



# FACULTY HANDBOOK

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# 2022-2023 OCCIDENTAL COLLEGE FACULTY HANDBOOK

**MISSION STATEMENT**  
Occidental College seeks to foster the intellectual and personal growth of its students through a liberal arts education that emphasizes critical thinking, creativity, and social responsibility.

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## **I. THE RESPONSIBILITIES OF FACULTY MEMBERSHIP**

### A. General Faculty Responsibilities

As stated in the By-Laws of the College (approved 2004):

"The Board shall delegate to the faculty the following powers and duties:

1. To prescribe requirements for admission, courses of study, conditions of graduation, and determine the nature of degrees to be conferred and the conduct of the educational work of the College as a whole, subject to approval by the President; and
2. To recommend for Board approval all candidates for degrees in course."

Occidental College expects of its faculty members a primary commitment to teaching and the aims of liberal education. The college also expects that its faculty will maintain high standards of scholarship and engage in professional activities appropriate to their field or discipline.

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and adheres to his or her proper role as intellectual guide and counselor. He or she makes every reasonable effort to foster honest academic conduct and to assure that his or her evaluation of the students' work reflects his or her most conscientious judgment of its merit. He or she respects the confidential nature of the relationship between professor and student. He or she avoids any exploitation of students for private advantage, and acknowledges significant assistance from them. He or she protects their academic freedom.

As a colleague, the professor has obligations that derive from common membership in the community of scholars. He or she respects and defends the free inquiry of associates. In the exchange of criticism and ideas he or she shows due respect for the opinions of others. He or she acknowledges his or her academic debts and strives to be objective in his or her professional judgment of colleagues.

As a member of his or her institution, the professor seeks above all to be an effective teacher and scholar. He or she observes the regulations and policies of the institution, as stated in the Faculty Handbook, Standing Orders of the Board of Trustees, and the By-Laws of the College, published so as to give the faculty adequate notice of them, provided they do not contravene academic freedom; he or she maintains, however, the right to criticize them and seek their revision. He or she determines the amount and character of the work he or she does outside the institution with due regard to the paramount responsibilities within it. When considering the interruption or termination of hidbook

responsibility of that choice, but should either request a leave of absence or resign his or her academic position.

For more than a century the Occidental faculty has acted upon two principles: That colleges and universities serve the common good through learning, teaching, research, and scholarship; and that the fulfillment of this function necessarily rests upon the preservation of the intellectual freedoms of teaching, expression, research, and debate. All components of the academic community have a responsibility to exemplify and support these freedoms in the interests of ream ]/BBox1 (e i)-t ( )TJ-09.1 2-0.011 853 9pro59[(n)8 (y ( )TJ-a5





### **III. REAPPOINTMENT, TENURE AND PROMOTION**

5. The College also subscribes to the AAUP's Committee on Academic Freedom and Tenure (Committee A) statement "On Collegiality as a Criterion for Faculty Evaluation" adopted in November 1999. This statement can be found at [www.aaup.org/statements/Redbook/collegia.htm](http://www.aaup.org/statements/Redbook/collegia.htm). It is reprinted here in Appendix 1 to this handbook.

6. See Section VI.G for Grievance Procedures related to matters of reappointment, tenure, and promotion.

**B. Criteria for Reappointment, Tenure and Promotion**

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Outstanding teaching and exemplary service to the College may compensate for modest professional achievement in cases of promotion to full professor.

### 3. Service to the College

Service to the College may take a variety of forms, including service on regular and ad hoc committees, the assumption of administrative, governance, or organizational duties either within or outside departments and programs as the need arises, and participation in various programs of benefit to the College. Both within and beyond these traditional forms of service, service that promotes the mission of excellence, and equity, and community is both expected and valued. Consistent with the College's deeply rooted commitment to the public good and/or reflective of the professional scope of the faculty member, this may include service with organizations outside the College. Service with organizations outside the College may not replace service within the College. Each faculty member's service will vary with circumstances and with interests.

