and diagnostic purposes. A number of other programs and options are available (e.g. the TRIAD peer-assistance teams). Also, this body is available to assist faculty in development needs that are identified by college review systems.

The Committee is devoted to excellence in teaching in the broadest sense.

## V. CO-CURRICULAR PARTICIPATION AND CLASS ATTENDANCE

Faculty should inform students who miss class because of participation in co-curricular activities that they will be responsible for the materials covered during their absence.

## VI. PARTICIPATION IN ACADEMIC CEREMONIES

The focal point of an Otterbein College education is upon the special relationships that develop between faculty members and students in and outside the classroom. It is expected that faculty will want to continue to express that special educational relationship by participating in the few formal academic ceremonies that are part of each college year.

## VIII. COPYRIGHT POLICY STATEMENT

In using copyrighted print and non-print instructional material, Otterbein College conforms to the Copyright Law as revised in 1978, Section 107 defines "fair use" of copyrighted materials. Under this section the following are permitted.

PRINT MATERIAL -- single copies of the following may be made:

- A. A chapter from a book.
- B. An article from a periodical or newspaper.
- C. A short story, short essay, or a short poem.
- D. A chart, graph, diagram, drawing, cartoon, or picture from a book, periodical or newspaper.

VIDEO -- off-air recording simultaneously with broadcast. The tape may be retained for a period not to exceed 45 days after the date of recording. However, the tape can be shown ONLY ONCE and repeated ONLY ONCE during the first 10 CONSECUTIVE SCHOOL DAYS in the 45 day period.

COMPUTER SOFTWARE -- One copy may be made for safety back-up or archival purposes ONLY.

Duplication or use of copyrighted material outside these guidelines constitutes a violation of the Copyright Law, and places the individual and the institution in legal jeopardy.

For a detailed description of the Copyright Law, please refer to the "Otterbein College Copyright Policy" brochure distributed to all faculty.



## ADDENDUM A

### IMPLEMENTATION OF THE POLICIES AND PROCEDURES IN THE 1989 FACULTY MANUAL

1. The contractual relationship of Otterbein College to all new persons appointed to the faculty after July 1, 1989, will be guided by the policies and procedures of this manual.
2. With the exception stated in #3 below, faculty who change their current contractual relationship with the College, or who are renewed at the end of an existing term agreement, will be evaluated by the policies and procedures of the 1989 manual. Specifically, the following two categories of faculty are affected:
  - a. Those who move from a renewable term appointment to a tenure-track and thus change their contractual relationship with the College will be reviewed under the policies and procedures of the 1989 manual.
  - b. The contractual relationship of the College and all faculty whose renewable term appointments are renewed with the 1989/90 academic year and thereafter will be guided by the "Contract Renewal Criteria," "Termination of Service" and "Appeals Procedures: General Provisions" sections of the 1989 manual. The only affect of this is to include institutional need as an annual consideration in the issuance of a contract to a faculty member on a renewable term appointment. It means that institutional need is a criterion in the annual contract renewal of all faculty categories -- tenured, tenure-track and renewable term -- whereas in the existing document it could not be considered in annual contract renewal for faculty on a renewable term appointment until that term was completed.
3. The criteria for promotion for all members of the Otterbein faculty as of June 30, 1989, will be those in the 1982 faculty manual.
4. Similarly, the criteria for tenure for all faculty in a tenure-track appointment as of June 30, 1989, will be those in the 1982 faculty manual.

5/1/89

## APPENDIX A

### AFFIRMATIVE ACTION POLICY of OTTERBEIN COLLEGE

#### I. INTRODUCTION

As an institution Otterbein College is committed to the concept of equal rights for all. Since the practice of discrimination in our society has been continued for so long and its effects are long-lasting, a policy of neutrality toward discrimination is not sufficient. Rather, a policy of Affirmative Action must be adopted which requires all institutions to determine if they have met their responsibilities to recruit, promote, and reward minority groups and women to a degree consistent with their availability and merit.

Otterbein College, as an institution of higher learning, an employer, and an influential member of the community, stands committed to a policy of Affirmative Action. We undertake this action not because of a legal requirement but because we firmly believe it is right and proper that we do so. This Affirmative Action Policy is intended to expand our efforts to insure equality of education and employment at Otterbein College.

#### II. AFFIRMATIVE ACTION POLICY

The policies stated in the section are divided into four parts. Part A describes general policies which are applicable to all functions of the College while each of the other three parts applies specifically to a group or function within the College.

##### A. General Employment Policy.

1. In seeking to fill positions, each department or administrative unit shall conduct a review in conjunction with the Affirmative Action Officer (Chairperson, Affirmative Action Committee) to determine if and to what extent minorities and women are underutilized. As stated in the Federal Guidelines for Affirmative Action Programs, "underutilization is defined as having fewer minorities and women in a particular job classification than would reasonably be expected by their availability." Each department or administrative head is responsible for securing current information as to availability of minorities and women in the field. All departments should then proceed in such a way that minorities and women will have adequate opportunity to be considered. After opportunity has been given for present employees to apply, the position shall be advertised in appropriate media and with appropriate organizations. This policy acknowledges that more aggressive pursuit of minorities and women applicants may be necessary in some areas.

2. No policy shall be established which prohibits employment of two members of the same family provided no supervisor-employee relationship exists between them.

3. Women shall not be penalized in conditions of employment because of required time away from work for childbearing.

4. There shall be no differences in retirement age between male and female employees.

5. Salaries shall not reflect discrimination based on sex, gender, race, national origin, religion, sexual orientation, or political affiliation.

6. Hiring and promotion policies shall make no distinction between married and unmarried persons.

B. Affirmative Action for Academic Employment.

1. Hiring of academic administrative personnel shall be done by the President of the College in consultation with the Vice President for Academic Affairs and the Personnel Committee of the College Senate. The Vice President for Academic Affairs, as Chairman of the Personnel Committee, and the Affirmative Action Officer shall work with the President and other Vice Presidents to assure that in the employment of academic administrative personnel all affirmative action procedures adhered to by the College are followed. Final approval of all academic administrative appointments rests with the Board of Trustees.

2. Hiring of teaching personnel shall be done by the President of the College in consultation with the Vice President for Academic Affairs, the Personnel Committee of the College Senate, and the chairperson of the department in which the vacancy exists. Final approval of all teaching appointments rests with the Board of Trustees.

3. The chairperson of the department is responsible for listing the qualifications of the individual necessary to fill the vacancy. The chairperson is also responsible for insuring that the stated qualifications are justified and do not contain prejudices which tend to categorically exclude minorities and/or women. The Vice President for Academic Affairs in consultation with the department chairperson shall decide when a vacancy exists in a department.

4. All persons interviewed for positions shall be informed that Otterbein is an equal opportunity employer.

5. All interviewers shall file a report of the interview with the Vice President for Academic Affairs on the form provided.

6. When a vacancy occurs, as determined by the President and the Vice President for Academic Affairs, the job description and other pertinent information will be distributed to all employees. Simultaneously, the position search will be advertised outside the College in media which reach minority and women populations.

7. Applications, reports of interviews and a statement of action taken (including reasons for non-employment where appropriate) shall be kept on file in the office of the Vice President for Academic Affairs for a period of two years.

C. Affirmative Action for Non-Academic Employment.

1. Hiring of non-academic professional staff and of hourly staff personnel shall be done by the President of the College in consultation with the area Vice President.

2. Each department shall maintain up-to-date job descriptions for each non-academic job category in the department. The description shall list the skills necessary to fill the job along with the benefits associated with the job.

3. Each applicant for a job shall be informed that Otterbein is an equal opportunity employer.

4. An interviewer of an applicant shall file a report of the interview on the appropriate form with the Vice President for Business Affairs.

5. Applications, reports of interviews and a statement of action taken (including reasons for non-employment where appropriate) shall be kept on file in the Office of the Vice President for Business Affairs for a period of two years.

6. When a vacancy occurs, as determined by the President and the area Vice President, the job description and other pertinent information shall be distributed to all employees. Each employee shall then be given an opportunity to apply for the job before it is advertised outside the College in media which reach minority and women populations.

D. Affirmative Action for Student Enrollment.

1. Otterbein College does not discriminate on the basis of race, creed, gender, sexual orientation, national origin, age, political affiliation, or disabling condition in considering students for admission to the College.

2. Otterbein College does not discriminate in regard to race, creed, gender, sexual orientation, national origin, age, political affiliation,

tion, or disabling condition in its financial aid policy.

3. The Director of Minority Enrollment is responsible for the development and implementation for a Plan of Action with the goal of improving the diversity of the student population.

### III. IMPLEMENTATION OF AFFIRMATIVE ACTION POLICY

#### A. Responsibility

1. Overall responsibility for the Affirmative Action policy lies with the President of the College.

2. Responsibility for implementing the policy has been delegated to the Vice President for Academic Affairs (academic personnel) and the Vice President for Business Affairs (non-academic personnel). The Vice President for Academic Affairs shall serve as Affirmative Action Officer of the College.

