

National University } October
PART-TIME } 2010
FACULTY POLICIES }

The University of Values



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NATIONAL UNIVERSITY PART-TIME FACULTY POLICIES

Preamble

Founded in 1971, National University is an independent, non-profit higher education system. The University has focused on increasing access to higher education by offering working adults learning opportunities that accommodate their complicated lives and crowded schedules. As the University charts its course for the new century, it will continue to be guided by its unique mission to serve adult learners:

The University is dedicated to making lifelong learning opportunities accessible, challenging and relevant to a diverse population of adult learners. Its aim is to facilitate educational access and academic excellence through innovative delivery systems and relevant programs that are learner- centered, success-oriented and responsive to technology. The University's central purpose is to promote continuous learning by offering diverse instructional approaches, by encouraging scholarship, by engaging in collaborative community service, and by empowering its constituents to become responsible citizens in an interdependent, pluralistic, global community.

Part-time faculty are valued and respected members of the University community. Their primary responsibilities are comprised of varying levels of teaching, advising of students, scholarship, and departmental activities.

Part I: Part-time Faculty

1.0 Governance and Delegation

- 1.1 The University is a non-profit public benefit corporation governed by a Board of Trustees. All of the activities and affairs of the University are conducted by or under the direction of the Board.
- 1.2 The Board of Trustees may delegate the management of University activities, provided that all activities and affairs of the University must be managed and all governing powers must be exercised under the ultimate direction of the Board. The President of the University is the institution chief executive officer and has, subject to the control of the Board and the Chancellor, authority over all the institution affairs and activities.
- 1.3 Only the President or the President's designee is authorized by the Board of Trustees to take action relating to: appointment, discipline and termination of Part-time Faculty; reappointment or non-reappointment of Associate Faculty; and elimination of Adjunct and Associate Faculty positions because of reorganization, financial exigency, or any retrenchment actions.

- 1.4 The Provost advises the President about Part-time Faculty and is the President's designee with respect to action relating to appointment, discipline, and termination of Part-time Faculty and to reappointment and non-reappointment of Associate Faculty members, subject to the President's authority to override any decision of the Provost with respect to these issues.
- 1.5 Amendments of, additions to, and deletions from the Part-time Faculty Policies require approval of the Faculty Senate, the University Faculty (including Associate Faculty), the President, and Board of Trustees of the University in accordance with procedures set forth in the Faculty Bylaws and other relevant documents.
- 1.6 Part-time Faculty provide representation on the three Faculty Governing Bodies: the Faculty Senate, Graduate Council, and Undergraduate Council. They participate in the discussions, provide input, and vote on issues pertaining to the academic governance and academic programs of National University.

2.0 Contractual Documents

- 2.1 The contractual rights and obligations of the Part-time Faculty are determined only by these Part-time Faculty Policies the letters of appointment and teaching contracts entered into between the part-time faculty member and the University, and the University Policy Manual (but only to the extent it refers to "Part-time," or to "all University employees"). Except as expressly provided, the Part-time Faculty are not governed by or entitled to any benefits under the University Policy Manual or the Full-Time Faculty Policies. The University Policy Manual is available at the Human Resources office and is on-line at the University's SharePoint website; several policies from this manual, but not all that are applicable to Part-time Faculty, are cited in these Part-time Faculty Policies. Although the General Catalog and the Faculty Handbook are not a part of the contract, Part-time Faculty must comply with the relevant applicable provisions of these publications unless they are superseded by these Part-time Faculty Policies.
- 2.2 *The University is under no obligation to appoint a Part-time Faculty member to teach beyond the current contractual agreement.*
- 2.3 All Part-time Faculty are expected to have the following minimum qualifications: appropriately earned master's degree in the discipline taught from a regionally accredited institution, although a doctoral or terminal degree in the discipline taught or in an allied

field is preferred; where relevant, a minimum of three (3) years recent employment in the faculty member's professional field; evidence of potential for excellence in teaching and professional achievement in the faculty member's field; evidence of potential for scholarly research or professional currency; and attendance at a faculty orientation.