## C. Processes, Principles, and Materials Required for Reviews

### 1. Review Committees

In the spirit of ensuring the highest possible standards of individual performance, as well as to provide the consistent mentoring and support to faculty members, review committees shall be established for each regular faculty member. These committees will be appointed by the Dean of the College, in consultation with the Department Chair, Associate Dean, and the faculty member under review, and will consist of all tenured department and program members (if applicable) and at least one tenured Occidental faculty member. (O)1.1 (cci)2.Tj0.2

- (1) The Review Committee Chair shall work with the candidate to be certain that the review file is completed in a timely manner. By April 30 of the prior academic year, the Chair of the Review Committee will confirm the current membership of the Review Committee with the Dean. The candidate submits a portfolio (see b) below) to the Review Committee by October 30.
- (2) The Review Committee will review the evidence provided by the candidate and the Department Chair and assess the candidate in teaching, professional achievement, and service to the college. The Review Committee will write an honest assessment of the candidate's strengths and areas where improvement is expected.
- (3) The Review Committee will provide the candidate a copy of the review, signed by all of the members of the Committee. The candidate will sign the document before it is submitted, indicating that he or she has had an opportunity to read the document and has received a copy. The signed review will be submitted by the Review Committee Chair to the Dean of the College by December 15. A copy of the review will also be retained by the Department Chair.
- (4) All documents that are part of the review, except for the student course evaluations, must be submitted electronically in a manner described by the Dean of the College for access by the Review Committee and later by the Advisory Council.
- (5) The Dean will meet with candidates in their second year by April 1 to discuss their first year review.

b. What the Candidate Provides to the Review Committee

- (1) a current curriculum vitae;
- (2) copies of all annual reports which discuss teaching, professional achievement and service;
- (3) copies of any Review Committee Reports;
- (4) relevant course syllabi, exams, and related materials;
- (5) student course evaluations with summary sheets;
- (6) all peer teaching observations and evaluations during the period of review (as described in VII.I);
- (7) course grade comparison sheets;
- (8) summary grade reports (which may be obtained from the Dean's office) for all courses taught during the period under review;
- (9) publications, manuscripts, and other evidence of scholarship and professional achievement;
- (10) any other documentary evidence that might assist in an evaluation.

3. Pre-Tenure Reviews

Faculty will be reviewed during their third year of appointment as a regular faculty member.

a. Process and Principles

- (1) The Review Committee Chair shall work with the candidate to be certain that the review file is completed in a timely manner. By April 30 of the faculty member's second year, the Chair of the





- (1) The Review Committee Chair shall work with the candidate to be certain that the review file is completed in a timely manner. By April 30 of the prior academic year, the Chair of the Review Committee will confirm the current membership of the Review Committee with the Dean. The review portfolio as described below in b) must be completed and submitted to the Dean's Office by September 15. After September 15 no other new information will be accepted except when requested by the Advisory Council or approved for inclusion by the Advisory Council at the candidate's request.
- (2) The candidate and the Department Chair each provide a list of at least four external reviewers who may be qualified to evaluate the candidate's professional work. The candidate and the Department Chair shall consult to ensure that at least four of the reviewers submitted by the Department Chair are distinct from the reviewers submitted by the candidate. These lists must be sent electronically to the Dean of the College by April 30. Both lists must include a short rationale for the choice of each of these reviewers and a description of the faculty member's relationship to the reviewers, if any. Materials to be included in mailings to external reviewers must be transmitted electronically to the Dean's office by August 1.

- (3) copies of all annual reports which discuss teaching, professional achievement and service;
- (4) copies of all Review Committee Reports and any correspondence from the Advisory Council;
- (5) relevant course syllabi, exams, and related materials;
- (6) student course evaluations with summary sheets;
- (7) all peer teaching observations and evaluations during the period of review (as described in VII.D);
- (8) course grade comparison sheets;
- (9) summary grade reports (which may be obtained from the Dean's office) for all courses taught during the period of review;
- (10) publications, manuscripts, and other evidence of scholarship and professional achievement;
- (11) any other documentary evidence that might assist in an evaluation.

The candidate must also provide a list of 20 students who have been enrolled in one or more of the faculty member's classes since appointment as a regular faculty member to the Dean's Office by April 30.

c. Role of the Department Chair

The Department Chair will solicit letters from Occidental faculty and staff, in consultation with the faculty member, evaluating the faculty member's observed teaching, and/or program of professional development, and service to the college, by April 30. These letters should be sent electronically by the faculty or staff directly to the Dean by October 15. These letters are exclusively for consideration by the Advisory Council, and in the case of a grievance, the Hearing Board.

d. What the Review Committee Provides to the Dean

The Review Committee submits its report and any statements of dissenting views, signed by the candidate, to the Dean of the College by October 15.