3. All area vice presidents, department chairpersons and supervisors shall be responsible for carrying out the Affirmative Action policy in their departments.

4. Each vice president mentioned above shall keep documentation of all Affirmative Action efforts under their jurisdiction.

5. The Affirmative Action Committee (see Appendix) shall review the policy each fall and report to the College President on its progress.

#### B. Dissemination of Information

Success of this Affirmative Action Plan requires the cooperation and support of all members of the Otterbein community. In addition, the larger community in which Otterbein exists needs to be aware of our efforts in this direction. Toward these ends the following guidelines are established:

1. A program of consciousness raising with regard to minorities and women shall be devised for both academic and non-academic employees. This shall include opportunities for discussion led by an individual who is knowledgeable about the problems encountered by these groups.

2. A complete copy of the Affirmative Action Policy shall be given to all Otterbein College employees at the time of their hiring and to students at initial matriculation.

3. Equal opportunity posters and age discrimination posters shall be permanently displayed in the primary employment and interviewing area.

4. The College Affirmative Action policy shall be discussed during all employee and student orientation programs.

5. A summary of the College non-discriminatory policy shall be posted on bulletin boards in prominent locations.

6. A report of all policy changes by the Affirmative Action Committee shall be published in the on-campus newsletter and in the Tan and Cardinal (student newspaper).

7. All advertisements for employees shall be accompanied by the phrase "Equal Opportunity Employer."

5/24/91

Sexual Harassment Policy  
Otterbein College

I. General Policy on Sexual Harassment:

Consistent with its heritage as a Christian Liberal Arts College, Otterbein College strives to maintain an academic and working environment based on the principle of the dignity and worth of every human being. The intimidation, harassment, or abuse of any person based on gender or on sexual preference is a violation of this fundamental principle of the College community. The issue in sexual harassment is not sexual practices in themselves but the coercion and inappropriate use of power.

While a particular interaction must be offensive and unconsented to be defined as harassment, faculty members and other individuals in positions of authority should be sensitive to the questions about mutuality of consent that may be raised and to the conflicts of interest that are inherent in personal relationships where professional and educational relationships are also involved.

The College does not condone and will not tolerate such sexual intimidation, harassment, or abuse. Such behaviors violate the privacy and dignity of individuals, and are in violation of federal and state laws. The College endorses the Equal Employment Opportunity Commission and guidelines (April 1980) and the definition of sexual harassment employed herein is that of EEOC.

Reprisals against a staff member or a student for reporting sexual harassment are also against College policy. Of primary concern is the protection of human rights, especially personal safety, dignity, and self-respect. Every attempt will be made to protect any victim from further harassment or injury. Only when responsible steps have been taken to protect the victim will attempts be made to confront the accused and impose sanctions if appropriate. Strict confidentiality will be maintained, and records of unsubstantiated cases will be destroyed. False accusations of sexual harassment may constitute intimidation and harassment. They violate College policy and will be treated according to the guidelines outlined in this document.

II. Policy Guidelines:

A. Definition. For purposes of this policy and guidelines, sexual harassment is defined as follows:

1. Sexual harassment of a student by a faculty or staff member:

Unwelcome sexual advances, requests for sexual favors, or other verbal, pictorial, or physical conduct of a sexual nature constitute sexual harassment of a student by a faculty or staff member when:

- a. Submission to such conduct is made either explicitly or implicitly a term or condition of a student's access to a course of co-curricular activity or to the faculty or staff member's other legitimate services (e.g. advising, provision of letters of recommendations, etc.), OR

### III. Grievance Procedures :

These procedures are designed to allow for sufficient flexibility in order to deal with the possible wide range of incidents which fall under the term, sexual harassment. Most grievances should be resolved through discussion. Individuals\* are encouraged to engage in direct discussion with faculty, staff, or students in an attempt to resolve the problem. If such discussions or other informal attempts at resolution fail, the individual may follow the formal procedures.

1. Any individual who feels he/she has been sexually harassed should be encouraged to discuss the incident(s) with a faculty/staff person with whom he/she feels comfortable. The members of the Affirmative Action Committee are available to provide support and counsel. This discussion should assist in determining the validity of the charge and the scope of the problem. A list of additional campus resources for personal counseling will be provided along with this document in the Campus Life Handbook.
2. If there is a basis for such a charge, the complainant should write out a complete complaint of the incident(s) in as much detail as possible. Any faculty or staff person may assist in preparing the initial complaint. This complaint shall be submitted to the Affirmative Action Officer within three (3) weeks of the incident(s). This complaint shall be kept in strictest confidentiality by the Officer.
3. The Affirmative Action Officer shall review the information to determine if there is a case. The Officer, with full knowledge and permission of the aggrieved person, will contact the accused person and request a written report of the alleged incident. This report should be received within five (5) working days. A copy of the report will be given to the accused.
4. The Affirmative Action Officer will meet separately with the individuals in an effort to clarify and understand the written descriptions of the alleged event and determine if there is a reasonable basis for referring it to the Grievance Committee.
5. Following a review of both reports, the Affirmative Action Officer may:
  - a. Determine that the information available does not constitute reasonable grounds for a case of sexual harassment;
  - b. Determine from the information available that grounds for a possible sexual harassment case do exist and refer the case with written reports to the President with the recommendation that a Grievance Committee be convened. The written statements will be referred to the Chairperson of the Grievance Committee for Sexual Harassment. Both the aggrieved and the accused persons will be given written notice that the Grievance Committee will hear the case;

\* Individuals may refer to student, faculty member, staff member.



- e. The decision of the Committee will be determined by secret ballot and majority vote and reported in writing within five (5) days of the conclusion of deliberations. There are no abstentions. If a member of the Committee wishes to write a minority opinion, it should be done, and the report shall accompany the recommendation.
  - f. The Affirmative Action Officer may be present at the hearing as an interested observer but may not be present when the decision of the Grievance Committee is being made.
  - g. If the Committee has voted that sexual harassment has occurred, the report is submitted to the President by the Chair within five (5) working days. Copies of the report shall also be given to both parties. The President shall initiate the appropriate College procedure for further action. See appropriate sections of Campus Life Handbook, Faculty, Administrative and Staff Manuals.
  - h. If the Committee has voted that sexual harassment has not occurred, the Chair notifies the persons involved, the Affirmative Action Officer and the President. Further proceedings are terminated. In the event of such action, no reflection of the incident will be a part of the records of student, staff, or faculty member. All records will be destroyed following time allowed for appeals. Copies of the report shall be given to both parties and the President.
  - i. Either party has the right to appeal the decision of the Grievance Committee to the President within five (5) working days following the notification.
  - j. The individual bringing the charges may petition to terminate the proceedings at any stage by so notifying the Affirmative Action Officer. Following an evaluation of such a petition he will respond to the individual within five (5) working days.
3. The time elapsed during the entire grievance procedure from receipt of the written complaint to the final disposition of the matter, shall not exceed sixty (60) days.

## APPENDIX C

### ARTICLE XVII, OTTERBEIN COLLEGE BY-LAWS, PERSONNEL APPEALS HEARING

#### COMMITTEE

SECTION 1. MEMBERSHIP: FIVE TENURED FACULTY MEMBERS, NOMINATED IN ACCORDANCE WITH THE PROVISIONS OF ARTICLE IV, SECTION 5, AND ARTICLE XIV, BUT THESE PROVISIONS SHALL INCLUDE THE REQUIREMENT OF INITIAL NOMINATION BY PETITION SUPPORTED BY TWO FACULTY MEMBERS. NONE OF THE MEMBERS MAY BE A TRUSTEE, A DEPARTMENT CHAIR, AN ADMINISTRATIVE OFFICER, OR A MEMBER OF THE PERSONNEL COMMITTEE OR ITS SUBCOMMITTEE ON SABBATICAL LEAVES.

SECTION 2. THE PERSONNEL APPEALS HEARING COMMITTEE SHALL HEAR GRIEVANCES RELATED TO ACADEMIC FREEDOM, OR ADVERSE DECISIONS RELATED TO RETENTION, TENURE, PROMOTION, OR LEAVES WHEN IT IS ALLEGED BY THE AGGRIEVED PERSON MAKING THE APPEAL THAT DECISIONS RESULTED FROM PREJUDICE, FORMS OF DISCRIMINATION PROHIBITED BY STATE OR FEDERAL LAW, OR INSUFFICIENT REGARD FOR FUNDAMENTAL STANDARDS OF FAIRNESS INHERENT IN DUE PROCESS.