- 2.4 No Part-time Faculty member will be deemed appointed in the absence of an official written notification from the President or the President's designee. Part-time Faculty members are contracted to work within a specific School and within a particular Department within that School.

3.0 Definitions

The University is an accredited, non-profit, independent institution of higher learning. The administrative center is located in La Jolla, California. Major academic centers are located in California and Nevada.

Throughout these Faculty Policies, the following definitions are applicable:

- 3.1 Faculty** The main categories of “Faculty” at National University are *Full-time Faculty* and *Part-time Faculty* which include both *Associate* and *Adjunct*.

3.1.2 **Full-time Faculty** are members of National University whose primary responsibilities are teaching, scholarship, and service. These responsibilities include oversight of curriculum, mentorship of Part-time Faculty, student advising, curriculum development, peer review of Faculty colleagues in the school and regions, participation in search committees for Faculty and designated academic administrators, professional development, and participation in academic governance.

3.1.3 **Part-time Faculty** are members of the University Community who are not Full-time Faculty and whose primary focus is teaching but also involve varying degrees and levels of student advising, scholarship, and department activities. Part-time Faculty comprise both Associate Faculty and Adjunct Faculty.

3.1.3.1 **Associate Faculty** are skilled teachers, qualified and able to enter into a less than full-time contractual agreement with the University. They are contracted to teach a designated number of courses per year; advise students on course-, program-, or career-related issues; participate in departmental, school,

and University activities; and engage in scholarship or professional activities relevant to their teaching.

3.1.3.2 **Adjunct faculty** are skilled teachers whose primary commitments are to the practice of their disciplines. They are contracted to teach on a course by course basis, subject to the availability of courses the Adjunct is qualified to teach. They advise students on course-related topics and maintain currency in their professional and disciplinary fields. Although not required to participate in departmental, school, and University activities, they are welcome to do so (See 10.3.1).

3.2 School and Colleges

3.2.1 Schools and Colleges are academic units within the University, concerned with instruction and research, and contributing to the total intellectual development of the students of the University. Through its schools and colleges, the University offers undergraduate and graduate degrees as well as certificate programs. The term “school” is used for both schools and colleges.

3.2.2 Schools are created or disbanded only by action of the Board of Trustees upon the recommendation of the President. The President and the Provost will engage in substantive discussion with the appropriate School Dean, the school’s faculty, and the Faculty Senate, prior to making a recommendation to the Board of Trustees.

3.3 Department

3.3.1 A department is an element of a school defined by academic and intellectual content as well as by disciplinary needs or professional curricular requirements.

3.3.2 Departments are created or disbanded by authority of the President after substantive discussion with the Provost, the appropriate School Dean the school’s Faculty, and the Faculty Senate. The School Dean will engage in substantive discussion with the school’s Faculty prior to making his or her final recommendation to the Provost.

3.4 Program

3.4.1 A program is an organized sequence of courses offering academic credit, the successful completion of which leads to the awarding of a degree, credential, or certificate.

3.4.2 Programs may be added, deleted, or changed through the recommendations of the appropriate Lead Faculty, Department Chair, School Academic Affairs Committees, School Dean, and the Undergraduate Council or Graduate Council to the Provost, and upon the approval of the Provost.

3.5 Provost

The Provost is the chief academic officer of the University, with primary responsibility for maintaining the integrity and academic excellence of the University's academic programs in consultation with the Faculty. The Provost reports to the President.

3.6 School Dean

A School Dean is the chief academic officer of a school, with primary responsibility for maintaining the integrity and academic excellence of the school's academic programs in consultation with the school's Faculty. School Deans report to the Provost.

3.7 Department Chair

While carrying out their administrative functions, Department Chairs serve as regular Full-time Faculty members. As the foremost Administrative officer and representative of the Department's academic discipline(s), the Department Chair serves in the unique position of exemplifying the highest standards of faculty and administrative responsibilities, maintaining standards of the discipline(s), and meeting the expectations of the Department.