e. What the Office of the Dean of the College Provides to the Advisory Council

In addition to all the materials provided to the Review Committee, the Dean of the College will provide the following to the Advisory Council:

- (1) Confidential letters solicited from students discussing the faculty member's teaching and advising. These letters will be solicited by the Dean of the College from the list of 20 students provided by the candidate and from a random list of 20 students enrolled in one or more of the candidate's courses since appointment as a regular faculty member. These letters are exclusively for consideration by the Advisory Council, and in the case of a grievance, the Hearing Board.
- (2)



5. Associate Professor Review

The Associate Professor Review normally takes place in the fifth academic year after promotion to Associate Professor.

a. Process and Principles

- (1) The Review Committee chair shall work with the candidate to be certain that the review file is completed in a timely manner. By April 30 of the prior academic year, the Chair of the Review Committee will confirm the current members—cearieill cat Committee wll212t20.1 TwBT/P 20.1 c2.8 ( DwB.8 (e)-2.

- (6) course grade comparison sheets;
- (7) summary grade reports (which may be obtained from the Dean's office) for all courses taught during the period of review;
- (8) publications, manuscripts, and other evidence of scholarship and professional achievement.
- (9) any other documentary evidence that might assist in an evaluation.

c. Role of the Department Chair

The Department Chair will solicit letters from Occidental faculty and staff, in consultation with the faculty member, evaluating the faculty member's observed teaching, and/or program of professional development, and service to the college by April 30. These letters should be sent electronically by the faculty or staff directly to the Dean of the College by September 1. These letters are exclusively for consideration by the Advisory Council, and in the case of a grievance, by the Hearing Board.

d. What the Review Committee Provides to the Dean

The Review Committee submits its report and any statements of dissenting views to the Dean of the College by September 1.

e. What the Office of the Dean of the College Provides to the Advisory Council

In addition to all the materials provided to the Review Committee, the Dean of the College will provide the following to the Advisory Council.

Untenured faculty members in the department of a person under consideration may communicate directly and confidentially both in hard copy and electronically with the Dean with regard to reappointment recommendations by September 1. These letters are exclusively for consideration by the Advisory Council, and in the case of a grievance, the Hearing Board.

f. Examination of Files

All materials in her or his file other than the confidential letters and communications listed above will be accessible both to the Review Committee and to the candidate until September 1.

6. Promotion to Full Professor Reviews

An Associate Professor shall be eligible for promotion in their seventh year in rank. However, in cases of exceptional achievement in all areas of teaching, professional achievement, and service, the faculty member may apply for accelerated promotion in their sixth year in rank. The Dean of the College will communicate to the faculty member the Advisory Council's recommendation for an accelerated promotion during the Associate Professor review process.

If a faculty member has not applied for promotion by their tenth year in rank, a review portfolio must be submitted in this tenth year. Promotion in the tenth year.

- (2) The Review Committee chair shall work with the candidate to be certain that the review file is completed in a timely manner. By April 30 of the prior academic year, the Chair of the Review

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Option 1: Co-mentoring Program. In this program Full Professors join a co-mentoring group of Full Professors once they have been promoted to the rank of Full Professor. Each faculty member is reviewed once every five years by their co-mentoring group. These co-mentoring groups with membership of no more than ten faculty members, meet at least once a year to discuss a colleague's teaching, professional achievement, and service to the college. The faculty member under consideration provides at least the most recent three years of his or her annual reports as well as student course evaluation summaries and evidence of professional involvement. She or he is encouraged to share a document which consists of a narrative of his or her work during the past five years, including issues the faculty member would like to bring to the co-mentoring group. These groups are meant to promote collegiality and to provide an atmosphere where all concerns of the faculty member are addressed and where colleagues can be helpful when discussing areas of concern. All documents provided to the co-mentoring group from the faculty member under evaluation are for the exclusive use of the co-mentoring group. The Dean will be informed that the review took place, and the faculty member under review will be given a stipend for participation.