SECTION 3. APPEALS BY NON-TENURED FACULTY, CONTESTING NON-REAPPOINTMENT, MAY NOT BE BASED ON DISAGREEMENT WITH JUDGMENT OF QUALIFICATIONS OR INSTITUTIONAL NEEDS. THE AGGRIEVED PARTY MEETING THE QUALIFYING STANDARDS IN SECTION 2 SHALL BE GIVEN THE RIGHT TO APPEAR BEFORE THE PERSONNEL APPEALS HEARING COMMITTEE. THE COMMITTEE WILL MAKE ITS REPORT AND RECOMMENDATION TO THE BOARD OF TRUSTEES THROUGH THE PRESIDENT.

SECTION 4. DUE PROCESS STANDARDS TO BE FOLLOWED BY THE PERSONNEL APPEALS HEARING COMMITTEE SHALL BE STATED IN THE FACULTY MANUAL AND SHALL BE SUBJECT TO THE REVIEW PROCEDURES REGARDING PERSONNEL POLICY STATEMENTS AS OUTLINED IN THE BY-LAWS ARTICLES CONCERNING THE FACULTY COUNCIL AND THE PERSONNEL COMMITTEE.

SECTION 5. AS QUALIFIED BY SECTION 6, THE PRESIDENT SHALL TRANSMIT TO THE BOARD OF TRUSTEES OR ITS EXECUTIVE COMMITTEE A FULL REPORT OF THE PERSONNEL APPEALS HEARING COMMITTEE. IF THE BOARD CHOOSES TO REVIEW THE CASE, ITS REVIEW SHALL BE BASED ON THE RECORD OF THE PREVIOUS HEARING, AND IF NECESSARY, FURTHER ARGUMENTS BY THE PRINCIPALS OR THEIR REPRESENTATIVES. IF A DECISION TO OVERRULE THE PERSONNEL APPEALS HEARING COMMITTEE IS MADE, A SPECIAL COMMITTEE APPOINTED BY THE BOARD OR ITS EXECUTIVE COMMITTEE MUST HEAR THE ENTIRE CASE UPON THE REQUEST OF THE FACULTY MEMBER.

(Continued on the Reverse Side)

## APPENDIX D

### *DRUG FREE WORKPLACE POLICY*

The following policy is created to comply with the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226), which requires the College to sign a certification in order to receive any Federal funds. The College must show that it has adopted and implemented a program to prevent the illicit use of drugs and the abuse of alcohol by students and employees.

At a minimum, the College's compliance Program must include the annual distribution of five descriptive statements prescribed by PL 102-226 to each student and employee. There is no distinction between full-time and part-time, permanent or temporary.

The use, possession, sale or distribution of alcohol, illegal drugs or improper or abusive use of legally prescribed drugs, or other intoxicating substance by employees while working or while on College premises is prohibited.

For the purpose of this policy, illegal drugs include narcotics, hallucinogens, depressants, stimulants, other substances (e.g., LSD, PCP, Cocaine, Marijuana, etc.) which can affect or hamper the senses, emotions, reflexes, judgment or other physical or mental activities, and controlled medication not prescribed for personal treatment by a licensed physician to address a specific physical, emotional or mental condition. For the purpose of this policy, medication or prescribed drugs are drugs an individual is taking under the direction of a licensed physician to address a specific physical, emotional, or mental condition.

Subject to the limitations in this paragraph, drug or alcohol testing may be required for any individual employee in any position, for cause, as directed by the appropriate Vice President or his/her designee. An employee may be required to undergo such testing immediately with the appropriate Vice President or his/her designee if it is determined there are objective indications of behavior, demeanor, speech, appearance, breath, or job performance which create reasonable suspicion that the employee has been impaired by drugs or alcohol while in the scope of his/her employment by Otterbein College; when an employee is involved in a work-related accident, causing injury to a person or damage to property, for which drug or alcohol impairment may reasonably have been a contributing factor.

An employee who refuses to sign a consent form to allow testing with test results to be presented to the appropriate

## APPENDIX E

### CHAIRPERSON'S HANDBOOK

1990/91

**POSITION DEFINITION.** The department chairperson is a member of both the faculty and the administration. In the dual roles the individual is the liaison between departmental faculty and the central administration, with a particularly close supporting relationship to the academic dean.

The chairperson's dual roles mean that each will be expected to continue meeting in an exemplary way the teaching, research and service responsibilities of faculty members, while taking on the additional administrative tasks described below. In recognition of the increased professional commitment of chairpersons, the dean negotiates with each one an appropriate reduction in teaching load and recognizes leadership contributions in the personnel reward system.

Because they participate actively in the curriculum, personnel and budgetary processes and procedures with the College, chairpersons hold pivotal appointments in the life of the institution. The intent of this handbook is to facilitate the implementation of their responsibilities and as a result make us all better servant-leaders of the faculty and students at Otterbein.

I. PERSONNEL.

A. Tenure. Promotion. Renewal of Term Appointments.

It is difficult to think of any decisions we make as faculty which are more important than those related to our faculty colleagues with whom we work. The 1989 Faculty Manual describes in great detail the criteria to be used and procedures, including calendar deadlines, we must follow in making decisions on tenure, promotion and renewal of term appointments. Failure to evaluate colleagues by the criteria or to meet calendar deadlines not only raises the specter of inequity in the professional review of colleagues but also opens you and the College to potential litigation.

The heart of our personnel evaluation system is peers evaluating peers. Consequently, each department should appoint a tenure and promotion committee composed of a minimum of three members, including the chairperson. All tenured members of the faculty should serve on this committee and at least one untenured faculty may be part of it. The Committee may solicit written comments about the candidate from all department members. In departments in which the size and/or faculty composition preclude organizing a committee in this way, after consultation with the academic dean, the chairperson will appoint a committee that includes appropriate faculty from collateral departments.

Each faculty member being considered for tenure, promotion or renewal of term appointments must be evaluated by a department committee. Using the criteria enumerated in the Manual, the committee will send to the Personnel Committee by the deadline established in the same Manual a recommendation with rationale on the future personnel status of the faculty member being reviewed. The department chairperson may or may not chair the review committee. The chairperson has the prerogative to prepare a review report which is independent of that of the committee. In all cases, the candidate being evaluated must receive a copy of the recommendations being sent to the Personnel Committee.

B. Annual Faculty Review.

Using the form provided by the dean's office, department chairpersons must conduct an annual performance evaluation of each member of the faculty. After consulting with the person reviewed and giving each a chance to respond in writing, the chairperson's and faculty member's statements are to be sent to the dean's office. Since these reports are used by the dean and chairperson in determining annual salary adjustments, they must be in the dean's office

by May 1, preferably earlier. During the first week of May, each chairperson will meet with the dean to discuss the performance of each department member.

Annual faculty reviews must use data secured from the faculty person, classroom visitations by the chairperson and other colleagues, and at least two formal student teacher/course evaluations. The goal of the annual faculty review, in addition to assistance in determining salaries for the next academic year, is primarily formative. That is, faculty members and chairpersons should discuss the evaluative data collected from a number of sources and agree upon professional goals for the following year and the formative steps that will be taken to achieve them.

Chairpersons are reviewed annually both as teaching faculty and departmental administrators. The faculty evaluation will be based upon the data and criteria used in the review of all faculty. While the chairperson, department members and dean will consult on the methodology and criteria used in evaluating chairpersons as administrators, the following are the primary issues for consideration:

1. Effectiveness in dealing with personnel issues such as hiring of new faculty, administration of faculty personnel policies and procedures, and informal daily professional relationships between and among department colleagues.

2. Leadership in the continuing development of the curriculum. Openness to innovative approaches to it and to instructional methodologies.

3. Vision for the department. What is the plan, the goals, toward which the department is working over the next three to five years?

4. Miscellaneous considerations: How effective is the chairperson in administering the budget, in supporting formative faculty development, in advocating the department's needs, in supporting the teaching, research and service responsibilities of the faculty?

Only persons being considered for tenure and renewal of term appointments will be given summative evaluations. Even then, they should be conducted with the goal of contributing to the formative development of the faculty member. The materials collected and recommendations submitted by the department for persons being evaluated for summative purposes will complete the annual review obligation of the chairperson and that individual.

### C. Faculty Searches.

By October 15, departments will submit to the dean's office requests, with rationale, for additional or replacement faculty. The dean will review these with the President and inform the chairperson of the disposition by 1 November.

If authorization is given to conduct a search, the chairperson and dean will consult on the text of the position announcement, closing date for applications, and publications in which to announce the search. As the chairperson and department prepare the position description, consideration should be given to the three to five year curriculum plan, to current personnel resources and the need for an individual to fill an uncovered area of the discipline, and the degree distribution of faculty.

In all cases affirmative action/equal employment opportunity policies and procedures must be followed, and we must be able to document compliance with them.

