

POINT PARK COLLEGE  
FACULTY HANDBOOK  
September 1, 2000

I. PURPOSE, ORGANIZATION AND GOVERNANCE

Point Park College recognizes the current edition of the American Association of University Professors Policy Documents and Reports (AAUP Red Book) guidelines as an authority in all matters covered by this Handbook. However, in the event that there are inconsistencies with the Red Book, the College Faculty Handbook will prevail.

The College is committed to a system of shared governance in which the role of the faculty is profoundly respected, especially in academic matters. However, the policies and determinations of the Board of Trustees, after their consideration of faculty views, constitutes final authority in all matters. These statements are not intended to diminish any rights of the faculty as provided in this Handbook or under the law.

1. History

Point Park Junior College was chartered by the Commonwealth of Pennsylvania on November 21, 1960, upon examination and recommendation by the State Council of Education. On April 15, 1966, authority was granted to award the Bachelor of Arts and Bachelor of Science degrees, in addition to the Associate in Arts and Associate in Science degrees, and the name of the College was changed to Point Park College. Point Park College was granted full accreditation as a four-year institution by the Middle States Association on December 5, 1968. In 1977 the College was authorized to offer the Bachelor of Fine Arts degree. Approval was granted for a masters in Journalism and Communications in 1981 and for a masters in International Business Management in 1984.

2. Mission

2.1 Purpose

To prepare students to succeed in the professions of their choice.

2.2 Mission

To deliver, through innovative and traditional programs, an education that will enrich the lives and enhance the careers of Point Park College graduates.

2.3 Intended Outcomes

To produce graduates prepared to:

- function as independent learners
- work and live in a society characterized by diversity and change

- communicate correctly and make effective contributions to the community

### 3. Accreditation

Point Park College is an independent, four-year, coeducational College accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools. The programs leading to the Bachelor of Science degree with majors in Civil, Electrical, and Mechanical Engineering Technology are accredited by the Technology Accreditation Commission of the Accreditation Board for Engineering and Technology (TAC of ABET). Programs in Business are accredited by the International Assembly for Collegiate Business Education (IACBE). Programs in Education are approved by the Pennsylvania Department of Education. The Dance Program is accredited by National Association of Schools of Dance (NASD).

### 4. Board Of Trustees

The governing authority of Point Park College is the Board of Trustees. The Board of Trustees is governed by its by-laws, which laws are printed in the By-Laws of Point Park College.

### 5. Administrative Structure

#### 5.1 President

##### 5.1.1 Appointment Of Terms

The responsibility for the recruitment, selection, and appointment of the President resides with the Board of Trustees. The Board of Trustees has the final determination on the membership of the Presidential Search Committee. If the Board rejects the Search Committee recommendation for a Faculty member, an administrator, or a student who has been recommended by the appropriate body, that body will make a new recommendation. The Search Committee makes recommendations to the Board of Trustees, listing candidates in order of preference, unless the Board requests that the recommendations be unranked.

##### 5.1.2 Membership Of The Search Committee

The Board of Trustees initiates Presidential Searches and establishes Presidential Search Committees. See Board of Trustees By-Laws, p.11.

Membership Of The Search Committee Includes:

- Two (2) Board members elected by the Full Board of Trustees
- Two (2) Faculty members selected by the Faculty Assembly, the procedures for making this recommendation being left to the Faculty

- One (1) Vice President or Dean, normally not the Vice President and Dean of Faculty
- One (1) student recommended by the appropriate student organization
- One (1) alumnus or alumna selected by the full Board of Trustees from those alumni(a) currently serving on the Board of Trustees.
- One (1) staff member recommended by the Staff Assembly, the procedure for making the recommendation being left to the Staff Assembly

### 5.1.3 Duties

The President is appointed by the Board as the chief executive officer of the College. With the advice and consent of the Board, the President alone, with advice from appropriate Faculty or staff groups and/or Committees, appoints Faculty, staff, and other employees of the College and manages all operations. The terms and details of the appointment of the President are at the discretion of the Board.

## 5.2 Vice President For Academic Affairs And Dean Of The Faculty

The Chief Academic Officer is the Vice President for Academic Affairs and Dean of the Faculty. He/She is responsible for the Faculty and the organization, budget, management, and effectiveness of the academic programs of the College and such other duties and responsibilities as the President designates from time to time.

### 5.2.1 Appointment And Terms

The Vice President for Academic Affairs and Dean of the Faculty will be appointed by the President with the advice and consent of the Board of Trustees. The President will choose from a list of nominees presented to him/her by the Faculty Dean Search Committee. The Search Committee will consist of one member elected by each of the departments and one administrative representative.

It will be the task of the Search Committee to consider candidates from all potential sources, both inside and outside the College. The Search Committee will be temporary and will cease to exist after the appointment has been made. The input of the Search Committee is advisory to the President who, alone, has the authority to select and appoint the appropriate candidate. The position of Vice President for Academic Affairs and Dean of the Faculty will be a year-to-year contract with an expected term of three years and renewable.

### 5.2.2 Evaluation

The President will consult the Faculty when evaluating the Vice-President for Academic Affairs and Dean of the Faculty. This evaluation will occur during the second semester of the second year of the Dean's three-year term, and every three years thereafter, and be conducted by the Faculty Dean Evaluation Committee, which will be composed of three

Faculty members elected from the Faculty at large by written ballot of the full-time Faculty.

### 5.2.3 The Faculty Dean Evaluation Committee Will:

1. Request input from all full-time Faculty members.
2. Collect and process the survey forms distributed to all Faculty members.
3. Submit a report on the Dean to the President and a copy to the Dean within six weeks after the Committee's first meeting. The President will have access to the raw data of the survey instrument used.
4. Submit a summary of both the substance and conclusions of the report to the Faculty assembly in such a manner as to protect confidentiality for the Faculty who have provided testimony.

### 5.2.4 Composition Of The Dean's Council

The Dean's Council, chaired by the Vice President and Dean of the Faculty, is composed of the Academic Deans, the Department Chairpersons, and the Academic Graduate Program Directors.

The functions of the Dean's Council are to:

1. Advise the Vice President and Dean of the Faculty and, through him or her, the President or the Executive Council.
2. Consider the effect of proposed policy on academic procedures.
3. Implement policies as they are developed.
4. Consider the problems of other departments and divisions.
5. Articulate and disseminate the policies of the College.
6. Serve as a channel of communication between the Administration and the Faculty.

## 5.3 Department Chairs

### 5.3.1 Appointment And Terms

The position of Department Chair will be a year-to-year contract with an expected term of three years and renewable, at which time reappointment or selection of a new Chairperson will follow the procedure contained in Part I section 5.3.3.2, with the incumbent Chairperson excused from Search Committee deliberations. The Department Chairperson will be a full-time Faculty member appointed by the President with the advice and consent of the Vice President for Academic Affairs and Dean of the Faculty. The Vice President will recommend on the basis of a list of nominees presented by the members of the department or, if an outside Chair is to be appointed, by a Search Committee. The Search Committee will consist of the Dean of the Faculty and all full-time members of the department. It will be the task of the Search Committee to consider candidates from all appropriate sources, both inside and outside the College.

### 5.3.2 Duties

Chairing a department while continuing with the duties of a Faculty member is a full-time Faculty position. The normal teaching load for a Chair is six (6) units per semester. The Chair and Graduate Directors may teach one course of overload per semester for compensation.

He/She is charged with the responsibility for general supervision of instruction in his/her department, including the following specific administrative functions and responsibilities:

1. Advise and evaluate Faculty members in his/her department.
2. Advise and evaluate non-tenured Faculty in his/her department and conduct tenure reviews when and as necessary in accordance with College policy.
3. Schedule classes in his/her department to meet the needs of students.  
The Chair is responsible for ensuring that course schedules meet the needs of students. Faculty preferences for time slots and courses are taken into consideration by the Department Chairs after College needs are met and satisfied. The Chair ensures that students are properly advised and manages the student grievance procedures in the department. Department Chairs are responsible for maintaining adequate average class sizes and monitoring and maintaining adequate average class sizes in all departmental course offerings. Department Chairs will visit off-campus sites as needed to ensure that programs Point Park College offers at such sites meet academic and other relevant standards and to monitor classes, ensuring times and staff meet student needs.
4. Supervise and approve curriculum development as undertaken by departmental committees appointed by him/her for recommendation to the Dean of the Faculty and the Curriculum Committee of the Faculty Assembly. New curricula and changes in existing ones are included in Program Guides and subsequent editions of the College Catalog after formal approval by the President.
5. Call and preside over meetings of the department. Department meetings are held as needed, usually once per month at regularly scheduled times and places. The Chair of the Department prepares an agenda in advance of each such meeting and conducts the meeting in accordance with it. A brief report of the meeting is drafted and then submitted to the Dean of the Faculty and distributed to each member of the department.
6. Be responsible for the administration of all searches for new part-and full-time Faculty members. Departmental Search Committees are formed to fill vacancies or new positions for full-time Faculty, but only after a needs assessment has determined and the President has authorized a position. The Department Chair and the Search Committee make their recommendations for such appointments to the Dean of the Faculty.
7. Recommend and manage the departmental budget. The Chair ensures that the departmental budget meets the needs of students and the College efficiently. He/She initiates budget requests, supervises receipt of materials and supplies, and inventories materials, supplies, and capital equipment.
8. Ensure good communications and cooperation between the department and the various administrative officers and offices of the College.
9. Promote the department's programs, assist in the recruitment

of students, and develop programs to ensure their retention. Department Chairs are expected to work closely with admissions offices and counselors in recruitment activities. They are expected, also, to develop and manage effective advising programs for majors and other students assigned to department members as advisees.

10. Formulate and publish student learning outcomes and conduct regular assessments based on them. The Chair should conduct periodic program reviews in accordance with the standards of all relevant accreditation agencies. Such reviews will focus on the effectiveness of such programs in terms of student learning outcomes.

11. Serve as the department ombudsperson. The Chair should ensure that the concerns of the Faculty, students, and administration are heard and promptly addressed.

12. Fulfill any other duties particular to a given department, e.g., managing facilities such as the Playhouse, computer laboratories, and other special facilities; initiating work orders for the repair and maintenance of such facilities; implementing approved safety procedures.

### 5.3.3 Performance Evaluation Of Department Chairpersons

The evaluation of the Chairperson will have two components:

1. Evaluation by the Dean of the Faculty. Each year, the Chairperson presents a “Chairperson Report” to the Vice President for Academic Affairs and Dean of the Faculty, stating his/her accomplishments and activities covering each of the twelve items listed under “Duties” above.

2. Department Evaluation. In the second-year of the Chairperson’s three-year cycle, the full-time Faculty of each department will evaluate the Chairperson, including, but not limited to, how well He/She fulfills the twelve duties of Chairperson listed above. They are called into session by the Dean of the Faculty and they submit a report to him/her, with a copy to the Chairperson. Included in the report is a recommendation to extend or not to extend the Chairperson’s appointment for another three-year cycle.

### 5.4 Coordinators And Directors Of Academic Programs

Coordinators and Directors of academic programs will be appointed by the President on the recommendation of the Vice President for Academic Affairs and Dean of the Faculty. Any special condition of the appointment is made explicit in the Faculty member’s annual contract.