Option 2: Review by Advisory Council. The Review Committee for the Full Professor is confirmed by April 30 of the previous year. The formation of the Review Committee follows guidelines from III.C.1. During the first stage of the review, the faculty member submits a self-evaluation of teaching, professional achievement, and service, during the previous five years. This self-evaluation, and a portfolio of student course evaluations and summaries, course grade comparison sheets (obtained from the Dean's Office), and summary grade reports of the last five years shall be submitted to the Dean by November 15. The Review Committee examines the portfolio assembled by the faculty member. The

recommendations regarding promotion, granting of tenure, reappointment, termination, and the approval of sabbatical leaves. The Dean reviews applications for sabbatical leaves and consults with the Advisory Council as needed.

b. The Council may develop a procedure and timetable for the review and reappointment of faculty on “special” appointments.

c. At the request of the Dean of the College, or on its own initiative, the Advisory Council may make recommendations to the Dean of the College on matters of policy related to the Advisory Council’s function and processes.

d. Confidentiality is crucial and expected of all Advisory Council deliberations. However, summary reports of Council deliberations are expected to be made available to the Dean of the College.

- i. All Council members, including the Dean of the College as Chair, have one vote. The President does not vote.
- j. Proxy voting by members unable to attend a meeting is not permitted, although they may present their opinions in writing on any issue to be voted on in their absence.
- k. Affirmative motions for tenure and/or promotion require a 2/3 majority of those present as does a vote to defer until a subsequent year. Thus, if eleven Council members are present at the time of voting, eight affirmative votes are required; seven when there are ten Council members present; six when there are eight or nine; and five when there are seven present.
- l. The aim of all deliberations by the Advisory Council shall be to achieve consensus. This requires that all members participate in the discussion. The Dean shall summarize the discussion and in due course call for any appropriate motion. For tenure or promotion, a vote is then taken. Using written ballots, members record their votes and then reveal them openly around the table.
- m. Voting on procedural matters requires a majority vote without a paper ballot, unless one is requested.
- n. A member of the Council must withdraw from participation in Advisory Council deliberations under the following circumstances:
  - (1) if the Advisory Council member is being reviewed regarding promotion from Associate Professor to Full Professor, in cases of candidates also being reviewed regarding promotion to Full Professor that same academic year.
  - (2) if the person under review is, or has been, in her or his department or program.
  - (3) if he or she is, or has been, a member of the Review Committee of the candidate under consideration.
  - (4) if he or she is, or has been a Faculty Council mentor of the candidate under consideration.
  - (5) if he or she has been a co-author of scholarship which will be part of the candidate's dossier.
  - (6) if, in his or her judgment, the Advisory Council member has a personal relationship with a candidate, or members of the recommending Review Committee, which could make it difficult for she or he to judge a case fairly.
  - (7) if, in his or her judgment, the Advisory Council member believes there are any circumstances external to a candidate's tenure file that could make it difficult for him or her to judge a case fairly.

At the beginning of the academic year, members of Advisory Council will be asked to identify all case of conflict of interest with the cohort of candidates who will be reviewed during that year.

In cases where there may remain a question of a potential conflict of interest, other members of the Advisory Council can, by a majority vote, decide an Advisory Council member should withdraw from consideration of that case. Such a vote will be preceded by a discussion in which the Advisory Council member in question will not participate.

#### 4. Advisory Council Deliberation and Communication Procedures

- a. The Advisory Council will undertake a full review of a candidate even if the recommendation from the Review Committee is negative.
- b. In the event that the initial Council vote on tenure or promotion agrees with a negative recommendation of the Review Committee, the Council may, by a majority vote, decide to reconsider the candidate's case. Such a vote will be preceded by a discussion in which the Advisory Council member in question will not participate.





#### **IV. NON-TENURE TRACK FACULTY**

Types of faculty appointments are described in Section IIA. Non-tenure track faculty teach, provide service, and enhance the academic experience of our students. The policy below aims to clarify the responsibilities of and commitments to NTT faculty in order to best serve Occidental students. Specifically, this policy reflects the College's effort to move forward with greater clarity, consistency, and equity in hiring, review, retention, compensation and promotion of NTT faculty.

##### A. NTT Appointments

Decisions regarding the appointment of NTT faculty take into account the overall composition of the faculty and the fiscal condition of the College. Depending on the nature of the appointment, the length of the employment agreement could range from one semester up to a period of three years. In some cases, NTT faculty may be reappointed beyond three years.<sup>2</sup>

As stated above, these NTT positions are either part-time or full-time.