Until sufficient support staff at the department level is available, applications will be collected in the dean's office. (Departments may choose to have applications sent directly to the department chairperson. Should that occur, the chairperson will be responsible for all correspondence with applicants, after approval from the dean's office handle all travel, lodging and board arrangements for candidates brought to campus, and document compliance with AA/EEO guidelines.) As soon as the application deadline arrives, the dean's office will turn over to the department chairperson the resumes of all candidates. After review by a department search committee, the chairperson and the dean will agree upon a maximum of three candidates to invite to campus for interviews. Unless responsibility is assumed by the department as described above, the dean's office will work with the chairperson to arrange the visit of each candidate.

During the visit, which preferably should be one complete day but may be extended to a second if the department feels that time is needed, candidates should meet with the President, dean, and members of the Personnel Committee but spend most of their time with members of the department. Many departments find that a presentation to a class and/or assembled faculty is useful in evaluating applicants. While the College does not want to short-circuit the interviewing process, as administrators of the College's budget chairpersons are expected to be prudent in scheduling the length of the visit and in hosting them at lunches and dinners.

When the interviews are completed, the department will recommend its top selection to the dean. If several applicants are acceptable, the department should rank order them. After the chairperson and dean review the recommendation and discuss issues such as salary, rank, and faculty status, the dean will contact the individual and negotiate the terms of an offer. Assuming success, the search is completed when the candidate returns a signed contract to the dean's office. If this does not occur, or the department and College do not identify an acceptable potential faculty member, the search process must begin again.

#### D. Part-time Faculty.

With the increase in the number and types of academic programs offered by Otterbein has come increasing dependence upon the use of part-time faculty. The 1989 Faculty Manual includes a section on this important segment of our faculty. It specifies appointment and evaluation procedures, the responsibilities of part-time instructors, and the fringe benefits for which they are eligible.

Chairpersons are responsible for identifying and employing the part-time faculty. Chairpersons should work directly with the Director of Continuing Studies in establishing the conditions of employment for each lecturer. The dean's office will provide all the support it can, too, in the successful selection of part-timers. In each case we expect to employ persons who meet the academic standards of the College set by the full-time faculty.

As much as possible, chairpersons should integrate part-time faculty into the activities of the department. In particular, we must invite them to academic events such as the Fall faculty conference and interterm seminars so that they hear and contribute to discussions of issues confronting Otterbein and higher education today.

## II. CURRICULUM.

### A. Review.

One of the measures of the academic integrity of the College is its curriculum. The departments are the generators of the standards expected of students who enroll in the courses and claim majors, minors or concentration in each area. As the leader of the department, the chairperson is responsible for certifying to the College community that its curriculum reflects contemporary scholarship, is presented through the use of teaching methodologies that facilitate student learning, and prepares students for the next steps in their professional lives.



This means that the chairperson should lead an annual informal review with department faculty on the state of the curriculum. As mandated by the Curriculum Committee, every five years the department will undergo an extensive internal and external curricular evaluation. Recognizing that some departments are reviewed, as well, by external professional associations, the College will coordinate these evaluations with those mandated internally. In all reviews of the curriculum, the chairperson is responsible for their successful implementation and outcome.

Guidelines for the five year reviews continue to be refined by the Curriculum Committee, but the Committee chairperson and dean are prepared to assist chairpersons in establishing the procedures and format for the final report. Changes in the department curriculum resulting from the five year study, as well as any alterations proposed after the annual review, move from the department through Otterbein's formal governance procedures. Again, the chairperson represents the department through these formal procedures.

#### B. Scheduling of Classes.

Our curriculum becomes alive for our faculty and students through the scheduling of classes in mutual cooperation with the Registrar and the Director of Continuing Studies. The chairperson's role in the process is pivotal to the success of our academic program. In meeting that responsibility many factors come into play, including the availability of appropriate faculty for teaching the classes (sabbatical leaves must always be considered in building a schedule) and the need for students to enroll in the courses required to complete the department's program.

An equally important consideration when developing a schedule is Otterbein's commitment to the liberal arts, expressed very clearly by the Integrative Studies program and the requirements in it which are pre-requisites for graduation. Department chairpersons must work closely with the I.S. chairperson in making certain that courses are scheduled that enable students at all status levels to meet the I.S. requirements.

To make the best use of its resources, occasions may arise when low enrollment in a course requires its cancellation. As a general guideline, department chairpersons should discuss with the Registrar and Director of Continuing Studies day classes enrolling fewer than five students and evening classes with less than seven. Courses with fewer than five and seven respectively will be cancelled, although appeals to the dean are considered.

### III. Budget Management.

By December 1 of each academic year, department chairpersons will submit to the dean's office a proposed budget for the next fiscal year. The maximum increase in operating lines will be determined by the Vice President for Business Affairs. While chairpersons have the opportunity to shift allocations from one line to another, the total budget should not exceed the original plus approved percentage growth. Rationale should be provided for increases beyond the authorized per cent and for totally new requests.

Requests for new non-faculty staff positions or adjustments in grade levels/titles of existing staff should be submitted with the annual budget proposals. Again, rationale must be provided, including documentation that the new position or title adjustment carries the responsibilities expected by the College for that level of appointment.

All of us who administer budgets are responsible for keeping within the authorized allocations. Again, shifts may be made among the operating lines, but for the fiscal health of the College we must not exceed the total operating budget. If a chairperson realizes at some point during the fiscal year that the budget may be insufficient to meet unexpected developments in the department, discussions should be held as soon as possible with the dean.

### IV. Other Responsibilities

#### A. Faculty Development.

Chairpersons and the dean share a responsibility to support faculty in their professional development. Using the data provided by a number of evaluation sources and our own interaction with faculty colleagues, the annual review should include a description of goals for the coming academic year. When agreed upon by the chairperson and the faculty person, they become the professional development program for the year and are among the criteria used in the annual review the following year. The dean is prepared to provide the College resources available to support individual faculty development programs and looks for assistance from chairpersons in allocating them.

#### B. Advising.

In conjunction with teaching, effective advising of students is one of the primary professional responsibilities of the Otterbein faculty. Because students are the focus of our educational program, we have an obligation to

provide them with effective advising. Consequently, it is important that chairpersons monitor the quality of advising given by each department member. The level of that quality should be discussed at each annual performance review.

While most advising responsibilities are met during the course of the year, chairpersons will be asked to provide faculty advisers for summer orientation weekends which occur on one Saturday in July and another in August. Similarly, students entering the College in the January term will need to meet with an adviser during the December interterm.

Chairpersons of large departments may want to consult with the Associate Academic Dean in assigning advisees in order to balance advising loads in the department or to assign students to department members who work particularly well with special groups (e.g., "undecided," special areas within the discipline.).

#### C. Admission.

In cooperation with the Admission office, chairpersons should gain an understanding of, and when appropriate be involved in, recruitment activities. This does not mean that the chairperson must be the department's sole representative at every admission function. The chairperson is responsible, however, for enlisting departmental support for recruitment activities.

#### D. Grants.

While the teaching, advising and committee load carried by Otterbein faculty is heavy, chairpersons should encourage department faculty to work with the Director of Grants and Special Projects in preparing proposals to enrich the curriculum, support faculty development, or secure equipment that might not be available through the general fund.

#### IN CONCLUSION

There are probably other expectations of chairpersons which should be addressed in this handbook, but to continue might erode the goal of an overview of the responsibilities of chairpersons. If specific issues are not addressed here, it is most likely that they are in another College publication. The monthly chairpersons meetings provide opportunities, too, to discuss matters that cannot be anticipated no matter how detailed a handbook. The intent of this document, then, is to clarify the general parameters of the important work chairpersons do for the College. That is recognized with grateful appreciation.

### *GUIDELINES AND TIME TABLE FOR CHAIR EVALUATIONS*

Having described the position of chairpersons, the next steps in strengthening this important responsibility in the administration of the College's academic programs are to provide guidelines for evaluating chairpersons and to establish a time table for performance review of persons holding the positions.

The rationale for a time table is the decision by the College to appoint chairpersons to five year terms. During the fifth year of the term the department, Personnel Committee, chairperson and dean will evaluate the chair's performance and recommend to the President appointment to another five year time or the selection of another person to chair the department. The five year review will provide the chairperson the opportunity to assess his/her own desire to continue in that position. The goal for this procedure for chairing the department is, of course, to enhance the leadership of each academic program of the College.

What follows are the guidelines for chairperson evaluation, to which, if mutually agreed, the department and chairperson may add quantitative or qualitative measurements of their own, and a review calendar. While we begin with this calendar, changes in chairpersons not related to reviews will quickly alter it. The five year term begins with the appointment of the person to the position.

Should the department or College have special concerns with a chairperson's leadership between five year reviews, the dean may request that an evaluation occur before the end of the term.

#### GUIDELINES: CHAIRPERSON EVALUATION

##### 1. PERSONNEL ISSUES:

How effective is the person in meeting the student and faculty personnel crises that occur inevitably in any organization; how skilled is the individual in dealing positively with personnel in the department, especially in rejuvenating the teaching and professional development of faculty who may feel "burned out" or disgruntled with the College?