## 6. Faculty Organization

### 6.1 Faculty Assembly

The Faculty, as a governing body, conducts its business through the Faculty Assembly. The President of the Faculty Assembly is authorized to speak officially for the Faculty of Point Park College. The membership, functions, officers, and meetings of the Faculty Assembly appear in the By-Laws of the Point Park College Faculty Assembly. The Faculty of the College is divided into undergraduate departments and graduate programs.

The list of current departments with their respective Chairpersons is found in the Point Park College Catalog.

#### 6.1.1 Graduate Council

The Graduate Council receives, initiates, evaluates, and recommends graduate programs to the Curriculum Committee of the Faculty Assembly, the Vice President for Academic Affairs and Dean of the Faculty, the Executive Cabinet, and ultimately the President. Its membership consists of the Directors of existing Graduate Programs and others involved in the administration or delivery of such programs. The Graduate Council recommends and monitors the implementation of admissions standards and program quality. It is responsible for periodic review of all Graduate Programs to ensure quality, marketability, and cost-effectiveness.

The Graduate Council consists of the Department Chairs and Graduate Program Directors, the Vice President for Academic Affairs, and Dean of the Faculty. The Dean of Part-time and Accelerated Programs is an ex-officio non-voting member of the Council. Meetings are conducted in accordance with Robert's Rules of Order. Minutes are taken and distributed to the Faculty Assembly, the Registrar, the President, and each member of the Executive Cabinet.

Graduate programs proposals are submitted to the President upon the recommendations of the Vice President for Academic Affairs, the Executive Cabinet, the Graduate Council, and the Faculty Assembly upon recommendation of the Curriculum Committee. These programs must be approved by each of the recommending bodies and officers but are approved or rejected by the President.

#### 6.1.2 Graduate Faculty

Faculty approved for teaching in graduate programs must have terminal (or equivalent) credentials as determined by the Vice President for Academic Affairs and Dean of the Faculty, as well as by Graduate Program administrators. Graduate courses may be taught in overload or as part of a faculty member's regular course load. Overloads taught by Faculty must be approved by the Vice President for Academic Affairs and Dean of the Faculty.

### 6.2 Faculty Committees

Standing committees, their formation, and their functions are found in the By-Laws of the Point Park College Faculty Assembly and its appendices. Additional committees may be established by resolutions of the Faculty Assembly as provided by the By-Laws of the Point Park College Faculty Assembly.

### 6.3 Faculty Handbook

The Faculty, in performing its professional duties, is governed by the current Faculty Handbook. The Handbook is, by reference, included as part of the annual contract between Faculty members and Point Park College. Faculty members are bound by contract to fulfill their duties in accordance with the policies and practices established herein. All full-time faculty contracts, initial and annual, will contain a statement referring to this Handbook.

#### 6.4 Faculty Handbook Revision Process

The Secretary of the Faculty Assembly will keep a separate record of all Faculty Assembly actions that affect changes in the Faculty Assembly By-Laws and the Faculty Handbook and produce the records for revision of these documents. Recommendations for changes may come from Academic Departments, the Faculty Assembly (or its Committees), the Vice President for Academic Affairs, the President, and other officers of the College. Recommendations for revision are submitted to the Vice President for Academic Affairs, the Faculty Assembly, and appropriate committees thereof for review. Changes in any policies or provisions of the Handbook are subject to the approval of the President and the Board of Trustees.

## II. POINT PARK COLLEGE FACULTY PERSONNEL POLICIES: CONTRACTUAL

### 7. The Faculty Of Point Park College

7.1 Faculty Member is defined as a professional academic employee with academic rank, voting privileges in the Faculty Assembly, and holding a full-time teaching or Librarian appointment. All full-time Faculty members serve in one of the following ranks: Professor, Associate Professor, Assistant Professor, Instructor, or Librarian. Guest Artists or Visiting Faculty may also, depending upon their appointment type, be full-time and have academic rank, but they will have no voting privileges in the Faculty Assembly.

7.2 The President and the Vice President for Academic Affairs and Dean of the Faculty hold Faculty status at the rank of Professor in their disciplines, are members of the full-time Faculty, and are ex-officio members of the Faculty Assembly without voting privileges. The President and the Vice President do not attend executive sessions of the Faculty Assembly, but may do so upon invitation of the Assembly.

7.3 Part-time Faculty is defined as a professional (academic or otherwise), on the teaching staff with a maximum of three-fourths course load. Part-time Faculty are appointed at one of the following ranks: Distinguished Lecturer, Senior Lecturer, or Lecturer. Part-time Faculty contracts are issued for no more than one semester at a time. Part-time Faculty appointments are governed by the Guidelines for Part-time Faculty Members, which is approved by the Faculty Assembly.

### 8. Definitions Of Full-Time Faculty Rank



## 8.1 Professor

The rank of Professor is awarded by the President of the College to Faculty members who have normally served a minimum of no fewer than six (6) years at the rank of Associate Professor (unless a lesser term is recommended by the Standing Academic Affairs Committee of the Faculty Assembly and the Dean of Faculty); who meet the formal criteria for appointment as, or promotion to, Professor; and who have been recommended for such rank by the Departmental Tenure and Promotion Committee, the Department or Division Chair, and the Vice President for Academic Affairs and Dean of the Faculty. Professors hold terminal academic credentials in their disciplines or the equivalent professional experience in their disciplines as determined by professionals in those disciplines. The rank of Professor is not normally granted to regular full-time Faculty members upon initial appointment, even if the Faculty member had served in that rank at previous institutions.

8.1.1 Because Professor is the highest honor accorded a full-time Faculty member, promotion to that rank is neither perfunctory nor automatic. Having met the stated formal criteria, Associate Professors are eligible to make application for promotion and will be considered by the appropriate bodies and academic officers of the College.

## 8.2 Associate Professor

The rank of Associate Professor is awarded by the President of the College to Faculty members who have served a minimum of seven (7) years at the rank of Assistant Professor, who meet the formal criteria for appointment as, or promotion to, Associate Professor, and who have been recommended for such rank by their Departmental Tenure and Promotion Committee, the Department or Division Chair, and the Vice President for Academic Affairs and Dean of the Faculty. Associate Professors are tenured members of the Faculty unless appointed initially at that rank with a specified number of years in a probationary appointment. Associate Professors hold terminal academic credentials in their disciplines or the equivalent professional experience in their disciplines as determined by professionals in those disciplines.

The rank of Associate Professor is awarded to Faculty members of the College at the time they begin their tenured appointments to the College. Promotion to Associate Professor is concurrent with the award of tenure. The President may, upon recommendation of the Dean of the Faculty, award the rank of Associate Professor for the Faculty member's initial appointment to the Faculty. The probationary period for Faculty initially appointed at the rank of Associate Professor is four years, with tenure review taking place during the fourth year. Tenure then is awarded for the beginning of the fifth year.

## 8.3 Assistant Professor

As of the Fall Semester 1999, the rank of Assistant Professor is awarded by the President of the College to Faculty members with terminal credentials or the equivalent professional experience upon initial appointment to the Faculty of the College. If tenure

is awarded following formal tenure review, they serve an additional year as Assistant Professors. If tenure is not awarded, they are appointed to a seventh year at rank with a one-year terminal contract. Assistant Professors must be considered for tenure in their sixth year of service. They may not continue beyond a seventh grace year unless tenure has been granted.

#### 8.4 Instructor

The rank of Instructor is awarded by the President of the College to Faculty members who do not have terminal credentials in their disciplines but who are otherwise qualified for appointment to the faculty. Instructors cannot be tenured and do not serve on tenure-track appointments. Their contracts are for one year and may be renewed no more than five times.

#### 8.5 Academic Librarian

The rank of Academic Librarian is awarded by the President to a full-time member of the Faculty possessing an advanced degree in library science (or its professional equivalent) who is entitled to full academic privileges, including voting in the Faculty Assembly. Academic Librarian is a tenure-track position.

### 9. Special Appointments To The Faculty

#### 9.1 Emeritus Faculty

Emeritus appointment at the appropriate rank is made for those members of the Faculty retiring with a minimum of ten years of full-time teaching at the College. The Emeritus Faculty members are invited to College events, encouraged to participate in academic processions, and continue to have Faculty privileges at the Library.

#### 9.2 Visiting Faculty, Visiting Professionals, And Artists In Residence

A Poet, Writer, Artist, Executive, etc., in Residence may be appointed either as Visiting Faculty (at the rank he/she holds at his/her home institution), Visiting Professional, or Artist in Residence by the President upon the recommendation of the Department Chairperson and the Vice President for Academic Affairs and Dean of the Faculty. These Faculty members are full-time employees of the College with the benefits for which they are eligible. Their assignments may include duties in, as well as out of, the classroom. The appointments are temporary in nature. Upon recommendation of the department, holders of these appointments may have Faculty rank, but not voting privileges in the Faculty Assembly.

#### 9.3 Administrators With Faculty Rank

Appointment to the Presidency or the Vice Presidency for Academic Affairs and Dean of the Faculty requires credentials and experience warranting appointment as Professors.

Thus, the President and Vice President for Academic Affairs and Dean of the Faculty hold the rank of Professor. Administrators must qualify for Faculty appointments in the same manner as any other full-time Faculty. Except in the case of the President and the Vice President for Academic Affairs and Dean of the Faculty, and administrators who hold tenure on the Faculty, administrators and members of the College staff serve in the capacity as Adjunct Lecturers or Senior Lecturers. Adjunct Lecturers and Senior Lecturers must be approved to teach by the Dean of the Faculty and the department upon submission of transcripts and current resumes. During their administrative appointment, administrators with Faculty rank will not ordinarily teach more than one course per semester. Administrators at the level of Dean or Vice President will not receive additional compensation for teaching.

## 10. Faculty Contracts

All Faculty members serve at the College on the basis of written contracts issued at the time of appointment and each year during which they hold appointments at the College. The President alone is authorized to make appointments to the Faculty, although the contracts are drafted and issued by the Vice President for Academic Affairs and Dean of the Faculty. Such contracts define the specific terms of appointment and incorporate by reference all of the provisions of the Faculty Handbook.

10.1 The College disclaims, does not honor, and is not bound by any or all oral promises of employment. Although offers of employment are normally preceded by telephone and/or oral conversations, formal employment depends entirely upon written and executed bilateral contracts. In the case of Faculty appointments the President and/or the Vice President for Academic Affairs and Dean of the Faculty, alone, issue oral offers that are not legally or otherwise binding until subsequent formal written contracts are executed by the parties.

10.2 Regular Faculty contracts will be for the fall and spring terms. The regular annual Faculty course load is 12 units for each of the spring and fall semesters. The Vice President for Academic Affairs and Dean of the Faculty may determine, in consultation with such Faculty members, that they may complete their normal loads over a different calendar to accommodate special weekend, evening, or summer programs. One unit is defined as one credit or as otherwise determined jointly by the Department and the Dean of Faculty.

10.3 Upon the request and agreement of both parties (College and Faculty member), Faculty contracts may be withdrawn and terminated.