3.8 Lead Faculty

Lead Faculty are full-time or Associate Faculty of National University who are assigned academic leadership and administrative responsibilities for particular programs or courses.

4.0 Teaching Responsibilities of Part-time Faculty

- 4.1 Each Part-time Faculty member shall prepare an up-to-date course outline, based on the course syllabus provided, for each class to be taught. Course outlines are important teaching documents that provide additional detail to course requirements, goals, objectives, learning outcomes, and expectations consistent with full implementation of the University's syllabus for that course. The outline represents a formal agreement between the instructor and the students. It presents students with the instructor's comments on the course description, course objectives, learning outcomes, textbook and required materials, course schedule and deadlines, assignments, field trips, evaluation methods, attendance, and statement on plagiarism and cheating. It explains grading criteria and methodology in a straightforward manner.
- 4.2 A copy of the outline for each course taught must be provided to the Lead Faculty at least two (2) weeks before the start of class for review. At the first class meeting or at the beginning of an online course, each part-time faculty member shall provide to each student a course outline prepared specifically for use in that class.
- 4.3 Part-time Faculty are expected to provide contact information to include a National University e-mail address and a telephone number where they can be reached by students and to meet all scheduled classes and not to cancel or reschedule classes or reduce the scheduled number of hours of class time. Part-time Faculty should respond to students in a timely manner but within 48 hours. It is essential that classes begin at the announced time and end on time. Substitute instructors must not be arranged without the prior written approval of the School Dean or designee.
- 4.4 Part-time faculty are responsible for taking attendance for each class session and giving the attendance records to the Center Assistant and report in a manner aligned with National University procedure.
- 4.5 The part-time faculty member should refer any behavioral matters that are disrupting the class to the Lead Faculty and/or Department Chair.
- 4.6 Part-time Faculty must treat and grade students fairly, objectively, and without regard for race, color, religion, national origin, age, gender/sex, disability, sexual orientation, sexual preference, veteran status, or other protected category. Part-time Faculty members are responsible for using, administering and grading evaluations of student learning including but not limited to examinations, papers and signature assignments. Part-time Faculty are also responsible for following University procedures and

processes that safeguard the content of these instruments. Part-time Faculty must follow the Academic Dishonesty policy and procedures as specified in the catalog. Final grades must be submitted within ten (10) business days after the last day of class according to University procedure.

- 4.7 Out-of-class meetings are an important complement to formal education. Part-time Faculty must be available to their students during office hours and by appointment to answer questions and provide clarification of assignments. In addition, Part-time Faculty are valuable resources to students in advising on matters related to professional and career development.
- 4.8 Part-time Faculty must obtain approval for field trips from the School Dean. This request must reach the School Dean at least five working days in advance of the event. The Faculty member must accompany and remain with the class on any field trip. Faculty are not permitted to provide transportation to field trips for students. The University is not responsible for the actions of students or liable for injuries to students while riding in private vehicles. Before any off-campus event, students must sign assumption of risks and release forms, which are obtained by the part-time faculty member from the Office of Academic Affairs. Completed forms should be returned to the administrative center head.

4.9 Salary Schedule

Salaries are established by the President or by the President's designee. Salary schedules are published annually by the President.

4.10 Part-Time Faculty Grievances

The following procedures enable Part-time Faculty members to seek a review of certain personnel decisions if they have reason to believe that they have been unlawfully subjected to discrimination or harassment. Only Associate Faculty may file a grievance regarding non-reappointment or dismissal for cause.

The Provost is responsible for processing the grievance, including a grievance arising out of alleged unlawful discrimination except when the Provost is named in the grievance. In that case, the President or the President's designee will assume this role.