Does the chairperson seek to hire the best person available when an opening occurs or is the goal to clone the existing department profile?

How effective is the chairperson in administration of the faculty and staff evaluation program? Even though agreement on an evaluation might not occur in each case, do faculty see evaluations as being conducted in a fair, equitable manner? Does the chairperson support actively formative faculty development, as well as meet responsibilities for summative reviews?

2. CURRICULUM:

Does the chairperson lead in an annual discussion of the appropriateness and effectiveness of the curriculum, even when a formal review is not being conducted? Does the chairperson lead in keeping the curriculum current with pedagogical and research advances in the discipline? Is the chairperson open to advocating these advances, even if opposition may occur?

3. VISION:

Does the chairperson demonstrate vision for the department, asking questions and developing plans for where it might be in 3 or 5 years? Is the chair looking to the future or is the individual stuck in the past or the present?

4. MISCELLANEOUS ISSUES:

Effectiveness in administration of budget; in supporting the College's student recruitment efforts; in encouraging scholarship in both pedagogy and discipline; in challenging the dean when necessary and supporting when possible?

REVIEW CALENDAR: CHAIRPERSONS

1991-92: FOREIGN LANGUAGES  
INTEGRATIVE STUDIES

1992-93: LIFE/EARTH SCIENCES  
MATH/COMPUTER SCIENCES  
MUSIC  
NURSING

1993-94: HEALTH/PHYS. EDUC-MEN  
HEALTH/PHYS. EDUC-WOMEN

1994-95: RELIGION/PHILOSOPHY  
SOCIOLOGY  
SPEECH COMMUNICATION  
THEATRE/DANCE

1995-96: BADM/ACCT/ECON  
CHEMISTRY  
EDUCATION  
PHYSICS  
PSYCHOLOGY  
VISUAL ARTS

1996-97 ENGLISH  
EQUINE SCIENCE  
HISTORY/POLITICAL SCIENCE

7/19/91

ACADEMIC YEAR DEADLINES FOR DEPARTMENT CHAIRPERSONS

- OCTOBER 1: Request for new and replacement faculty positions due in dean's office.
- NOVEMBER 1: Letter of evaluation must be included with sabbatical proposals being submitted by department members.
- DECEMBER 15: Operating budget requests due in dean's office.
- END OF FIRST WEEK OF WINTER QUARTER: Completed professional dossiers for those being considered for tenure and promotion due in dean's office.
- MARCH 1: Completed professional dossiers for those being considered for renewal of term appointments due in dean's office.
- MAY 1: Annual performance evaluation of faculty members not being considered for tenure, promotion or renewal of term appointment due in dean's office.
- MAY 1-15: Schedule meetings with dean to review faculty evaluations and to recommend salary increments.
- JUNE 30: Departmental Annual Report due in dean's office.

7/19/91

## SECTION THREE

### FRINGE BENEFITS

Following is a summary of the various benefits provided by the College to full-time members of the faculty. Any changes in any fringe benefits provided must be approved by the Board of Trustees upon recommendation of the Personnel Committee in consultation with the Faculty Council. More details on these programs may be obtained from the Business Office. Part-time faculty benefits are described in Section Five.

I. LIFE INSURANCE. All full-time employees who have completed one year of full-time employment participate in the life insurance program provided through E.I.I.A. The total cost of this insurance is paid by the college but the coverage only becomes effective after the employee has signed an application form indicating beneficiary(ies) at the business office. The amount of the insurance equals the annual regular earnings, excluding overload or other special payments, and is determined to the nearest thousand dollars. Shortly after enrolling, each employee receives a certificate of coverage. An equal amount of accidental death and dismemberment coverage is provided and full paid by the College.

II. MEDICAL INSURANCE. Otterbein College provides two health insurance plans in which both individual and family coverage options are available to all full-time faculty.

Application must be made at the Business Office within 30 days after date of employment or within the annual open enrollment period held in May/June each year.

The College pays the total premium for the employee in the E.I.I.A. plan or an equivalent dollar amount for the other health plan options.

Information about medical and dental plans can be secured from the Office of the Vice President for Business Affairs.

The following plans are currently available to the faculty:

1. E.I.I.A. Traditional Plan - Health Insurance with a deductible.
2. Health One- Health Maintenance Organization

III. DENTAL INSURANCE. Dental insurance is available with the same eligibility required as for the medical insurance. The College pays the premium for full-time employees.

#### IV. ILLNESS/DISABILITY.

A. Illness Provision. By definition, a long-term disability is not recognized for 30 days. In order to span this period from the beginning of an incapacitating illness to the beginning of payments from the disability insurance program, Otterbein has adopted the "illness provision" regulation.



**FACULTY MANUAL**  
**SECTION THREE - FRINGE BENEFITS**

**IV. ILLNESS/DISABILITY.**

A. Illness Provision. By definition, a long-term disability is not recognized for 30 days. In order to span this period from the beginning of an incapacitating illness to the beginning of payments from the disability insurance program, Otterbein has adopted the "illness provision" regulation.

If a disabling illness or injury occurs after the start of the full-time contract period, the college will pay the employee one full month's salary (1/12 of the contracted annual salary) for the first 30 calendar days following the onset of the illness or injury. If the effects of the illness or injury continue, the disability insurance payments will begin. If the individual is declared able by the physician to assume full-time duties prior to receipt of disability insurance payments, the President and the Academic Dean will, if necessary, assign appropriate work and will return the individual to the full salary pattern.

In computing disability periods, normal academic year college breaks should be counted the same as times classes are in session. If the injury or illness occurs during the summer period when faculty are not under contract, counting for disability purposes will begin on SEPTEMBER 1. Faculty disability during the academic year applies as stated above during the academic year. The faculty member may choose to resume the regular salary rate for the summer non-contract period after the first year of disability as prorated to the number of days of service provided by the individual. This is feasible since there are no duties during the non-contract summer break. After the first year, if the disability continues, the person will continue to receive payments and will not have a regular contract to prorate to the next summer break.

Otterbein College will continue paying its normal share of all premiums for medical, dental, disability, life insurance and retirement contributions which are in effect on the date of the disability to continue for one calendar month following the month the disability commences. If the employee wishes to continue the medical, dental, and life insurances by the first of the month after this date, premiums must be paid to the Business Office by the first day of each month. The College will continue its share of contributions to the disability insurance and the retirement plan at the percentage rate in effect on the date of disability.

B. Long-Term Disability Insurance. All full-time faculty who have completed one year of employment participate in the Long-Term Disability Insurance Program. The employee shares in the cost by contributing \$2.00 per month to the premium with the balance paid by the College. The employee must have signed an authorization and payroll withholding form at the Business Office before the insurance can go into effect. Employees who are injured off the job or who suffer a major illness may apply for total disability benefits which begin approximately 30 calendar days after the initial date of injury/illness. In general, the individual physician determines when a covered disability exists although a second opinion may be required. The long-term disability benefit, when added to Social Security and any other disability benefits to which an individual is entitled, provides a benefit of 60% of regular monthly salary. A detailed plan description is available from the Business Office.

V. MATERNITY LEAVE. Pregnancy and child birth will be treated as any other medical condition requiring absence from the campus. If the absence exceeds 30 calendar days, then the woman is considered to be on long-term disability and is eligible for insurance coverage (see SECTION FOUR, B.) The woman is assured of returning to the identical or similar faculty position within the College.

## **YOUR RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT OF 1993**

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons. Employees are eligible if they have worked for a covered employer for at least one year, and for 1,250 hours over the previous 12 months, and if there are at least 50 employees within 75 miles.

**REASONS FOR TAKING LEAVE:** Unpaid leave must be granted for any of the following reasons:

- to care for the employee's child after birth, or placement for adoption or foster care;
- to care for the employee's spouse, son or daughter, or parent who has a serious health condition; or
- for a serious health condition that makes the employee unable to perform the employee's job.

At the employee's or employer's option, certain kinds of paid leave may be substituted for unpaid leave.

**ADVANCE NOTICE AND MEDICAL CERTIFICATION:** The employee may be required to provide advance leave notice and medical certification. Taking of leave may be denied if requirements are not met.

- The employee ordinarily must provide 30 days advance notice when the leave is "foreseeable".
- An employer may require medical certification to support a request for leave because of a serious health condition, and may require second or third opinions (at the employer's expense) and a fitness for duty to return to work.

### **JOB BENEFITS AND PROTECTION:**

- For the duration of FMLA leave, the employer must maintain the employee's health coverage under any "group health plan".
- Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.
- The use of FMLA leave cannot result in the loss of any employment benefit accrued prior to the start of an employee's leave.

**UNLAWFUL ACTS BY EMPLOYERS:** FMLA makes it unlawful for any employer to:

- interfere with, restrain, or deny the exercise of any right provided under FMLA;
- discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or related to FMLA.