A letter of appointment shall come from the Dean and shall serve as the contractual instrument for the initial appointment, and shall set forth specifically title and rank, salary, benefits, length of appointment, service

2. First Year Review

At the conclusion of the first semester of a part-time NTT contract, the Department Chair will discuss the possibility of reappointment for the next academic year with the NTT faculty member. During the Spring semester, the Department Chair reviews course evaluations and syllabi of the NTT faculty member pursuing reappointment. Based on this review, the Chair submits a reappointment recommendation to the Dean by March 1st. This recommendation will include a ju



## 2. Benefits for Full-time NTT Professors

Full-time NTT faculty are eligible for the following:

- a. Medical and Hospital Insurance (eligibility established on first day of the month following initial appointment as in VIII.D.)
- b. Dental Insurance (eligible after one year of full-time appointment.)
- c. Participation in the College's defined contribution retirement plan (eligibility established after one year of full-time employment )
- d. Life Insurance (eligibility established after one year of full-time employment)
- e. Disability Insurance (eligibility established after one year of full-time employment)
- f. Worker's Compensation Insurance (as in VIII.H.)
- g. Disability Leave (in accordance with state laws)
- h. Family Leave (in accordance with federal and state laws)
- i. Tuition Exchange Program (eligible after five years of full-time employment)
- j. Full tuition remission for dependent children who are admitted to Occidental and enrolled in the College (eligible after 5 years of full-time employment)

## 3. Service Expectations for Full-time NTT Professors

- a. Service responsibilities will be limited in the first year of employment for full-time NTT faculty. First-year NTT faculty will be exempt from formal student advisement. Service responsibilities will increase gradually in the second and third year of full-time employment. The extent and nature of the service assignments will be determined after consultation with the Dean, the Department Chair, and the NTT faculty member.
- b. During the third year of employment at the College, the departmental service obligations for full-time NTT faculty may include advising students, mentoring of student comprehensive projects, independent studies, internships, or student research projects.
- c. Under certain circumstances, College service may be a substitute for traditional departmental service.

## 4. First Year Review

At the conclusion of the first semester of a Full-Time NTT contract, the Department Chair will discuss the possibility of reappointment for the next academic year with the NTT faculty member. During the Spr(o)-4 (f)9.7 4hb (i)2.9 (s)54

addresses the faculty member's teaching effectiveness. This evaluation should also include a statement regarding recommendation for reappointment and a justification for renewal as it relates to departmental needs (i.e. future hiring, course enrollments, subject matter). Both the Chair and the faculty member will be required to sign the evaluation document prior to its submission to the Dean.

- c. The faculty member will submit the following materials to the Chair 1-week prior to the scheduled evaluation meeting:
  - (1) current curriculum vitae
  - (2) copies of all annual reports
  - (3) copies of any Chair reviews
  - (4) relevant course syllabi, exams, and related materials
  - (5) student course evaluations with summary sheets
  - (6) course grade comparison sheets
  - (7) summary grade reports (which may be obtained from the Dean's office) for all courses taught during the period under review
  - (8) any other documentary evidence that might assist in an evaluation including any peer teaching observations and evaluations during the period of review
- d. The Dean of the College reviews the evaluation document and decides whether renewal is warranted. This decision will be based on the faculty member's performance, on departmental needs, on the overall composition of the faculty, and on the fiscal condition of the College.
- e. If the renewal is approved, the continuing full-time NTT faculty member will receive a three-year appointment. In cases where the Dean is not in a position to extend a three-year offer, a one- or two-year appointment will be offered. In instances where NTT faculty are not offered three-year appointments, formal reviews will only be conducted after 3 years of employment.
- f. In the event that extraordinary circumstances may affect the position of a full-time NTT on a multi-year contract, every effort will be made by the Dean to retain the course load or full-time equivalent status of the NTT faculty member during the term of the appointment.

#### 6. Process and Principles for Promotion

- a. During the sixth year of a full-time appointment at the College at the full-time NTT Assistant Professor rank (h)-1-1.1514.952 0 Td( )T-5.3 (-2.8 ( a)-2.Tw -29 1175 (c)-( a)-7.8 ( )-12 -29 113BDC 0n)8 (t)2.9 (.e b)-1 (ad)-47 (u

- (9) any other documentary evidence that might assist in an evaluation including any peer teaching observations and evaluations during the period of review
- f.

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2. A faculty member who is taking a year's leave from the College will not be put on the ballot for Faculty Council President, Faculty Council, Advisory Council, or the Academic Planning Committee.

3. After serving a full term on the Advisory Council or Faculty Council, or a full elected term on the Academic Planning Committee, an individual faculty member may choose to receive one year free of committee assignments. A full term for untenured faculty on Faculty Council is a one-year term, followed by the option of a one-year exemption from committee service.