## 11. Full-Time Faculty Search Procedure

11.1 The authority to appoint Faculty is delegated to the President of the College by the Board of Trustees. Appointments to the Faculty are made with the recommendations of the appropriate Faculty Search Committees and administrative principals. Searches

are conducted in accordance with all State and Federal requirements. Permanent records of searches are kept in the Office of Human Resources in compliance with applicable law.

## 12. Tenure-Track Faculty Search And Appointment Procedures

12.1 Search procedures may begin after a thorough needs-assessment conducted by the Dean of the Faculty when the President authorizes the search and when the position(s) to be filled exist(s) in the College and is (are) funded in the annual budget.

### 12.2 Placement Of Advertisements And Criteria For Selection

12.2.1 Positions will be advertised in appropriate national or regional publications after the determination and approval by the President of position descriptions consistent with the needs of the department. Advertisements are placed by the Director of Human Resources after review and approval by the Vice President for Academic Affairs and Dean of the Faculty and the Chair of the Search Committee. The final ad copy should be made available to these individuals prior to publication. The criteria for the selection and judgment of candidates are to be determined jointly by the Faculty and Administration and approved by the Vice President for Academic Affairs and Dean of the Faculty in writing prior to the placement of advertisements. A budget for the search process will be submitted and approved by the Vice President for Academic Affairs and Dean of the Faculty. Such budgets will include expenses for advertising, travel costs, lodging, and meals.

#### 12.2.2 Receipt And Distribution Of Candidate Application Materials

12.2.3 Candidates forward application materials to the Dean of the Faculty Office, where materials are kept until the search is concluded. Copies of the original documents are made for the use of Search Committees and are made available to Committee members in the Dean's Office. Materials are kept in the Office of the Dean of the Faculty and are made accessible to members of the Search Committee and others authorized to review them. All participants in search procedures observe strict rules of confidentiality in regard to application materials. Materials may not be circulated to persons not formally involved in search procedures.

### 12.3 Acknowledgement And Maintenance Of Records

12.3.1 The Dean of the Faculty will, in consultation with department Faculty members, appoint the appropriate Search Committee Chair. The Dean of the Faculty will acknowledge the receipt of applications and indicate to candidates what additional materials are needed, if any. Initial acknowledgments to candidates include Minority Applicant Information Forms to be returned, with the consent of applicants, to the Office of Human Resources. The Assistant to the Dean will keep applicant logs for each search,

containing applicant names, addresses, positions applied for, visits to campus, and final disposition. The Dean is responsible for notifications to unsuccessful candidates. By College policy, however, materials are kept one (1) year, after which they are destroyed. Application materials of successful candidates are kept permanently in the Office of the President, with copies maintained in the Chairs'/Program Directors' offices, the Office of Human Resources, and the Office of the Vice President for Academic Affairs and Dean of the Faculty.

## 12.4 Composition Of Search Committees

12.4.1 The composition, size, and membership of Search Committees are determined by academic members selected by departmental election. The initiative for recommending candidates for Faculty appointment lies with Search Committees, consisting normally of three (3) Faculty members from the appropriate discipline or department and one additional Faculty member, preferably in a related discipline from another department. Whenever possible, the Committee will consist of tenured Faculty members who represent the diverse interests of the department. Department Chairs/Program Directors are responsible for the management of searches, and for compliance with applicable law. Department Chairs/Program Directors are normally responsible for chairing Search Committees. In a department with several disciplines or programs, the responsibility for chairing a Search Committee may be delegated, with the approval of the Dean of the Faculty, to a representative of the program or discipline.

## 12.5 Application Materials And References

12.5.1 Formal letters of application are required, preferably long enough and sufficiently detailed to reveal candidates' writing abilities, educational backgrounds and philosophy, and interests in teaching.

12.5.2 A current and complete resume must be submitted.

12.5.3 Official transcripts of record are required for all work attempted and completed in higher education. Transcripts must be sent directly from the registrars of the candidates' institutions to the Chairman/Program Director conducting the search. Copies of official transcripts may be sent for the use of Search Committees. Oral or written offers of appointment will not normally be made or sent until all official transcripts of record are on file and have been reviewed. However, when constraints of time dictate, offers may be contingent upon receipt of satisfactory transcripts.

12.5.4 Applicants must submit a minimum of three (3) current letters of reference addressing professional abilities. Additional character reference letters are required if personal characteristics were not addressed by professional referees. Referees may address issues of both character and professional ability in which case separate letters are not required.

Search Committees should attempt to minimize the cost of searches by conducting conference or regular calls to applicants and referees where appropriate. Notes of calls and conversations with applicants and/or referees are to be kept in candidates' files. All questions addressed either to candidates or referees must focus exclusively on matters relating to candidate selection criteria, educational and professional experience, and other matters relevant to the applicants' suitability for the advertised position. Legislation prohibits discussions of personal matters such as place of residence (except in the case of foreign nationals), age, marital status, family, political preference, race, religion, handicap, and sexual orientation.

### 13. Invitations To Campus For Interviews

13.1 Candidates may be invited for campus interviews with the approval of the Chairman/Program Director after initial screenings are concluded, appropriate materials are on file, appropriate telephone reference checks and conference calls have been made and documented, and travel funds are identified. Search Committee Chairs may extend invitations to candidates upon approval by Department Chair/Program Director.

### 14. Arrangements For Campus Visits

14.1 Chairs of Search Committees are normally responsible for making the necessary arrangements for campus interviews. Arrangements include obtaining housing, providing all necessary transportation, arranging for meals, and preparing and distributing interview itineraries. Department Chairs/Program Directors should make efforts to arrange with candidates for the least expensive airline reservations and on-campus, or, if necessary, other housing accommodations. Travel arrangements are to be made through the College-contracted travel services. All travel plans and budgets for such are approved in advance by the Dean of the Faculty.

14.2 Chairs of Search Committees, with assistance from departmental secretaries, are normally responsible for making the necessary arrangements for campus interviews. Arrangements include obtaining housing, providing all necessary transportation, arranging for meals, and preparing and distributing interview itineraries. Department Chairs/Program Directors should make efforts to arrange with candidates for the least expensive airline reservations and accommodations on campus, or, if necessary, other housing accommodations. Travel arrangements are to be made through the College-contracted travel services. All travel plans and budgets must be approved in advance by the Dean of the Faculty.

### 15. On-Campus Visits

15.1 Candidates are normally to be interviewed by the Vice President for Academic Affairs and Dean of the Faculty, Department Chairs/Program Directors, Search Committee, and members of the department. The President reserves the prerogative of participating in the interview process as time and circumstances allow. Candidates are to

be asked to prepare for delivery a 25-30 minutes demonstration classroom lecture or presentation (directed to an audience of students) open to members of the department, interested students, and other interested members of the College Community. Search committee members will meet with the candidate at a luncheon on campus. If candidates stay overnight, they may be accompanied to dinner by Chairs of Search Committees or their designates and one additional faculty member or administrator.

## 16. Selection Criteria For Candidates

16.1 Appointments to the rank of Assistant Professor and above require completion of the Ph.D. or an equivalent credential. In exceptional circumstances candidates for tenure-track appointments who do not have requisite credentials may be given provisional appointments with conditions for permanent appointment indicated clearly in initial contract letters. Although candidate selection criteria are pre-authorized, selection is to be based primarily on judgments of candidates' teaching abilities, their willingness to be helpful to students, and acceptance of the Mission of the College. Judgments of candidates' potential for scholarship (or research) and professional development are important in assessing candidates' currency in their disciplines and their willingness to maintain this currency. It is the responsibility of all involved in the selection process to assess the match of candidates to the Mission and ideals of the College.

16.2 To be considered, also, are the candidate's general knowledge, ability, and interest in College governance. Search Committees are to consider, where appropriate and within applicable legal guidelines, the ethnic and cultural diversity of the department in which the appointment is to be made. Departments should consider staffing profiles that are representative of College diversity goals so they may expose students to a Faculty trained at various educational institutions with a broad range of professional and intellectual perspectives and personal and educational backgrounds. Individual candidates are to be judged, however, by their abilities without regard to race, creed, sex, age, non-disqualifying handicaps, or sexual preference. Diversity and gender balance are to be achieved by ensuring an applicant pool large and broad enough to contain qualified, diverse applicants.

16.3 The President of the College reserves the prerogative to cancel a search or reject Committee and administrative recommendations when applicant pools are not sufficiently diversified in all respects, as enrollment projections warrant, and as dictated by changes in annual budgets or College staffing needs. In circumstances where the latter conditions may apply, the advertisement must state that the position is subject to funding. All advertisements placed prior to the Board's final approval of the budget must state that the position(s) is (are) subject to approval of funding.

## 17. Decision To Hire

17.1 It is desirable, although not necessary, that at least three (3) qualified candidates be interviewed for each position. The decision by the President to hire follows

recommendations by Search Committees, Department Chairs/Program Directors, and the Vice President for Academic Affairs and Dean of the Faculty. Department Chairs/Program Directors submit written recommendations for appointment to the Vice President for Academic Affairs and Dean of the Faculty. Normally one candidate is recommended. However, among equally qualified candidates, more than one name could be submitted by the Committee. Recommendations are to contain supporting documentation that includes reasons for the recommendation and the concerns of dissenting Committee members. The Vice President for Academic Affairs and Dean of the Faculty submits a separate letter of recommendation that is forwarded to the President.

17.2 The President approves or rejects recommendations for appointment. In the event the President elects not to appoint recommended candidates, reasons for the rejection are given so far as doing so does not violate rules of confidentiality. Approvals result in the President's issuance of formal written contracts to successful candidates. Candidates must respond affirmatively in writing within ten (10) days of the issuance of the contract for appointments to be formally confirmed.

### 17.3 Orientation Of New Faculty Members

The Department Chairperson must hold a conference with each new Faculty member to discuss the program; the use of syllabi; textbooks, and audio-visual materials; the grading and examination procedures; the Faculty responsibilities; the classroom regulations; the library resources and services; the student advisory system; the scheduling of office hours; and the evaluation procedures.

## 18. Contracts For New Faculty

18.1 All contracts are prepared for the signature of the President by the Vice President for Academic Affairs and Dean of the Faculty in consultation with the Department Chairs/Program Directors. Official transcripts must be in hand before contracts can be issued. The contract will specify the following:

18.1.1 Position type.

18.1.2 Length of probationary period and date of potential tenure review, if any.

18.1.3 Academic rank at initial appointment.

18.1.4 Credit toward tenure and promotion for prior teaching and/or work experience. One (1) year credit for each two (2) years of comparable teaching experience, or for each four (4) years of relevant work experience, for a maximum of two (2) years for assistant professors and one (1) year for associate professors.

18.1.5 Salary rate that is determined by the Vice President for Academic Affairs and Dean of the Faculty in consultation with the Office of Human Resources.



18.1.6 Any special appointment terms or conditions of appointment (degree completion requirements, additional education required, administrative responsibilities, etc.).

18.1.7 A statement indicating that the Faculty Handbook is included as part of the contract for reference.

18.1.8 Requirements for attendance at New Faculty Orientation, Commencement, and other formal College events.

18.2 Contracts issued by the President officially confer Faculty status on the appointees and, as such, welcome new Faculty members to the College Community.