### **ENFORCEMENT:**

- The U.S. Department of Labor is authorized to investigate and resolve complaints of violations.
- An eligible employee may bring a civil action against an employer for violations.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

**FOR ADDITIONAL INFORMATION:** Contact the nearest office of the Wage and Hour Division, listed in most telephone directories under U.S. Government, Department of Labor.

If a disabling illness or injury occurs after the start of the full-time contract period, the college will pay the employee one full month's salary (1/12 of the contracted annual salary) for the first 30 calendar days following the onset of the illness or injury. If the effects of the illness or injury continue, the disability insurance payments will begin. If the individual is declared able by the physician to assume full-time duties prior to receipt of disability insurance payments, the President and the Academic Dean will, if necessary, assign appropriate work and will return the individual to the full salary pattern.

In computing disability periods, normal academic year college breaks should be counted the same as times classes are in session. If the injury or illness occurs during the summer period when faculty are not under contract, counting for disability purposes will begin on SEPTEMBER 1. Faculty disability during the academic year applies as stated above during the academic year. The faculty member may choose to resume the regular salary rate for the summer non-contract period after the first year of disability as prorated to the number of days of service provided by the individual. This is feasible since there are no duties during the non-contract summer break. After the first year, if the disability continues, the person will continue to receive payments and will not have a regular contract to prorate to the next summer break.

Otterbein College will continue paying its normal share of all premiums for medical, dental, disability, life insurance and retirement contributions which are in effect on the date of disability to continue for one calendar month following the month in which the disability commences. If the employee wishes to continue the medical, dental and life insurances after this date, premiums must be paid to the Business Office by the first day of each month. The College will continue its share of contributions to the disability insurance and the retirement plan at the percentage rate in effect on the date of disability.

B. Long-Term Disability Insurance. All full-time faculty who have completed one year of full-time employment participate in the Long-Term Disability Insurance Program. The employee shares in the cost by contributing \$2.00 per month to the premium with the balance paid by the College. The employee must have signed an application and payroll withholding form at the Business Office before the insurance can be put into effect. Employees who are injured off the job or who suffer a major illness may apply for total disability benefits which begin approximately 30 calendar days after the initial date of injury/illness. In general, the individual's physician determines when a covered disability exists although a second opinion may be required. The long-term disability benefit, when added to Social Security and any other disability benefits to which an individual is entitled, provides a benefit of 60% of regular monthly salary. A detailed plan description is available from the Business Office.

V. MATERNITY LEAVE. Pregnancy and child birth will be treated as any other medical condition requiring absence from the campus. If the absence exceeds 30 calendar days, then the woman is considered to be on long-term disability and is eligible for

insurance coverage (see SECTION FOUR, B.) The woman is assured of returning to the identical or similar faculty position within the College.

VI. LIABILITY INSURANCE. Otterbein College provides \$5,000,000 of liability insurance which covers all trustees, officers and employees. While the policy covers \$5,000,000 in aggregate, individual coverage is limited to \$1,000,000. This policy is underwritten by Lloyd's, London. The intent of the policy is to provide coverage in the event of lawsuits which result from erroneous or wrongful acts or omissions of employees in carrying out their official duties.

In addition, the College provides \$1,000,000 under a general liability policy for losses related to bodily injury and property damage. This policy would come into play if an employee's action resulted in bodily injury or property damage to another individual or their property. This same general liability policy also provides \$1,000,000 of personal injury and advertising liability which covers such actions as libel and slander. The general liability policy is supplemented by a \$25,000,000 umbrella liability policy.

VII. PROPERTY INSURANCE. The College property insurance provides coverage of up to \$10,000 for the loss of personal property on campus. This coverage is subject to \$1,000 deductible, but the individual's homeowners insurance should help with that.

#### VIII. EDUCATIONAL BENEFITS.

A. Educational Grant. The dependent children of full-time Otterbein College faculty members employed prior to October 1, 1973, will receive aid to help defray the expenses of attending any regularly accredited undergraduate college of their choice. The children of faculty members employed after October 1, 1973, will not be eligible for the educational grant. Otterbein College will make up the difference between the tuition or comprehensive fee charged at the institution attended for a non-resident student (e. excluding room and board) and the amount of aid the student is eligible to receive from State and Federal Grants and any other scholarships or grants received, up to 60% of Otterbein's comprehensive fee. Payments will be made directly to the college attended and are considered applicable to tuition charges at that school. All payments under this plan will be limited strictly to undergraduate education.

To be eligible to receive the educational grant for a dependent child, the eligible employee must submit an application form for the benefit prior to March 15 of the academic year preceding the grant period to the Vice President for Business Affairs and a Financial Aid form to the College Scholarship Service or a completed copy of the Ohio Instructional Grant Application and Family Income Statement to the Director of Financial Aid at Otterbein College by May 15 of the academic year preceding the grant period. The Director of Financial Aid will notify the employee of the estimated amount of State or Federal funds for which the dependent student is eligible, if any, and will supply forms and information for applying for these grants. Failure to apply or to submit the necessary papers to the Financial Aid

Office by the prescribed deadlines will result in a loss of the benefit for the year.

An educational grant for a maximum of eight semesters or the equivalent will be granted for each child. No more than a total of 24 semesters or the equivalent will be available for all dependents of a faculty member. The child must be a dependent as defined by the Internal Revenue Service, must be enrolled in a regionally accredited college within 24 months of high school graduation or completion of military obligation, must attend college full-time as defined by the college selected, and must remain in good academic standing.

The eligible dependents of a deceased faculty member shall participate fully in the educational grant program. The educational grant program is not available to part-time faculty.

B. Tuition Exchange Program. The dependent children (as determined by Internal Revenue Service) of Otterbein College faculty members who have been employed full-time for five years or are tenured, are eligible for the "Tuition Exchange" Program with over 100 participating institutions in the nation. Eligibility is the same as that listed above for Educational Grant, A.. A dependent interested in Tuition Exchange needs to start the application process approximately 18 months prior to the start of the freshman year which should be by 24 months after graduation from high school. To apply for Tuition Exchange, ask for an application form along with descriptive materials from the Office of the Vice President for Academic Affairs.

C. Scholarship Benefits at Otterbein.

1. Faculty Member. After the first full year of employment, any full-time member of the faculty may enroll in any course offered by Otterbein. Such enrollment must carry the Vice President for Academic Affairs' approval and must not interfere with regular duties. A fee of \$25 per term is charged in addition to applicable "special fees" as listed in the catalogue issue of the College Bulletin.

2. Spouse. After the first full year of employment, the spouse of any full-time member of the faculty may be admitted as a regular student and may enroll as a full-time or part-time student. A fee of \$25 per term is charged in addition to applicable "special fees". (See the catalogue issue of the College Bulletin.)

3. Children. Dependent children (as defined by Internal Revenue Service) of faculty members will receive scholarships to attend Otterbein College for four calendar years. The College Scholarship will be calculated to make up the difference between tuition and the amount of aid the student is eligible to receive from State and Federal grants and any other scholarships or grants received. Upon application by the parent, the monies received from outside non-governmental sources may be applied to rooming costs in college owned and sponsored facilities. The total of the scholarship benefit and outside funds described above may not exceed the Otterbein College comprehensive fee. The dependent will pay all other fees and charges assessed as a student and must be admitted by the Admission Committee. To

receive the full benefit as described above, the parent must have served full-time at Otterbein College for a minimum of five years. After one full year of employment of a faculty member, eligible children will receive a scholarship computed as above for up to 25% of the tuition charge. After three full years of employment of the faculty member, eligible children will receive a scholarship computed as above for up to 50% of the tuition charge. A maximum of two years of service in other institutions of higher education may be counted toward service at Otterbein. The number of years of prior service to be counted will be mutually agreed upon between the individual and the Vice President for Academic Affairs at the time of employment and will be recorded in writing in the letter accompanying the first contract. The eligible dependents of a deceased faculty member shall participate fully in the scholarship grant program.

D. Off-Campus Study of Dependents. The Scholarship Benefits program is intended to provide for study on the Otterbein campus only. However, for certain courses of study a period of off-campus study is an integral part of the student's education and is included under the plan. Benefits for off-campus study are subject to the following restrictions:

1. Approval of the study must be granted by the appropriate governance committee.
2. Benefits from this program may be used only in programs currently approved by the Off-Campus Study Committee.
3. Otterbein College will pay tuition and/or fees to the other institution for one quarter or semester of study but the total paid will not exceed the full-time tuition rate at Otterbein for one quarter.
4. If the period of study at the other institution exceeds one quarter or semester, the student will be responsible for the extra tuition and fees at that institution.
5. Students are responsible for travel and living expenses involved in all off-campus study. An exception to this rule will be granted if space is available in the vehicle driven by a faculty supervisor who is traveling to the study site.
6. For those who have served fewer than five years at the time a child becomes eligible for the scholarship benefit, the amount of the benefit will be computed as in SECTION THREE, VIII, C.3.