4. After serving a full term on the Advisory Council or the Faculty Council, or a full elected term on the Academic Planning Committee, an individual faculty member may choose to receive one year free of committee assignments.





4. Persons granted sabbatical leave are obligated to return to the College for the full academic year following completion of the leave period. A written report summarizing activities and accomplishments while on sabbatical leave must be submitted to the Dean of the College by September 15 of the following academic year. These reports become a part of the faculty member's permanent record and may be used by the Advisory Council in consideration of subsequent sabbatical requests.

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limited to, matters of salary, tenure, and promotion, assignment of space or facilities, and discriminatory or inequitable treatment. Faculty members have the responsibility to serve on Hearing Boards according to the procedures outlined below.

1. For complaints against the Advisory Council relating to Reappointment, Tenure and Promotion

On receipt of a faculty member's complaint, the Faculty Council will appoint a Hearing Board within two weeks to investigate the matter. Hearing Boards shall consist of five tenured faculty members drawn from a randomly generated list of all eligible, tenured faculty that the Faculty Council requests from Information Technology Services each year (See Section V. C). The following faculty are not eligible to serve on Hearing Boards: all members of the department or program involved and/or the Review Committee; current Faculty Council members; members of the faculty with administrative appointments, with the exception of department chairs; faculty who are on leave or sabbatical; members of the Advisory Council who reviewed the case or of the current Advisory Council; and anyone who has written confidential letters related to the case. For each grievance case, the Faculty Council selects the first three members of the Hearing Board from the top of the random list. At the conclusion of the selection of the first three members of the Hearing Board, the Faculty Council will continue to use the randomly generated list to select two additional members of the Hearing Board. These two selections will be made to assure diversity on the Hearing Board in terms of gender, discipline, race and/or any other characteristic that, in the opinion of the Faculty Council, is necessary to afford both the reality and the perception of a fair hearing. All individuals selected for the Hearing Board must state (1) their willingness to serve and (2) the absence of a conflict of interest in the particular case before the Board. For any subsequent requests for a Hearing Board, the Faculty Council continues to move down the random list following the above process.

The complainant is notified of the composition of the Hearing Board immediately by the Faculty Council President. The complainant has the right to ask that (at most two) faculty members be removed from the Board. The complainant must notify the Faculty Council President within two days if he/she wishes to eliminate one or two members of the original list. If he/she wishes to eliminate two, then the Faculty Council will replace the two within a week and the Hearing Board is finalized. If he/she wishes to eliminate one, a replacement is found as soon as possible. If the complainant wishes to eliminate the



The Dean of the College and the complainant are notified by email of the formation of the Hearing Board



## H. Outside Employment

1. Occidental College encourages faculty involvement in activities that contribute significantly to the reputation of the College and to the professional and scholarly stature of the faculty member, provided these activities do not interfere with the basic responsibilities to teaching, scholarship, and service to the department and the College and other duties within the College and thaw 93( t)-129ErgeheiiCeells-5.2 (.1(w)5.2 (i)-3( t(hi)-5.2

#### K. Procedures for Actions Leading to Warning, Reprimand, or Dismissal

The following was also adopted by faculty and endorsed by the Board of Trustees in 1971 from the Association of American University Professors and the Association of American College's 1940 Statement of Principles on Academic Freedom and Tenure. Reports of discrimination, harassment, and retaliation (including on the basis of sex or gender) are handled separately by the Civil Rights and Title IX Office. Copies of the Sexual Misconduct Policy and Discrimination, Harassment, and Retaliation Policy can be obtained from the Civil Rights Coordinator.

Professional incompetence or unfitness to continue as a member of the faculty may be considered "adequate

e. Any decision to warn, reprimand, or dismiss a faculty member requires a two-thirds majority of the members conducting the hearing, the vote in each instance to be taken by secret ballot. A warning shall be transmitted only to persons involved in the Hearing. All members of the faculty shall be advised of a reprimand or dismissal.

## **VII. THE ACADEMIC PROGRAM**



4. Changes in the designated time or place for class meetings may not be made without consultation with the Registrar and approval by the Department Chair and Associate Dean.