19. {Reserved for Future Policies as recommended by the Faculty Assembly and approved by the President and the Board of Trustees.}

20. {Reserved for Future Policies as recommended by the Faculty Assembly and approved by the President and the Board of Trustees.}

21. Professional Meetings And Recruitment Travel

21.1 Chairs of the Search Committees will plan recruiting trips to appropriate meetings to interview potential candidates. The College does not cover expenses of additional Search Committee members who attend such meetings for the purpose of recruiting.

22. {Reserved for Future Policies as recommended by the Faculty Assembly and approved by the President and the Board of Trustees.}

23. Faculty Personnel Records And Dossiers

23.1 Official Files

All Faculty records and dossiers pertaining to academic performance, appointments, promotions, tenure, and evaluation are kept in the Office of the Vice President for Academic Affairs and Dean of the Faculty. Faculty members have access to them, upon request, at any time, provided the Vice President for Academic Affairs and Dean of the Faculty is present at the time of viewing. Faculty members may make copies of documents in their files for personal use.

23.2 Records Held In The Personnel Office

Records relating to College benefits, e.g., health insurance, payroll deductions, TIAA/CREF, income tax withholding documents, state and local tax, documents relating to legal or other personnel actions, and other such documents, are held in the Office of Human Resources. They are, as in 11.1 above, to be made available to Faculty members upon prior appointment in the presence of the Director of Human Resources, for viewing and/or copying.

## 24. Academic Freedom And Tenure: Statement Of Policy

The Faculty, administration, and Board of Trustees of Point Park College subscribe to and hereby adopt the formulation and definition of Academic Freedom and Tenure as published in the 1995 edition of the Red Book by the American Association of University Professors. The statement to be incorporated in the Handbook follows in its entirety:

The purpose of this statement is to promote public understanding and support of academic freedom and tenure and agreement upon procedures to ensure them in colleges and universities. Institutions of higher education are conducted for the common good and not to further the interest of either the individual teacher or the institution as a whole. The common good depends upon the free search for truth and its free exposition. Academic freedom is essential to these purposes and applies to both teaching and research. Freedom in research is fundamental to the advancement of truth. Academic freedom in its teaching aspect is fundamental for the protection of the rights of the teacher in teaching and of the student to freedom in learning. It carries with it duties correlative with rights.

Tenure is a means to certain ends; specifically: (1) freedom of teaching and research and of extramural activities, and (2) a sufficient degree of economic security to make the profession attractive to men and women of ability. Freedom and economic security, hence, tenure, are indispensable to the success of an institution in fulfilling its obligations to its students and to society.

### Academic Freedom

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

(b) Teachers are entitled to freedom in the classroom in discussing their subjects, but they should be careful not to introduce into their teaching controversial matter that has no relation to their subject. Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of the appointment.

(c) College and university teachers are citizens, members of a learned profession, and officers of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As scholars and educational officers, they should remember that the public may judge their profession and their institution by their utterances. Hence, they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not speaking for the institution (AAUP Red Book, 1995 Edition).

## 25. Procedures For Tenure And Promotion

25.1.1 The Board of Trustees of Point Park College awards tenure upon the recommendation of the President after a thorough performance review by, and recommendations from, the Departmental Tenure and Promotion Committee, the Department Chairperson, and the Vice President for Academic Affairs and Dean of the Faculty.

25.1.2 The Departmental Tenure and Promotion Committee is composed of all tenured members of the department and at least one tenured faculty member from outside the department, selected by the candidate. In those departments with fewer than three tenured members, one, but preferably two, tenured members agreed upon by the candidate and the tenure committee will be selected from other departments. The Committee will consist of an odd number of Faculty members to ensure against tie votes. The Committee members will elect a Committee Chair who conducts the meetings, selects Committee members from other departments, collects all information necessary for review, performs all administrative tasks of the Committee, and produces the final and formal written recommendation of the Departmental Tenure and Promotion Committee to the Vice President for Academic Affairs and Dean of the Faculty.

25.1.3 The Vice President for Academic Affairs and Dean of the Faculty determines whether a Faculty member is eligible for tenure review and so notifies the Faculty member of his/her eligibility in writing no later than the spring semester preceding the academic year in which the review takes place. Eligibility depends upon the Faculty member's initial contract and length of service. Upon notice of eligibility a Faculty member must submit a formal written request to be reviewed for tenure. Such requests must be submitted to the VPAA and Dean of the Faculty no later than November 1st of the year in which the review is conducted.

25.1.4 Faculty members whose initial appointments are at the rank of Associate Professor are reviewed during the fourth (4th) year of continuous service. Following such review, if the decision is to deny tenure, the Faculty member serves for one additional year. If the decision is to tenure, the Faculty member begins tenured service at the beginning of the fall semester of the fifth (5th) year of service.

25.1.5 Faculty members whose initial appointments are at the rank of Assistant Professor are reviewed during the sixth (6th) year of continuous service. Following such review, if the decision is to deny tenure, the Faculty member serves for one additional year. If the decision is to tenure, the Faculty member begins tenured service at the beginning of the fall semester of the seventh (7th) year of service.

25.1.6 Faculty members whose initial appointments are at the rank of Instructor are not eligible for tenure review unless they have been promoted to Assistant Professor during their service at the College. The probationary period for such Faculty members begins upon their promotion to Assistant Professor, but because of prior service at the rank of Instructor, this period may be abbreviated upon recommendation of the Vice President for Academic Affairs and Dean of the Faculty.

## 26. Non-Reappointment

### 26.1 Probationary Notice For Full-Time Faculty

Notice of non-reappointment, or of intention not to recommend reappointment, will be given to the Faculty member in writing:

26.1.1 Not later than March 1st of the first academic year of service, if the appointment expires at the end of that academic year.

26.1.2 Not later than December 15th of the second academic year of service, if the appointment expires at the end of that year.

26.1.3 At least twelve (12) months before the expiration of an appointment after two or more years in the College.

26.1.4 Ordinarily, the College does not provide probationary Faculty members with a statement of reasons for their non-reappointment unless they request specifically to be so advised. The non-renewal of a probationary appointment with less advance notice than that specified in these regulations will be preceded by a statement of reasons and by an opportunity to be heard, according to due process.

26.1.5 All challenges to non-reappointment, denial of tenure, or dismissal for cause will proceed according to the grievance procedures in the current By-Laws of the Faculty Assembly.

## 27. Discharge And Adequate Cause

### 27.1 Procedure

Termination of tenure of an individual and his/her dismissal from the employment of the College must follow academic due process in particular as specified in the By-laws of the Faculty Assembly. In all cases where the facts are in dispute, the Faculty member will be informed in writing at least 45 days before the hearing of the charges against him/her and will have the opportunity to be heard in his/her own defense by all parties who pass judgment upon his/her case.

The Faculty member will be permitted to have with him/her a personally selected advisor, who may act as counsel. There will be a full record of the hearing available to the parties immediately concerned. In the hearing of charges of incompetence, the testimony should include those of professional peers and other scholars, either from the person's own or from other institutions. Faculty with tenure who are dismissed for reasons not involving unprofessional conduct or failure to meet Faculty responsibilities will receive their compensation for at least a year from the date of notification of dismissal, whether or not they are continued in their duties at the institution.

### 27.1.2 Decision To Terminate For Adequate Cause

The decision to terminate a tenured Faculty member rests with the President of the College. Such decisions must, however, be made on the recommendation of the Dean of the Faculty who, in turn, has conducted the termination proceedings in accordance with the Faculty Assembly By-Laws. The Dean of the Faculty will advise the Faculty member of his/her recommendation to the President, who will then decide.

The Faculty member may request a formal reconsideration of the President's decision in writing. The President will respond in writing within 10 working days. The President's decision is final.

### 27.2 Board Policy on Educational Programs And Program Discontinuances

The College subscribes to the following cited sections of AAUP Policy Documents & Reports, 1995 Edition, in regard to program discontinuance and hereby adopts the following policy to apply to all program discontinuances and department of instruction discontinuances.

Termination of an appointment with continuous tenure, or of a probationary or special appointment before the end of the specified term, may occur as a result of formal discontinuance of a program or department of instruction. The following standards and procedures will apply.

(1) The decision to discontinue formally a program or department of instruction will be based essentially upon educational considerations, as determined primarily by the faculty as a whole or an appropriate committee thereof.

(NOTE: Educational considerations do not include cyclical or temporary variations in enrollment. They must reflect long-range judgments that the educational mission of the institution as a whole will be enhanced by the discontinuance.)

(2) Before the administration issues notice to a faculty member of its intention to terminate an appointment because of formal discontinuance of a program or department of instruction, the institution will make every effort to place the faculty member concerned in another suitable position. If placement in another position would be facilitated by a reasonable period of training, financial aid and other support for such training will be proffered. If no position is available within the institution, with or without retaining, the faculty member's appointment may then be terminated, but only with provision for severance salary equitably adjusted to the faculty member's length of past and potential service.

(NOTE: When an institution proposes to discontinue a program or department of instruction, it should plan to bear the reasonable costs of relocating, training, or otherwise compensating tenured faculty members adversely affected.)

(3) A faculty member may appeal a proposed relocation or termination resulting from a discontinuance and has a right to a full hearing before a faculty committee. The hearing need not conform in all aspects with a proceeding conducted pursuant to Regulation 5, but the essentials of an on-the-record adjudicative hearing will be observed. The issues in such a hearing may include the institution's failure to satisfy any of the conditions specified in Regulation 4(d). In such a hearing a faculty determination that a program or department is to be discontinued will be considered presumptively valid, but the burden of proof on other issues will rest on the administration.

The committee to review these procedures will be a Standing Committee of the Faculty Assembly.

### III. FACULTY RIGHTS AND RESPONSIBILITIES

#### 28. Academic Responsibilities

The Faculty, through the academic departments, is responsible for the development, delivery, maintenance, and evaluation of the curricula of the College. Faculty members are responsible for the following:

28.1 Establish the standards of admission to major programs beyond the minimum established by the Curriculum Committee.

28.2 Establish requirements for the granting of its degrees subject to the fulfillment of College requirements. It is the Faculty's responsibility to detail the learning outcomes in each program and each course within each program and to evaluate student work and progress in terms of such outcomes.

28.3 Define, add, subtract, and evaluate courses within academic areas.

28.4 Determine the composition, qualifications, and requirements of its members.

28.5 Evaluate the standards of academic performance for its members.

28.6 Establish, evaluate, and change the methods of teaching within each academic area and establish the conditions for laboratory and class conduct.

28.7 Assist in library acquisitions and other necessary aids to implement academic programs and studies.

28.8 Designate the content of academic sections of the Catalog.

#### 29. Teaching Workload

## 29.1 Teaching

The normal course load will be twelve (12) units for each of the spring and fall semesters of the academic year as defined in section 10.2. For Faculty members assigned substantial administrative duties, a comparable work load satisfactory to the faculty members, the affected department, and the Vice President and Dean of the Faculty will be established.

## 29.2 Full-Time Faculty Overload

Any course over the normal course load specified above (in section 29.1) will be considered overload. Faculty teaching an overload are compensated as such. Overload assignments are offered by the Department Chair, subject to the Dean's approval, first to qualified full-time faculty in the department except where necessity requires departmental exception. No Faculty members will be required to teach overload courses.