## IX. RETIREMENT

A. Social Security. Faculty members are covered by the Federal Insurance Contributions Act, commonly known as Social Security. A percentage of income, as established by the Federal Government, is deducted from the employee's monthly paycheck. An equal amount is contributed by the College which is not reflected in the individual's check. All employees with ministerial credentials may, by law, be considered as self-employed persons. In these cases no deduction is made from the paycheck and a separate check is given the employee on a quarterly basis for the

College's contribution. The employee, in turn, is required to file his/her own social security tax report.

The Social Security Administration should be contacted at least three months prior to the anticipated date of retirement so as to insure the timely receipt of benefits.

**B. Retirement Annuities.** Otterbein makes available to all qualified faculty, retirement programs administered by Teachers Insurance and Annuity Association of New York and Vanguard Group of Valley Forge, PA. The retirement premiums in the TIAA/CREF plans purchase for the individual an annuity which matures at retirement. There is an 8% contribution by the College which also may be placed in any of the above funds. For employees with 10 years or more service, the College contribution is increased to 13%. If employees wish to make additional contributions, they should be aware that there is a contribution limit imposed by the I.R.S. At the request of the employee, the Business Office will assist in calculating this limit. Information outlining these and other provisions of the plan is available in the Business Office. The annual contract lists as separate items the total dollar value of the College's contribution. All College and individual contributions are exempt from current Federal and State income tax up to the I.R.S. limit. Requirements for participation in the retirement program are as follows:

1. Employees are eligible to begin participation in this retirement plan on or after the first day of the month after completing two years of service at the College without a break in service and attaining age 21.

2. All eligible employees are required to begin participation in this retirement plan no later than the first day of the month after completing five years of service at the College without a break in service and attaining age 30.

3. Contributions may be made by the individual on a voluntary basis to any of the retirement funds prior to the completion of the two years of service. Those contributions made in this period are not matched by the College.

4. Newcomers to the Otterbein staff who are at least half-time employees and who are already members of the TIAA Retirement Plan may, upon request, continue without interruption and the College will continue its 8% contribution. It is the responsibility of the employee to let the Business Office know if they currently participate in TIAA/CREF.

Individuals should contact TIAA/CREF and/or Vanguard at least three months prior to retirement to notify them of their intention to retire and to select the appropriate payout options.

**C. Health Insurance.** Individuals who retire may continue in the College health and dental insurance programs but must pay the entire premium. Since changes in enrollment in the respective plans can only be made during open enrollment periods prior consideration should be given to insure enrollment in the plan of choice at the time of retirement. Upon attaining the age of 65, individuals are eligible to enroll in the Medicare Carve-Out programs offered by E.I.I.A. and Health One which are designed to

At its APRIL, 1991, meeting the BOARD OF TRUSTEES OF OTTERBEIN COLLEGE approved granting immediate, full participation in the College's retirement programs by full-time faculty with at least two years experience as a full-time faculty member at another college or university. When the latter is met, Otterbein will begin its contributions to the retirement benefit during the first year of employment at the College.

Add to SECTION THREE  
between pgs. 627



coordinate benefits with the Medicare Program so as to afford the same level of coverage received under their regular programs. Continuation of this coverage is expected but is subject to availability through the medical insurance carrier. Retirees should consult with the Business Office one year prior to retirement to determine necessary procedures to keep active in the program.

Retired employees are entitled to receive the same admittance benefits to College events as all employees.

X. FRANKLIN COUNTY SCHOOL EMPLOYEES FEDERAL CREDIT UNION.

Any part-time or full-time member of the faculty or staff of Otterbein College is eligible to join the Franklin County School Employees Federal Credit Union. Automatic paycheck withholding for savings or payment of loans is available upon request. Additional information is available in the Treasurer's Office.

XI. UNITED STATES SAVINGS BONDS. Any part-time or full-time member of the faculty or staff of Otterbein College may buy U.S. Savings Bonds regularly each month through a paycheck withholding plan. Additional information is available in the Treasurer's Office.

7/16/91

## SECTION FOUR

### SABBATICALS AND LEAVES

#### I. SABBATICALS

The sabbatical leave program is the primary expression of the College's commitment to faculty development. As such, faculty are encouraged to prepare proposals which enable them to initiate or continue study, research or curricular revisions in their academic disciplines. The goals are to support the professional growth of the faculty and to enrich the curriculum of the College. The sabbatical leave period is for one term, and only one faculty member per department may be on sabbatical during a term unless there are more than seven faculty members in the department. No more than 24% of the full-time faculty (that is persons on tenure, tenure track and renewable term appointments) will be on sabbatical leave during any academic year.

##### A. Projects:

Sabbatical projects must fall within at least one of the categories defined below.

##### 1. Scholarly endeavors -

- a. Publishable research.
- b. Creative production or performance.
- c. Significant participation on a research team.
- d. Production of a document which is addressed to a lay audience and which expands the knowledge of the audience about the writer's discipline.

##### 2. Continuing education -

- a. Work on a terminal degree in the applicant's discipline.
- b. Graduate work in a related discipline.
- c. Study with a leader in the applicant's discipline.
- d. Study which broadens or deepens the applicant's teaching area (including cross-disciplinary studies).
- e. Study not covered in other categories but which is designed to enrich a faculty member in a way meaningful in a liberal arts environment. Such a project should not be proposed more than once in four (4) consecutive leaves.

##### 3. Projects directly related to the programs of the College -

- a. Course development or improvement.
- b. Curriculum revision.
- c. Institutional research.

These projects must result in the production of new materials which will be used in one or more of the College programs.

## B. Eligibility:

1. All full-time teaching faculty members are eligible to participate in the sabbatical leave program. Eligibility begins with the 16th term of continuous service under annual contract or the first available term thereafter. (These terms will not include Summer Session when it is a special contract.) After the first leave, a faculty member is eligible for a sabbatical leave every 7th term. This defines the departmental rotation schedule for sabbatical leaves.
2. Faculty members who have been employed for 15 terms and have had a break in service to the College for any reason, including an approved Leave of Absence, will be eligible for a sabbatical leave after completing 6 successive terms of teaching without a break. The sabbatical leave must fit into the departmental rotation as above. However, if the break in service is due to an illness or disability as defined in SECTION THREE, Part IV, of the Faculty Manual, service is considered to be uninterrupted and eligibility remains within the regular departmental rotation schedule.
3. A full-time Otterbein College faculty person with previous adjunct faculty status at Otterbein College may count that experience toward eligibility for sabbatical leaves. Adjunct faculty status that accumulates to one full-time equivalent year will be counted toward eligibility. Only one full-time equivalent year may be counted.
4. A faculty member may request that a leave be shifted to a later term. Such requests must be received in the Office of the Vice President for Academic Affairs by the due date for leave proposals and must include the written approval of the Chairperson of the member's department and the Vice President for Academic Affairs. If the request is granted, the next leave will be 7 terms from the term the shifted leave was actually taken.
5. Faculty who will not return to Otterbein College for one full academic year following the completion of a sabbatical are not eligible for a leave.

## C. Application Procedures and Calendar:

1. Forms to be used for leave applications will be sent to each eligible faculty member with the annual contracts at the end of the academic year preceding the November 1 due date. The Department Chairpersons will be notified of those individuals eligible for sabbatical leaves.
2. At an early Fall department meeting applicants for sabbatical leaves will discuss proposal options with department faculty members.

3. The Application must include
  - a) a description of the proposed activity,
  - b) a statement of the goals to be met,
  - c) an abstract of the proposal (of approximately 50 words) to be shared with the Board of Trustees (the final approving body) and the general audience,
  - d) a statement describing the mechanism by which success of the project may be judged,
  - e) an estimate of the expenses involved,
  - f) a description of funding to be sought from off-campus sources.
4. Proposals must be accompanied by a letter of evaluation from the chairperson of the department. Additional letters of recommendation may be solicited by the applicant and submitted to the committee. A proposal by a chairperson must be accompanied by a Letter of evaluation from a full-time faculty member designated by mutual agreement of the chairperson and the dean. The evaluation should address items a., b., c., and d. in E. Approval Process, 2. substantive.
5. Leave proposals must be received in the Office of the Vice President for Academic Affairs by November 1 of the school year preceding the one in which the leave is to be taken. Proposals received after that date will not be considered. Applicants who are unable to submit a completed proposal by the due date must submit an incomplete proposal on the required form by the due date.
6. Notification of the disposition of the proposal will be sent to each individual by the Vice President for Academic Affairs during the second week of the Winter Term following the due date.
7. Any applicant whose leave proposal is not approved is eligible to apply at the applicant's next regular time in the departmental rotation schedule.
8. Any faculty member electing not to apply for a leave is eligible to apply at the applicant's next regular time in the departmental rotation schedule.