#### I. Peer Evaluation of Teaching

1. Peer evaluation of each tenure-~~trst~~ ted tEams of teachinn.at tston mprours bourt andieduat(h)8'e D13.2 (s)5. 4 (p)-4 (r)-2.4 (e)]T.



required to contribute 4% of their salaries, and receive the maximum 8% contribution from the College. Additional tax-sheltered contributions above the 4% of salary applied to the regular TIAA-CREF plan may be made by the faculty member as part of his or her regular annuity contract or under provisions for purchase of a supplementary contract.

4. Under regulations of the Employee Retirement Income Security Act (ERISA), the College is required to provide a copy of the "Summary Plan Description" and other information, which is prepared by the Human Resources Office, and all persons holding annuity contracts receive individual reports annually from TIAA-CREF.

#### D. Medical and Hospital Insurance

Medical and hospital insurance coverage is available to all regular full-time faculty members holding an appointment for at least one year's duration, for which eligibility is established on the first day of the month following initial appointment. Participation is voluntary. The College offers three prepaid (HMO) health care plans under which modest co-payments are required and the participants use the physicians, hospitals and other facilities designated by the carrier. Various co-payments are required for certain procedures and services depending on the plan selected. Each plan also provides coverage for dependents, if desired. The College contributes substantially toward the premiums for all three plans. Specific information regarding premium rates and more detailed information is available in the Human Resources Office. Benefits for full-time non-tenure track (NTT) faculty are described in IV.C.2.

#### E. Dental Insurance

The College pays toward the cost for dental insurance for all regular full-time faculty members (as defined in Section II.A) beginning on the first of the month following three months of employment. The College offers two different types of dental insurance plans. One plan provides 70% reimbursement for diagnostic and preventive procedures and 50% reimbursement for other covered dental expenses with a yearly deductible applied to non-preventive procedures. The other plan is a pre-paid (HMO tv tydcti2.3 ( p)-4 (l)edsesct p(es2. (b)-4 (u[(t)2.9 A23 95



2. Under the California Unemployment Insurance Code, all faculty members are entitled to tax-free short-term disability income payments when unable to work because of illness or an injury which is not job-related. (i) 29 (f) 8 (4) 12  
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5. Share a mutual permanent residence and maintain a committed relationship with the current intent to continue doing so indefinitely;
6. Must notify the College of a change in the domestic partner relationship which will result in loss benefits if the relationship has ended; and
7. Are of at least the age of consent in the state of California (18 or older) and reside in California.

M. Unemployment Insurance

The California Unemployment Insurance program provides weekly income benefits based on a complicated earnings formula for a maximum period of twenty-six weeks, for persons whose employment is terminated through no fault of their own and for reasons other than resignation or dismissal for cause, and who are physically able and available for work and are actively seeking other employment. The College is billed directly by the State of California for all unemployment compensation claims and is charged for the full cost of all such claims by eligible employees.

N. Travel Accident Insurance

The College pays the full cost of premiums on a group travel insurance plan for all full-time faculty members. 1.88 (7) 416 (2) 25 g1.

8. Tuition remission is not available to children or spouses of faculty members on temporary, special, visiting, or adjunct appointments, or holding the title of Lecturer or Teacher, even though they may be teaching full time.



**APPENDIX**

On Collegiality as a Criterion for Faculty Evaluation

should constitute an independently relevant matter for faculty evaluation. So too should efforts to obstruct the ability of colleagues to carry out their normal functions, to engage in personal attacks, or to violate ethical standards. The elevation of collegiality into a separate and discrete standard is not only inconsistent with the long-term vigor and health of academic institutions and dangerous to academic freedom, it is also unnecessary.

Committee A accordingly believes that the separate category of "collegiality" should not be added to the traditional three areas of faculty performance. Institutions of higher education should instead focus on developing clear definitions of scholarship, teaching, and service, in which the virtues of collegiality are reflected. Certainly an absence of collegiality ought never, by itself, to constitute a basis for non-reappointment, denial of tenure, or dismissal for cause.

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## **Endnotes**

1. At some institutions, the term "collegiality" or "citizenship" is employed in regulations or in discussions of institutional practice as a synonym for "service." Our objection is to the use of the term "collegiality" in its description of a separate and additional area of performance in which the faculty member is to be evaluated.
2. The locus classicus for this term is the "1940 Statement of Principles on Academic Freedom and Tenure": "College and university teachers are citizens, members of a learned profession, and officers of an educational institution." (AAUP, Policy Documents and Reports, 9th ed. [Washington, D.C., 2001], 3.)