## 29.3 Course Cancellation Statement

Normally, courses will be cancelled if enrollment is fewer than seven (7) students. The Dean of the Faculty may authorize the Department Chair to offer a course with fewer than seven (7) students if there are special and convincing reasons for doing so.

## 29.4 Class Session Cancellation Statement

It is the contractual responsibility of the instructor to meet every class as scheduled. If because of illness or other reasons, the instructor must miss class, he/she must report the absence, or intent to be absent, to the Chairperson and the Registrar. It is the responsibility of the chairperson to see that all students in the class are notified as soon as possible of the cancellation. If the Chairperson is not available, such notice will be given by the Registrar. In the case of emergency substitutions for part-time or full-time instructors, the Dean of the Faculty has the responsibility for remuneration policies.

## 30. Faculty Responsibilities In Addition To Teaching

30.1 Faculty will engage in professional development to improve and keep up-to-date their knowledge and skills.

30.2 Faculty will advise students during registration periods as designated by the Chair. It is expected that Faculty will arrange specific advisement times for part-time and evening students.

30.3 Faculty will participate in Faculty committees or councils and attend meetings of the Faculty Assembly.

30.4 Faculty are encouraged to attend Commencement and support student and alumni activities and other College functions.

30.5 Faculty must be accessible to students during office hours. Office hours should be posted on the Faculty member's office door and submitted to the Office of the Dean of the Faculty. All full-time Faculty members must maintain a minimum of six office hours per week. In addition, six more hours per week should be allotted to committee work and contributions to the institutional culture each semester. Chairs should expect to devote a minimum of twelve hours per week to office hours and six hours to committee work and contributions to the institutional culture.

30.6 Faculty who are aware of a student problem characterized by unusual behavior should communicate with the College Health Services and/or the Dean of Students. The College Health Services refers students, staff, or Faculty to appropriate psychologists, psychiatrists, or clinics for evaluation or therapy. Faculty who are aware of a student with academic difficulties should refer the student to the Office of the Program for Academic Success.

## 31. Academic Freedom

31.1 The primary purpose of education is the search for truth and its free exposition. Every Faculty member has the right and the duty to participate freely in searching after and communicating truth. The Faculty member is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of his/her other academic duties. The Faculty member is entitled to freedom in the classroom in discussing his/her subject.

31.2 Every Faculty member must be free to adapt individual methods to the conditions under which he/she works, to the Faculty member's personality, and to the talents and characters of the students. His/her choice of doctrine must be determined by him/her for its truth and not by public opinion or political policy, nor by the personal whims of college founders, administrators, or benefactors, nor by tyranny of any group. Truth and intellectual progress demand freedom for original research and the communication of its results.

However, academic freedom, as all freedom, implies order, and order implies boundaries or limits. Among these limits are, first, the impassable barrier of positive fact and, second, a recognition that personal sincerity or even subjective conviction is not a guarantee against error. The Faculty member can and should present to the students newly discovered facts and laws, new developments or new application of old knowledge, or new theories that may be advanced in explanation of known data, physical, political, or social. But he/she cannot and should not teach as true what he/she knows to be false, teach as a fact or as a universal law what is yet but hypothesis or theory. If the Faculty member wishes to communicate personal opinions, he/she has an obligation to label them as opinions and not as facts.



31.3 The college or university Faculty member is a citizen, a member of a learned profession and an educational institution. When a Faculty member speaks or writes as a citizen, he/she should be free from institutional censorship or discipline. A Faculty member's expression of opinion as a citizen cannot constitute grounds for dismissal unless it clearly demonstrates the Faculty member's unfitness for his/her position.

However, his/her special position in the college community imposes special obligations. As a man/woman of learning, he/she should remember that the public may judge a Faculty member's profession and institution by his/her utterances. Hence, he/she should at all times be accurate, exercise appropriate restraint, show respect for the opinion of others, and make every effort to indicate that he/she is not an institutional spokesperson.

31.4 Academic freedom will be accorded not only to Faculty members with tenure but also, during the terms of their appointments, to others with probationary or temporary status who are engaged in teaching. Moreover, neither reappointment nor promotion to tenure status will be denied, nor any other adverse action taken, for reasons that violate academic freedom.

31.5 All Faculty members should be protected from unprofessional and unethical personal and professional internal and external disclosures. Faculty personnel files, for example, and any information in them, are considered confidential.

31.6 Due process will be accorded not only to Faculty members with tenure but also, during their appointments, to others with probationary or temporary Faculty status. Dismissal or other adverse action prior to the expiration of a term appointment requires the same procedures as does the dismissal of a Faculty member with tenure, but no opportunity for a hearing is normally required in connection with a failure to reappoint.

If, however, there are reasonable grounds to believe that a non-tenured Faculty member was denied reappointment for reasons that violate academic freedom, there should be a hearing before a Faculty committee. In such a hearing, the burden of proof is on the persons who assert that there were improper reasons for the failure to reappoint. If a prima facie case of violation of academic freedom is made, the administration of the institution is then required to come forward with evidence in rebuttal.

## 32. Sabbatical Leaves

Sabbatical leave is an opportunity accorded College Faculty who hold tenure and have completed six consecutive years of full-time teaching at the College. Sabbatical leaves to full-time Faculty members are granted by the President upon the advice and recommendation of the Dean of the Faculty and the Academic Personnel Policies Committee.

### 32.1 Purpose

Sabbatical leave exists both to provide Faculty an extended period of supported professional growth and refreshment and enhance the quality of the College's academic programs.

### 32.2 Proposals

The College recognizes pursuits such as research, writing, creating, and complementary travel as appropriate sabbatical undertakings. Sabbatical proposals must address those undertakings in the context of a specific project; they must also demonstrate a direct linkage of the project at issue with the personal and institutional purpose of the sabbatical. Proposals must precisely identify the product or products the sabbatical will result in; e.g., a series of lectures to support a new course, a new choreography, a book, published papers and essays, a play, computer programs and models, laboratory experiments or manuals.

### 32.3 Terms Of Sabbatical Leave

Sabbatical leave will be for one term at full salary or for one year at half salary with the continuance of all benefits and privileges regularly accorded to the Faculty member as a full-time teacher. A statement of proposed use of time is required to indicate the manner of achieving these general objectives. Adherence to any approved plan is expected of a Faculty member.

### 32.4 Availability

Every year the College permits about ten percent of the full-time Faculty to take sabbaticals.

### 32.5 Eligibility

All full-time, permanent, salaried Faculty members under full-time contracts are eligible to apply for sabbatical leave during each period of seven (7) years of full-time service at the College following the completion of their first six (6) years of full-time service. The number of sabbatical leaves granted depends upon budgetary considerations and department needs and is determined by December of each year by the Dean of the Faculty.

### 32.6 Conditions

The following conditions apply:

32.6.1 A Faculty member whose contractual teaching time has been less than half-time during a given year may not apply for sabbatical leave for the following year.

32.6.2 A Faculty member may not use a sabbatical to obtain an advanced degree in his/her primary discipline.

32.6.3 Generally, sabbatical leaves will be spread among various departments of the College, but where qualified requests are not forthcoming from other departments, more than one (1) sabbatical leave may be granted in a single department within a year if authorized by the Dean of the Faculty.

32.6.4 The College urges Faculty to pursue, as applicable, grants to support their sabbatical projects, whether for a single semester or a full academic year. Successful pursuit of a support grant is not a condition of a sabbatical's approval.

32.6.5 Travel funds may be made available to assist Faculty members on sabbatical leaves. Such requests should be made in writing to the Dean of the Faculty.

## 32.7 Approval Process

### 32.7.1 Department

The first phase of the approval process occurs at the departmental level where Faculty present project proposals to their Departmental Chairpersons, preferably early in the first semester of the preceding school year. If they affirm the proposal's merits, eligibility, disciplinary integrity, and institutional efficacy, the Department Chairperson will forward the request to the Academic Personnel Policies Committee (APPC) by October 1st of the year preceding the proposed sabbatical.

### 32.7.2 The Academic Personnel Policies Committee

The APPC reviews all proposals, returning to the forwarding department any that fail to satisfy the criteria addressed above. If the number of proposals meets or falls below the number of available sabbatical opportunities, the Committee forwards those materials to the Dean by November 1st; if the number exceeds availability, the Committee rank-orders the proposals and makes its recommendation to the Dean based on that ranking.

In arriving at its recommendation, the Committee may call on the Chairperson and other members of the applicant's department for an evaluation of the worth of the proposed program. It may also call on the chairperson and the appropriate academic dean if the scheduling problems are the only bar to the leave. The Committee forwards all proposals, including those not recommended for approval, to the Dean of Faculty by November 15th.

### 32.7.3 Dean Of The Faculty

The Dean reviews and forwards the Committee's and his/her own recommendations for the President's approval. The Dean then forwards the endorsed recommendations to the President. The President decides. Faculty are notified by December 1st.

### 32.7.4 PRESIDENT

The President reviews the recommendations with the Vice President for Academic Affairs and Dean of the Faculty. By the last day of the fall term, the Dean of Faculty notifies applicants in writing as to whether their requests were approved or rejected.

### 32.8 Restrictions

The College will not approve sabbaticals for the completion of theses or dissertations. Faculty on sabbatical may not teach at the College or participate in Faculty governance, unless deemed necessary by the department and approved by APPC, the Vice President for Academic Affairs and Dean of the Faculty, and the President.

### 32.9 Obligations

The purpose of the sabbatical is to provide faculty members with time away from campus to pursue study or other approved outside activities. Terms of the sabbatical leave, including any obligation for the faculty member to provide reports, documents, proposals, books, articles, software, webpages, etc., are embodied in a written contract between the Dean and the faculty member. Such terms may include, but not be limited to, support the College will provide (travel, expenses, etc.) or length of service, if any, at the College required upon the faculty member's return to teaching.

### 33. Professional Leaves Of Absence

Faculty members may apply for leaves of absence for up to two years without pay for professional development purposes. The President may, at his/her discretion, grant such leave upon the recommendation by the Department Chairperson and the Dean of the Faculty.

### 34. Copyright/Photo Copy

Secretarial help and copying materials for instructional purposes are available in each department. Copying copyrighted materials in violation of the copyright laws is prohibited. Printing is available for materials used for instructional and promotional purposes.

### 35. Software Policy

It is the policy of the College to ensure that software on all computing equipment (PC's, Mainframes, Mini-Computers, etc.) be properly licensed and/or registered. Machines and devices that are college property are inspected at least once each year for pirated or unlicensed software. Any such software found will be deleted. Knowingly violating this policy makes the college and its staff vulnerable to legal penalties, and since that is so, those found responsible for such knowing violations are subject to disciplinary actions as appropriate.

### 36. Faculty Publications

36.1 Publications by Faculty may be classified under the following headings:

1. Publication of the results of independent research.
2. Publication of instructional materials related to College duties, such as text books, manuals, and bibliographies.
3. Publication of material resulting from a specific assignment by the College as a part of regular College duties.