D. Sabbatical Leaves Subcommittee:

A Sabbatical Leaves Committee, a subcommittee of Personnel Committee, will evaluate proposals. The Committee will include one full-time faculty member elected by each of the Divisions to a four-year term. At each election, the Division shall also elect an alternate whose sabbatical terms complement those of the elected member. The Division shall fill vacancies for unexpired terms. Alternates shall serve on the Committee in place of elected members during those terms when elected members have their leave proposals considered,

and when the elected member is on leave during the fall term. The Vice President for Academic Affairs shall be an ex officio member of the Committee with voting rights only in the event of a tie vote. To be eligible for Committee membership, an individual will have had to complete a successful sabbatical leave and either be a tenured member of the faculty or hold the terminal degree.

E. Approval Process:

The Sabbatical Leaves Subcommittee will judge the suitability of leave proposals according to the following criteria.

1. PROCEDURAL:

- a. Proposals must be submitted by the due date to be considered.
- b. Reports of all previous sabbatical leaves taken at Otterbein College must be on file in the office of the Vice President for Academic Affairs.
- c) To receive consideration for a sabbatical, the report of the previous sabbatical must have been received in the office of the Vice President for Academic Affairs no later than the end of the term following the one in which the leave was taken (see pg. 6-H.1.). If this report was not received by that deadline, eligibility for the next sabbatical will be postponed for seven terms. Should there be extraordinary circumstances which would not enable the individual to submit the report on time an extension could be granted by the Personnel Committee. The individual would need to submit a written request to the Personnel Committee.
- d) Documentation of the presentation of the results of the sabbatical leave proposal will be reviewed by the Sabbatical Leaves Subcommittee.

2. SUBSTANTIVE

- a. Successful completion of the previous sabbatical project (if taken) will be a factor in judging the current proposal.
- b. Projects proposed must be judged to be of such length that at least a 10-week period is needed for completion.
- c. Project must fall within at least one of the categories listed above in part A.
- d. The quality of the proposal as reflected in its depth and thoroughness will be a major factor in reviewing the proposals. Should the Committee

feel it lacks the expertise to evaluate a proposal it may call in a consultant to assist in the review of it.

3. On receipt of the proposals from the Office of the Vice President for Academic Affairs, the Sabbatical Leaves Subcommittee will review them to determine which proposals are acceptable as submitted and which require revision.
4. A letter will be sent to each applicant whose proposal needs to be revised stating the reason for the revision and a due date for submission of a revised proposal. Only one proposal revision is allowed. The revision must be in the office of the Vice President for Academic Affairs within two weeks of notification requesting same.
5. On receipt of the revised proposals from the Office of the Vice President for Academic Affairs, the Sabbatical Leaves Subcommittee will review them to determine if they are acceptable as submitted.
6. The Sabbatical Leaves Subcommittee will recommend to the President through the Personnel Committee the granting of leaves to those faculty members whose proposals have met the criteria described above. All documents used by the Sabbatical Leaves Subcommittee in making its recommendations will be available to the President and the Personnel Committee.
7. After reviewing these recommendations, the President submits a report to the Board of Trustees for final action. Until the Trustees act, no leave application is officially accepted or rejected.

#### F. Appeals:

An applicant whose proposal does not receive positive recommendation from the Sabbatical Leaves Subcommittee may appeal the decisions only on the basis of alleged violations of academic freedom, prejudice, unlawful discrimination, or insufficient regard for fundamental standards of fairness inherent in due process. The appeal process is described below:

1. A letter with supportive data must be sent to the Chairperson of the Personnel Appeals Hearing Committee by the ninth week of Winter quarter of the same academic year of the decision.
2. The Chairperson will notify the appellant of the hearing time and date if the Committee determines that the appeal merits consideration. The hearing must be held by the second week of Spring quarter of the same academic year.
3. The decision of the Committee will be sent to the President and the appellant by the fourth week of that same Spring quarter in which the hearing

occurred.

4. The President may refer the matter back to the Sabbatical Leaves Subcommittee through the Personnel Committee with a recommendation for reconsideration in light of the decision of the Personnel Appeals Hearing Committee, or he may confirm or modify the decision of the Personnel Appeals Hearing Committee.
5. If, after the steps taken in point 4, the dispute is not resolved to the satisfaction of the appellant faculty member, the appeal may be carried to the Board of Trustees under the provisions of Article XVII of the By-Laws. This procedure is stated in Part VI.E of SECTION TWO of the Faculty Manual.

G. Approved Leaves:

1. While faculty are on sabbatical leave, they shall not be gainfully employed by another organization except as approved by the President. When employment for pay is approved, income derived which exceeds expenses will be paid to the College.
2. Changes in sabbatical leave projects must be submitted to the Sabbatical Leaves Subcommittee for review and approval.
3. A sum of money will be available for stipends to assist the faculty member in completing the sabbatical project. Stipends may be awarded with the amount based upon the cost of the project and the funds available. Individuals are encouraged to seek grants to help defray the expenses of projects undertaken. Should the stipend assigned not be enough to implement the approved sabbatical project, an alternative proposal for a project compatible with the stipend should be submitted to the Sabbatical Leaves Subcommittee for review.

H. Reporting Procedures:

1. A report of the sabbatical leave must be filed in the office of the Vice President for Academic Affairs no later than the end of the term following the one in which the leave was taken. The report must include:
  - a. A description of the results and how the goals of the project were met.
  - b. What reporting mechanism is being used (see 2 below).
  - c. A financial report showing how the stipend was used. Receipts for appropriate expenditures must be attached.
2. The results of the leave project must be reported in one of the following ways:

- a. Publish an article in a refereed journal.
  - b. Present a paper before a faculty or professional society.
  - c. Present work or give a performance (in the Arts).
  - d. Presented in a format appropriate to the project and acceptable to the Sabbatical Leaves Sub-Committee.
3. Documentation of the format of the presentation of the results of sabbatical leave projects shall be included in the faculty member's file.
  4. Copies of all sabbatical leave reports will be placed on file in the Courtright Memorial Library. If requested, an abstract of each report submitted during the year will be presented to the Board of Trustees at its Spring meeting.

## II. LEAVES OF ABSENCE

Full-time teaching faculty members are eligible to apply for Leaves of Absence (without pay) after completing three years of full-time service at Otterbein College. Normally such requests will be considered if the leave is to advance the professional development of the individual or to provide time to resolve unusual personal emergencies.

### Application and Approval Procedures:

1. The application for the leave of absence must be submitted to the Vice President for Academic Affairs one term prior to the intended leave. In emergency situations the deadline will be extended. A letter requesting a specific period of time for the leave will serve as the application. The letter must also include an explanation of the reason for the requested Leave of Absence.
2. All proposed leaves will be submitted to the Personnel Committee. That group will submit its recommendation for approval or denial to the President for final consideration.

7/19/91



*Add To SECTION FOUR  
after pg. 7*

MEMO

DATE: FEBRUARY 20, 1990

TO: ALL OTTERBEIN COLLEGE FACULTY

FROM: C. BRENT DeVORE

RE: SUPPORT FOR DEGREE COMPLETION

One of the goals announced in the Otterbein 2000 plan is a faculty on which eighty to ninety percent of the individuals will hold the terminal degree. To assist in achieving that goal, I am pleased to announce the following College support:

1. For faculty members who continue study for the terminal degree (the doctorate unless otherwise agreed upon by the Personnel Committee) while on sabbatical leave only, the College will provide a sabbatical stipend equivalent to the tuition for 10 or more quarter hours or 12 or more semester hours at an Ohio public institution. This means that one is eligible for a stipend only if one is enrolled as a full-time student. Should a faculty member choose to pursue the terminal degree at an out of state university and/or one on a semester calendar, the maximum stipend will be equivalent to the tuition for 15 quarter hours at The Ohio State University.

The stipend will be paid by the College when the dean's office receives an official tuition bill from the graduate institution. At the conclusion of the quarter/semester, the faculty member must submit to the dean's office an official transcript documenting successful completion of the courses. Each person receiving the tuition stipend will be asked to sign an agreement stipulating that if the course work is not completed successfully, as defined by the graduate school, the full amount of the stipend will be returned to the College.

Unless specifically approved by the department chairperson, the Personnel Committee and the dean, external degree graduate programs are not eligible for support under this sabbatical leave stipend program.

2. Recognizing that many graduate programs have a residency requirement that may require taking an unpaid leave of absence for one quarter, the College will continue its contribution to the following fringe benefit programs during that quarter:

Health Insurance  
Dental Insurance  
Life and A.D. & D. Insurance  
Disability Insurance

Consequently, these benefits will be maintained if faculty members choose to pay the portion of the premiums for which they are responsible, if any.

Should you have any questions about these two initiatives, I know that Ralph Pearson will welcome discussion of them with you.