36.2 The rights and obligations of the Faculty member under each of these categories respectively will be as follows:

1. The results of original research are the full property of the writer, unless an agreement stating otherwise has been entered upon with the College. Publications which have been subsidized through the College, however, either by released time from regular duties or by grants to or from the College, must have such subsidy acknowledged in a preface, footnote, or other appropriate location.
2. The use of textbooks and other instructional materials in the College that have been written or developed by members of the Faculty is proper within the appropriate curricular areas. However, no royalties or other financial profit derived from use at Point Park College may accrue to Faculty members. Any such royalties or profit must be assigned to the College. Royalties or other financial profit as a result of use outside Point Park College may accrue to the Faculty member.
3. Unless there is written agreement to the contrary, the College will have full possession and rights of all publications resulting from a specific assignment to a Faculty member. All royalties and other revenue will accrue to the College.

37. Faculty Evaluation

37.1.1 Effectiveness In Teaching

A Faculty member should communicate clearly and systematically the material of his or her discipline, encourage students to critical and independent thought, maintain academic standards appropriate to the institution and the level of his/her courses, and strive to relate the subject matter of his/her courses to the entire educational experience of the students. The rating of "Excellent" is expected in teaching by the end of the probationary period.

Regional accreditation requires that evaluation focus on the effectiveness of instruction in assisting the students to achieve stated program and course objectives. As such, the primary indicator of effectiveness in teaching is documentation that students have achieved such objectives. It the responsibility of the Faculty to document the effectiveness of their teaching

37.1.2 Effectiveness In Advising

A Faculty member should provide academic advisement to students, helping them in planning course selections, explaining to them college policies and requirements, and assessing academic and career goals with them.

### 37.1.3 Professional Development

Professional Development funds are available in the Office of the Dean of the Faculty. Faculty members may apply for such funds by submitting written proposals to the Dean of the Faculty. A faculty member should take advantage of opportunities to grow within his/her chosen field through course work and independent study and research and by attending scholarly meetings, developing curriculum, and participating in co-curricular functions and other activities appropriate to his/her area. Publication is only one means toward professional recognition, and Faculty are encouraged to utilize those means appropriate to their specific circumstances.

### 37.1.4 Participation In College Activities

A Faculty member should make a contribution toward the promotion and development of the institution by participating in department and College activities, serving on Faculty committees, attending Faculty meetings, and participating in student functions beyond the classroom.

### 37.1.5 Public Or Professional Service

A Faculty member, by virtue of his/her role as a teacher, assumes the responsibility of leadership. This function, extended beyond the classroom, may involve holding office in professional organizations, assuming administrative functions within the College, or acquiring positions of responsibility in civic organizations. Such attainments may be considered in evaluating the performance of the individual.

### 37.1.6 Creativity And Productivity

While some Faculty members may contribute to the College through the infusion of new ideas, the introduction of experimental pedagogical techniques, original approaches to research, or artistic achievements, others may supply the energy and diligence upon which a sustained educational program must depend. These qualities should be recognized independently.

### 37.1.7 Rapport With Students

Professional relationships between Faculty members and students and individual attention to the students' academic progress and general well-being are the strengths of Point Park College. Faculty members are expected to be available to students beyond the hours spent in the classroom. The value a student places upon a scholarly discipline, as well as his/her growth to maturity within the educational program, depends upon his/her

respect for his/her professors. Fairness in grading, consideration for the feelings of others, and willingness to admit mistakes are a few of the signs of personal and professional integrity.

## 37.2 Evaluation Process: Full-Time Faculty

### 37.2.1 Self-Evaluation

Each year, on November 1st, the Faculty member presents a "Faculty Report" to the Vice President and Dean of the Faculty with a copy to the department chairperson, describing his/her accomplishments and activities by completing a form mutually acceptable to the Faculty Assembly and the Dean that may include items listed above. Such reports are kept in a permanent Faculty Performance Dossier updated by the Faculty member each year.

### 37.2.2 Chairperson's Evaluation

Each year, the Department Chairperson evaluates every Faculty member in the department. He/She discusses with the Faculty individually his/her evaluation before submitting the form to the Vice President and Dean of the Faculty. The Faculty member signs the form to acknowledge that the required discussion has taken place and is given a copy of the evaluation.

### 37.2.3 Departmental Evaluation

Peer evaluation of non-tenured full-time Faculty members is conducted annually by department tenure and promotion committees. A one-page report is submitted to the Dean of the Faculty indicating whether the tenure-track Faculty members in the department should or should not be considered for re-appointment. The faculty member will be privy to these evaluations.

### 37.2.4 Student Evaluation

Two weeks after mid-term exams each semester, the students are provided with forms in each class to evaluate the course and the instruction received. A student selected by the instructor will deliver the surveys to the Department secretary or to the Office of the Dean of Faculty for keeping until after the course grades have been submitted to the Registrar. The results will be sent to the Faculty member only.

Faculty members may not be present in the classroom while students are completing the evaluation forms or at any time during the evaluation process.

Student evaluation of teaching is done primarily for the purposes of self-evaluation and improvement of course pedagogy and student learning outcomes. However, Faculty members must be able to demonstrate, during annual evaluations, that they have considered such student input seriously and made adjustments in their methods and

courses as a consequence of such reviews. Evaluation forms are distributed and collected by a student in the class appointed by the instructor. Faculty members may use their own evaluation forms in addition to departmental survey instruments.

### 37.2.5 Dean's Evaluation

The Dean of the Faculty evaluates each Faculty member annually. His/her evaluation is based upon documentation provided by the Faculty member and the Department Chairperson. The Faculty member's dossier must be updated annually to ensure that the Dean's evaluation is based on the most current information.

The Dean's evaluation will focus primarily upon documentation of effectiveness in teaching. The evaluation will consist of a thorough review of the Faculty member's self-evaluation and the evidence provided by the Faculty member of his/her performance.

The Dean writes a formal evaluation of the annual performance and submits it to the Faculty member and the Department Chair. Faculty members may record their disagreements with the Dean's evaluation in writing. Both the evaluation and a record of disagreements are kept in the Faculty member's dossier and become a part of the Faculty member's permanent personnel file.

## 38. Promotion

### 38.1 Policy

Promotions may be granted upon the recommendation of the Vice President for Academic Affairs and Dean of the Faculty to the President of the College after the Dean has received recommendations for promotion from the Chair of the Department and the Departmental Tenure and Promotion Committee. Eligibility for promotion is a necessary but not sufficient condition. Promotion candidates must meet the performance criteria as set forth herein and be recommended by their peers. In special cases the President, under the direction or with the approval of the Board of Trustees, may direct a promotion outside the procedures described herein.

### 38.2 Procedure

Recommendations for promotion for members of the Faculty of the College are made by the Department Chairperson to the Vice President and Dean of the Faculty who, in turn, will submit his/her own recommendation to the President. Each such recommendation will be accompanied by a Faculty dossier. It is the responsibility of the Faculty member seeking promotion to provide documentation of accomplishments to the Department Chairperson and the department's evaluation committee for consideration.

### 38.3 Documentation



Candidates for promotion submit a performance dossier to the Dean's Office no later than November 1st of the year in which promotion review is conducted. Copies are made and distributed to the Department Chair and the Chair of the Department Tenure and Promotions Committee. The order of events is the following: Application, November 1st Dossier, Department Committee.

The dossier contains, minimally, the following:

- 1) Letter requesting a performance review in consideration for promotion in rank.
- 2) Current resume.
- 3) Statement of educational philosophy as it applies to his/her appointment at Point Park College and how it has (or has not) evolved during the performance period under review.
- 4) Copies of course syllabi representing the range of courses taught.
- 5) Copies of examinations in such courses and samples of student work.
- 6) Documentation of the students' perceptions of the courses together with the faculty member's appraisal of them.
- 7) Description of the changes made in pedagogy or course content as a result of the candidate's review of such student input.
- 8) Summary of activities in College governance and service, e.g., committee service, admissions assistance.
- 9) Summary of advising responsibilities and self-evaluation. Do advisees find the candidate accessible? Knowledgeable? Sympathetic and understanding? Decisive? Approachable?
- 10) Summary of professional activities: meetings, conferences, publications, research activities, etc.
- 11) Faculty member's own evaluation in terms of areas of strength and areas in which he/she plans to make changes, improve, experiment, etc.
- 12) Areas in which the Faculty member requests additional support, equipment, materials, etc. Areas in which the Faculty member feels that improvements in the College or its policies and practices could help to improve his/her performance.

### 38.3.1 Format Of Dossier

Promotions and tenure dossiers should be ring-bound and consist of no more than 100 pages of material, excluding publications. Supplementary and/or supporting materials may be included as appendices.

## 39. Tenure

### 39.1 Policy

Tenure as a member of the Faculty of Point Park College is acquired according to the guidelines of the Faculty Handbook.

Permanent academic tenure is awarded to Faculty members with the rank of Associate Professor and Professor. (Assistant Professors are awarded promotion to Associate

Professor upon the conferring of tenure). Non-tenured Faculty members are reviewed each year and their probationary period continued only if the annual evaluation is satisfactory.

Tenure exists to preserve a healthy institutional climate of free inquiry by protecting tenured Faculty from dismissal except for either serious misconduct, serious neglect of duty, or incompetence — all to be determined in accordance with policies in this Faculty Handbook and only after appropriate due process is afforded the Faculty member. Faculty members may be dismissed, also, because of bona fide financial exigencies or program discontinuance. However, Faculty members who received tenure on or prior to September 1, 1999, will not be dismissed because of discontinuance of a program or department of instruction, provided they accept teaching or administrative assignments, for which they are qualified, in other programs. Tenure is continuous and not subject to termination without adequate cause. The burden of proof is on the College and its processes to show cause for the dismissal of tenured Faculty members. Voluntary retirement terminates the tenure of the retiree. Notwithstanding the above, no such tenured faculty member will be dismissed without strict adherence to section 27.2 of this Handbook. Financial exigency is defined and used herein to mean an imminent financial crisis which the Board of Trustees judges could threaten the fiscal health of the institution and which cannot and should not be alleviated by a reallocation of existing resources.<sup>1</sup>

## 39.2 Procedure For Awarding Tenure

Each department will form a departmental committee composed of all tenured full-time Faculty for the evaluation of its Faculty who are eligible for promotion and tenure. If there is an insufficient number of tenured full-time Faculty within the department to form a committee of at least three (3) members, the Dean of the Faculty will appoint additional tenured full-time Faculty with expertise in the academic discipline to the review committee. The Chair is excluded from this committee and will submit an independent evaluation and recommendation. Tenure review and evaluation will take place in the sixth year of the probationary period. Early in the first term of the academic year, the Departmental Tenure Committee will convene to consider the qualifications of departmental candidates for tenure. Candidates should be reviewed according to policies set forth herein. Areas to be reviewed during promotion and tenure evaluations may include but are not limited to the following:

1. Self-Evaluation
  - a. Professional goals/accomplishments.
  - b. Speaking, publishing, performance projects.
  - c. Educational philosophy.
  - d. Justification for granting tenure.
2. Teaching Effectiveness
  - a. Letters of recommendation from peers, colleagues, administrators.
  - b. All available student evaluations for the last two years.
  - c. Records of classroom visitation by colleagues.

- d. Documentation of the extent to which students achieved course goals.
- e. Course examinations, syllabi, course grade averages, enrollment statistics.

### 3. Student Advising

- a. Advising philosophy.
- b. Numbers of students advised (by semester).
- c. Student evaluations of advising.
- d. On-campus accessibility: posted office hours.
- e. Summary of advising effectiveness.

### 4. Participation in College Life

- a. Committee memberships.
- b. Extra-curricular activities.
- c. Departmental functions.
- d. Recruiting.

### 5. Professional Development

- a. Papers/projects presented.
- b. Conferences attended.
- c. Participation in forums/scholarly meetings.
- d. Publications.
- e. Coursework.
- f. Active membership in learned societies/professional organizations.
- g. Any other relevant activities.

In addition to a record of academic excellence in their disciplines, candidates for tenure must also offer evidence of continued disciplinary growth and accomplishments. After evaluating all the pertinent evidence, the department's tenured Faculty votes, by secret ballot, on the candidate's fitness for appointment with tenure.

The Chair of the Department should meet separately with the candidate and conduct an individual evaluation. At that point the Chair will formulate a recommendation that will be forwarded to the Dean of the Faculty.

To recommend a candidate for tenure, a majority of the tenured Faculty must concur with that recommendation. Not later than December 1st, the evaluation committee will notify the Dean of the Faculty of their findings.

The Dean reviews and forwards the Committee's recommendations, the Chair's evaluation and recommendation and his/her own independent evaluation and recommendation to the President for approval by March 1st, in the absence of demonstrably adverse information outside the scope of the foregoing evaluative processes. The President reviews the recommendations and announces the results by April 15th.

## 39.2.1 Application Of Criteria For Tenure

The Dean of the Faculty will notify faculty members of their eligibility for tenure review in the spring semester prior to the year in which they will be reviewed. Faculty members wishing to be reviewed must then submit to the Dean of the Faculty a letter of intent to apply for tenure as well as a dossier no later than October 15th of the tenure review year.

Tenure and promotion are granted on the basis of the quality of performance in four separate areas of evaluation: 1) teaching effectiveness, 2) advising, 3) college service, and 4) scholarship or research and professional development. Since Point Park College emphasizes effectiveness in teaching, tenure is granted only to those candidates judged excellent in this by peers and appropriate administrative officers. Performance in each area is rated in accordance with the following:

E = Excellent (demonstrably exceeds minimum requirements)  
S = Satisfactory (meets minimum requirements)  
U = Unsatisfactory (does not meet minimum requirements)

For tenure and promotion the minimum ratings for the most recent two years of evaluation are these:

Teaching = E  
Advising = S  
College Service = S  
Scholarship/Prof. Dev. = S

39.2.2 It is the responsibility of Department Chairs to develop, with the members of their Faculties, clear definitions of each of the rating categories above. Such must be written and submitted to the Dean of the Faculty for approval prior to distribution.

### 39.3 Tenured Contract

Reappointment with the status of tenure assures the Faculty member that his/her contract will be continued from year to year and should be terminated only for adequate cause as defined above.

## 40. Grievances

All Faculty grievances are governed by the policies and procedures specified in the By-Laws of the Point Park College Faculty Assembly.

## 41. Calendar For Annual Reviews, Promotions, And Tenure

### 41.1 Annual Reviews

October 15—Dossiers due in Dean's Office.

October 30 to April—Reviews conducted by Dean in alphabetical order of Faculty member's last name.

April 15—Reviews completed and submitted to Department Chairs.

May 1—Recommendations for merit increases based on reviews communicated to faculty individual faculty members (when and if policy is established).

#### 41.2 Promotions

April 30—Dean notifies faculty members eligible for promotion and requests letter of intent.

November 1—Candidate for promotion submits letter of intent to apply for promotion along with completed dossier (two copies of dossier: one to the Dean and one to the Chair).

November 15—Promotions Committees meet and review candidate dossiers, and, as necessary, request additional information.

December 1—Promotions Committees submit formal written recommendation to the Dean of the Faculty.

Department Chairs submit separate formal written recommendation to the Dean of the Faculty.

February 15—Dean submits formal written recommendation to President.

April 15—President notifies Faculty members of Promotion decision.

#### 41.3 Tenure

April 30—Dean notifies Faculty members eligible for tenure and requests letter of intent to apply for review.

November 1—Candidate for tenure submits completed dossier as well as letter of intent to apply for promotion (two copies of dossier: one to the Dean and one to the Chair).

November 15—Tenure Committees meet and review candidate dossiers, and, as necessary, request additional information.

December 1—Tenure Committees submit formal written recommendation to the Dean of the Faculty.

Department Chairs submit separate formal written recommendation to the Dean of the Faculty.

February 15—Dean submits formal written recommendation to President.

April 15—President notifies faculty members of tenure decision.

42. {RESERVED for FUTURE POLICIES as APPROVED by Board of Trustees in accordance with Section 6.4 herein.}

43. {RESERVED for FUTURE POLICIES as APPROVED by Board of Trustees in accordance with Section 6.4 herein.}

44. {RESERVED for FUTURE POLICIES as APPROVED by Board of Trustees in accordance with Section 6.4 herein.}

45. {Reserved for future policies as APPROVED by the Board of Trustees in accordance with Section 6.4 herein.}

46. {Reserved for future policies as APPROVED by the Board of Trustees in accordance with Section 6.4 herein.}

47. {Reserved for additional policies as APPROVED by Board of Trustees in accordance with Section 6.4 herein.}

#### IV. Student Policies

##### 48. Student Affairs Policies

Student-Faculty policies and activities are coordinated through the Faculty Assembly's Student Development Committee with the assistance of the Vice President for Student Development and Dean of Students.

##### 49. Student Handbook

The Student Handbook is a publication for graduate and undergraduate students containing information, rules, and regulations for students and procedures of student governance.

##### 50. Student Ethics

Any student found guilty of a serious breach of ethics, such as plagiarism, will be subject to disciplinary action, including dismissal. "Breach of Ethics" includes, but is not limited to, plagiarism, the copying of others' ideas and representing them as one's own; copying or other forms of cheating on examination papers, and reports; and the sale, purchase, or distribution of term papers.

## 51. Student Discipline Code

For violations of the “Student Code of Conduct,” and offenses related to persons, to property, to the operations of the College, to welfare, health and safety, and to the College judicial system, disciplinary action may be taken against the offending student according to the process described in the Student Handbook.

## 52. Student Rights And Responsibilities

A comprehensive statement on student rights and freedoms prepared by the American Association of University Professors, the Association of American Colleges, the National Student Association, the National Association of Student Personnel Administrators and the National Association of Women Deans and Counselors can be found in the Student Handbook. The recommendations of the statement are consistent with administrative policy regarding student personnel. Excerpts most applicable to Faculty are hereby included:

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students and the general well-being of society. Free inquiry and free expression are indispensable to the attainment of these goals. As members of the academic community, students should be encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth. Institutional procedures for achieving these purposes may vary from campus to campus, but the minimal standards of academic freedom of students outlined below are essential to any community of scholars.

Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus and in the larger community. Students should exercise their freedom with responsibility. The responsibility to secure and to respect general conditions conducive to the freedom to learn is shared by all members of the academic community. Each college and university has a duty to develop policies and procedures which provide and safeguard this freedom. Such policies and procedures should be developed at each institution within the framework of general standards and with the broadest possible participation of the members of the academic community.

The professor, in the classroom and in conference, should encourage free discussion, inquiry and expression. Student performance should be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards.

### 52.1 Protection Of Freedom Of Expression

Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.

## 52.2 Protection Against Improper Academic Evaluation

Students should have protection through orderly procedures against prejudiced or capricious academic evaluation. At the same time, they are responsible for maintaining standards of academic performance established for each course in which they are enrolled.

## 52.3 Protection Against Improper Disclosure

Information about student views, beliefs and political associations which Faculty members acquire in the course of their work as instructors, advisers and counselors should be considered confidential. Protection against improper disclosure is a serious professional obligation. Judgments of ability and character may be provided under appropriate circumstances normally with the knowledge or consent of the student.

Provisions should also be made for periodic routine destruction of non-current disciplinary records. Faculty members should respect confidential information about students which they acquire in the course of their work.

## 52.4 Freedom Of Inquiry And Expression

52.4.1 Students and student organizations should be free to examine and to discuss all questions of interest to them and to express opinions publicly and privately. They should always be free to support causes by orderly means that do not disrupt the regular and essential operation of the College. At the same time, it should be made clear to the academic and the larger community that in their public expressions or demonstrations, students or student organizations speak only for themselves.

52.4.2 Students should be allowed to invite and hear any persons of their own choosing. Those routine procedures required by an institution before a guest speaker is invited to appear on campus should be designed only to ensure that there is orderly scheduling of facilities and adequate preparation for the event and that the occasion is conducted in a manner appropriate to an academic community. The institutional control of campus facilities should not be used as a device of censorship. It should be made clear to the academic and larger community that sponsorship of guest speakers does not necessarily imply approval or endorsement of the views expressed, either by the sponsoring group or the institution.

52.4.3 The use of violence, threat of violence, or disruptive behavior to deny the freedom of speech is subject to discipline according to procedures contained in the Student Code of Conduct contained in the Student Handbook.

### 52.4.4 Student Participation in Institutional Governance



As constituents of the academic community, students should be free, individually and collectively, to express their views on issues of institutional policy and on matters of general interest to the student body. The student body should have clearly defined means to participate in the formulation and application of institutional policy affecting academic and student affairs. The role of the student governance system and both its general and specific responsibilities should be made explicit, and the actions of student governance within the areas of its jurisdiction should be reviewed only through orderly and prescribed procedures.

#### 52.4.5 Exercise Of Rights Of Citizenship

College and university students are both citizens and members of the academic community. As citizens, students should enjoy the same freedom of speech, peaceful assembly, and right of petition that other citizens enjoy and, as members of the academic community, they are subject to the obligations that accrue to them by virtue of this membership. Faculty members and administrative officials should ensure that institutional powers are not employed to inhibit such intellectual and personal development of students as is often promoted by their exercise of the rights of citizenship both on and off campus.

The student who incidentally violates institutional regulations in the course of his/her off campus activity, such as those relating to class attendance, should be subject to no greater penalty than what would normally be imposed. Institutional action should be independent of community pressure.

#### 53. Procedures For Student Appeal Of Grades

The assignment of course grades is primarily the responsibility of the Faculty member, who should give an impartial, professional evaluation of performance in the course.

As early as possible in the term, but not later than the end of the second week, the instructor must distribute his/her syllabus, including his/her grading procedures. This may include a specified level of attendance. A copy of each syllabus must be filed in the office of the appropriate Department Chairperson and filed in the office of the Vice President and Dean of the Faculty.

A student who wishes to appeal his/her grade must proceed as follows:

53.1 He/she will make an effort to discuss the problems with the Faculty member.

53.2 If the discussion with the Faculty member has not resulted in a mutually satisfactory settlement, the student must, within sixty (60) days from the end of the term in which he/she received the grade, address a written appeal to the Department Chairperson or to the Vice President and Dean of the Faculty if the Chair is the instructor

whose grade is being appealed. This written appeal must show the extent to which a disputed grade fails to correspond with the Faculty member's grading procedures as stated in the syllabus for the course.

53.3 The Department Chairperson or his/her delegate will appoint a Committee of three professionally qualified Faculty members, of whom at least one should be knowledgeable in the content area involved. The Chairperson or his/her delegate, in conjunction with the Committee, will determine whether or not the student's appeal is justified. Based on the committee's deliberations, the Department Chair will either sustain the grade or ask the instructor to change it within thirty (30) days of the appeal.

53.4 Should step 53.3 not result in a settlement, the Vice President and Dean of the Faculty will convene a Grievance Committee within thirty (30) days and serve as the chairperson. The voting members of this committee will consist of two (2) Faculty representatives from the Academic Standing Committee, selected by the Vice President and Dean of the Faculty, and one (1) student, selected by the President of United Student Government.

53.4.1 The Chairperson will:

A. Ensure that the proceedings are conducted in an orderly and civil fashion and that a complete and accurate record is made in accordance with the parties' agreement.

B. Ensure that persons present at the proceedings are limited to the Grievance Committee members, the petitioning student, the instructor, and each witness called. Any exceptions to the above portion of this paragraph will be permitted only with the majority vote of the three (3) members of the Grievance Committee.

C. Exclude any and all evidence, oral and documentary, which is deemed by the committee to be hearsay or unrelated to the matter at hand. Should there be differing opinions among the Grievance Committee's voting members as to admissibility of evidence from either student or instructor, the Grievance Committee will vote, with the majority ruling as to the admissibility of such evidence. In reaching a determination on the admissibility of such contested items of evidence, the committee will consider only the proposed source of the evidence, be it oral or documentary. They will neither hear nor view any of the content or substance of such evidence prior to determining the acceptability of its source.

D. Ensure that the Grievance Committee, with attention to the aforementioned process for determination of admissibility, confines its attention to presentation of 1) witnesses who are capable of presenting first-hand evidence of matters directly related to the issues — a class grade that the student does not believe reflective of his/her academic performance — and 2) documentation that is directly related to, and tends to substantiate, the position of its presenter.

53.5 The student may elect to precede or follow the instructor with presentation of his/her case.

53.5.1 The petitioning student may, in order to satisfy the Grievance Committee of the validity of his/her grievance, establish that he/she has received an unjustified grade due to the failure of the instructor to adhere to terms of: 1) the course syllabus, 2) the course description as set out in the Point Park College Catalog, and/or any other written or verbal directions or explanations relating to the procedure by which the instructor arrived at the disputed grade. The student may, subject to the majority of the Grievance Committee's agreeing to hear such evidence, present any material or witnesses that he/she believes will tend to establish that unusual or unexpected circumstances affected his/her performance in the course at issue, although existence of such extenuating circumstances will not necessarily dictate the committee's finding for the student.

53.5.2 The instructor must establish that the student has received the disputed grade for failure to adhere to terms of the course description as set out in the College Catalog, and/or any other written or oral directions or explanations to which the petitioning student should have had reasonable access, all of which are verifiable through the production of documentation, statements by Faculty, or by other students, capable of testifying to first-hand knowledge of the event(s) that led to the contested grade.

53.5.3 The Grievance Committee, in weighing the evidence offered, will consider that the burden of proof ultimately rests with the petitioning student.

53.5.4 The Grievance Committee will confine itself to a judgment as to whether or not the assigned grade was fair and reasonable, based upon the weight of the evidence presented by the instructor and the student. The committee will make its judgment known to the Vice President and Dean of the Faculty, who will take administrative action in accordance with said judgment to 1) make the original grade part of the student's official academic record or 2) make the grade adjustment recommended by the committee.

#### 54. Academic Standing

Students are required to understand and follow the academic policies related to selection of majors/minors, grades, probation, dismissal, attendance, leaves of absence, course withdrawal, and other matters as stated in the Point Park College Catalog.

#### 55. Class Attendance Policy

Classroom attendance at Point Park College is a responsibility of both the student and the classroom instructor. The student is expected to meet all the requirements of the course as established by the instructor, which could include attendance. The instructor is obligated to inform the student explicitly what the policy is concerning attendance as part of the overall course requirements.

56. Buckley Amendment – Family Educational Privacy Act of 1974

In conformity with the Family Educational Right and Privacy Act, as amended, Point Park College will not disclose any personally identifiable information to any person other than the student without the student's specific, signed permission. The Act, however, authorizes three exceptions to the general rule which permit certain disclosures:

(1) Point Park College may, at its discretion, disclose the final results of a disciplinary proceeding against a student in which the student is an alleged perpetrator of any crime of violence. [Note: Prosecution of any crime by public law enforcement agencies will result in a public record of the reported incident and the disposition of the case.];

(2) Point Park College may, at its discretion, disclose to parents or guardians personally identifiable information from an education record of a student under the age of 21 if the College determines the student violated the school's policies regarding the use or possession of alcohol or controlled substances;

(3) If a student is a dependent on his or her parents for tax purposes, Point Park College may disclose personally identifiable information from the education record of the student to either parent (or legal guardian).

The only other information that will be released without student consent are dates of enrollment and attendance, degrees and honors awarded, and academic major. Upon the specific, signed request of a student, information will be forwarded to a third party for that party's use only. (An appropriate service fee will be charged.)

Students wishing to see the contents of their transcripts or academic folders may do so by making a request in person in the Student Records Office, Office of the Registrar, between 9:00 a.m. and 4:00 p.m., Monday through Friday.

## V. ADMINISTRATIVE PROCEDURES

57. Emergency Closing

During emergencies because of weather conditions or other dangers to persons, the campus may have to be closed. A public announcement is made over KDKA (1020 AM) Radio and Channel 11 WPXI-TV. Information about closure of the College can be obtained by calling the main telephone (412) 391-4100 or by listening to the news.

58. Keys

Arrangements for office keys may be made through the department secretary and obtained through the office of the Director of Physical Plant. There is a charge for lost keys. Faculty members may not install their own personal locks on doors. Because of Fire Codes, all offices must be accessible to authorized College personnel. Keys are the property of Point Park College.

## 59. Purchase Orders

Requests for professional supplies and equipment should be submitted to the Purchasing Office through the Department Chairperson before purchase.

## 60. Travel

Requests for travel advances authorized by the College should be submitted to the Business Office, through the Department Chairperson, one week before the start of travel; expense receipts must be submitted within one month of return.

## 61. Health Services

The Health Services Office is located in Room 203, Thayer Hall (extension 3800) and provides medical care referral for all Point Park College students, guest residents, Faculty, and staff. A Medical Coordinator is available Monday through Friday from 8 a.m. to 4 p.m. Through contractual arrangements, a physician is available. Students, Faculty, and others must report to the Medical Coordinator for referral for physician evaluation.

## 62. Recreation And Fitness Facilities

Point Park College Faculty members are invited to take advantage of athletic facilities, both on and off campus, that are available to members of the College community. The Wellness Center, located in the Lawrence Hall basement, provides such free facilities as a universal gym, weights, rowing machines, whirlpool, stationary bicycles, and table tennis. There is no charge for ping-pong balls and pool tables. The staff will also set up individualized exercise programs after determining each individual's need and basic degree of physical fitness. Contact the Director of the Wellness Center at Extension 3854 for information. The Wellness Center has also arranged for the use of gym facilities at the nearby Downtown YMCA (330 Boulevard of the Allies). This includes the swimming pool, a gym for intramural basketball, and volleyball teams that compete in the College league. Employees are encouraged to form teams and compete in the leagues. The Downtown YMCA offers to Faculty a special membership package providing extended opportunities beyond the contracted intramural program. (See Downtown YMCA membership office.)

## 63. External Relations Policies

### 63.1 Communications Channels

#### 63.1.1 The Campus Newsletter

Published weekly during the fall and spring terms by the Office of Media Relations, The Campus Newsletter provides a schedule of upcoming items of interest to the College

community, such as speakers, panel discussions, special events, etc. Copy deadline is noon on Wednesday for the upcoming week. Contributors should send information to Media Relations in Room 824, Academic Hall, or call extension 3987.

#### 63.1.2 InBrief

Published periodically during the fall and spring terms by the Office of Media Relations, In Brief features news about College and Faculty and staff members, such as promotions, conferences, professional activities, etc.

#### 63.1.3 Point Park College In The News

Published periodically, PPC In The News contains reprints from outside publications.

#### 63.1.4 Student Communications

The Globe (a student weekly newspaper), The Pioneer (a classroom laboratory newspaper), WPPJ Radio, and WPPC-TV provide news and information about what is going on at Point Park College.

#### 63.1.5 Bulletin Boards

Many bulletin boards have been placed around the campus to facilitate communications within the College community. All internal official signs and notices must be approved by an appropriate College authority. All other notices (nonacademic, extracurricular, student organizations, and outside enterprises) must be approved by the Office of Student Development, which also maintains an electronic sign for announcing important events.

#### 63.2 Graphics Standards

(See Point Park College Graphic Identity Guide)

#### 64. Discounts

Point Park College is nationally known for its theatre and dance programs, and Faculty members are welcome to enjoy performances at the College's Pittsburgh Playhouse of Point Park College in Oakland. The Conservatory of Performing Arts (COPO) offers discount subscriptions to Faculty and staff members for COPA performances at any of the theaters except on Friday and Saturday evenings. For details, call the Playhouse Box Office at 621-4445. Community classes offer an opportunity for Faculty members to sign up for group classes, such as dance, at a discount. Discounts are not available for private lessons in voice or music. For information and schedules, stop by the Community Classes Office in Room 210, Academic Hall.

Staff members, spouses, and children who take courses on an independent study basis or who take private lessons for credit must pay any instructor fees or laboratory fees involved.

The tuition remission benefit is not applicable to private lessons and/or instruction, non-credit continuing education classes, non-credit conservatory classes or the affiliate programs (Pittsburgh Film Makers, the Art Institute of Pittsburgh, and the Respiratory Care Program).

#### 65. Tickets—Athletics

Point Park College sports are among the best in the Pittsburgh area, and Faculty members are invited to watch the various Pioneer teams in action. Admission to basketball and baseball games is free with a College identification card. However, games played at CCAC-South normally require an admission fee. Playoff games sanctioned by the NAIA also require fee assessment. For more information about teams and schedules, contact the Athletic Office, Room 716, Lawrence Hall or call Extension 3853.

#### 66. Special Programs

Faculty members belonging to legitimate outside organizations that need a place to meet or hold an event should be aware that rooms can be rented through the Office of Student Development, which can also arrange for food service.

The Faculty are encouraged to attend and participate and to take the initiative to sponsor lectures, seminars, workshops, symposia, panel discussions, and performances organized by various units of the College, including student organizations. If funding is needed, a budget request should be made at least three months before the beginning of the academic year in which the program is to be conducted. Rooms and food service will be reserved by the sponsors and organizers at least one month in advance. Worthy programs may be audio and/or video recorded with the technical assistance of the Journalism and Communications Department, depending on the availability of persons, materials, equipment, and location restraints.

#### 67. Point Park College Official World Wide Web Page Policy

The official Point Park College web pages are developed in accord with policies and procedures developed by the Web Page Committee. All department and official web pages are programmed and maintained by the Web Master. It is prohibited for anyone other than the Web Master to develop or alter official web pages. The College does not sanction, control, or otherwise have responsibility for the content of Faculty, student, or other personal web pages that may have links to official College pages. Detailed policy statements will be included in the Appendices of this document as they are developed.