4.10.1 Informal Grievance Procedures

An aggrieved Part-time Faculty member should but is not required to make a good faith effort to resolve a grievance informally and in a timely manner through the appropriate

levels of supervision. Those to whose attention the grievance is properly brought should cooperate fully in attempting to resolve the grievance fairly and in a timely manner. This may include the use of a mediation team made up of faculty experienced in this process. An attempt to informally resolve the grievance must take into consideration that the written grievance must be filed within 60 days of the occurrence of the facts on which the grievance is based.

4.10.2 Grievance Procedures

- 4.10.2.1 The Part-time Faculty member must notify the Provost in writing, explaining the specific grievance and the remedy sought and providing the evidence on which they are based.
- 4.10.2.2 If the grievance does not relate to alleged discrimination, the Provost shall first determine whether the formal complaint merits review and, if not will so notify the Faculty member, typically within thirty (30) days.
- 4.10.2.3 If the grievance merits review, the Provost will discuss the matter with all parties to the grievance, investigate and ascertain the facts, obtain any necessary additional information and prepare written findings and recommendation; or may choose to create a three-person review panel to investigate the matter and provide a written report back to the Provost. The Provost shall make every attempt to resolve the matter within 30 days.
- 4.10.2.4 Within ninety (90) days after receipt of the formal grievance, the Provost will render a written decision regarding the grievance.
- 4.10.2.5 The grievant may appeal the decision to the President within fifteen (15) calendar days upon documented receipt of the notification of the Provost's decision. The President will provide a decision on the appeal within fifteen (15) calendar days. The decision of the President is final and shall be binding on the parties so as to preclude any further action on the grievance under the Faculty Policies.

4.10.3 Binding Arbitration

After exhaustion of the faculty grievance procedures, any controversy or claim, whether based on contract, tort, or statute, arising out of or relating to a faculty member's letter of appointment, reappointment, non-reappointment, employment by the University, or any alleged breach of the letter of appointment and the Part time Faculty Policies may be settled by binding arbitration before a arbitrator in accordance with the Commercial Arbitration Rules of the American Arbitration Association.

4.10.3.1 National University will provide arbitration fees and the cost and expenses incurred in connection with the arbitration to the extent that they exceed those dollar amounts that would be incurred if the claims had been resolved in a civil lawsuit. The arbitrator may award the prevailing party any costs (but not attorney fees), arbitration and witness fees, and expenses actually incurred by the party.

Part II: Associate Faculty

5.0 Classifications of Associate Faculty

5.1 Associate Faculty are skilled teachers, qualified and able to enter into a less than full-time contractual agreement with the University. They are contracted to teach a designated number of courses per year; advise students on course-, program-, or career-related issues; participate in departmental, school, and University activities; and engage in scholarship relevant to their teaching. They will coordinate their projected academic schedule with their Chair and Dean. Associate Faculty are ranked as: Associate Faculty Instructor, Associate Faculty Assistant Professor, Associate Faculty Associate Professor, Associate Faculty Professor; Associate Faculty Clinical Professor, Associate Faculty Clinical Assistant Professor, Associate Faculty Clinical Associate Professor. Associate Faculty are not eligible to participate in the University benefits package.

5.2 Minimum Qualifications for Faculty Ranks including Clinical

5.2.1 Associate Faculty Professor or Associate Faculty Clinical Professor

- 5.2.1.1. Terminal degree in the primary discipline taught or in a discipline that is recognized within the field as related.
- 5.2.1.2 Or, expertise that equates to the highest level of experience or knowledge in her/his field/discipline.
- 5.2.1.3 A minimum of ten years of teaching experience of which five years must have been at National University.
- 5.2.1.4 Evidence of excellence in teaching, scholarship, and service.

5.2.2 Associate Faculty Associate Professor or Associate Faculty Clinical Associate Professor

- 5.2.2.1 Terminal degree in the primary discipline taught or in a discipline that is recognized within the field as related.
- 5.2.2.2 Or, expertise that equates to the highest level of knowledge and experience in her/his field/discipline.
- 5.2.2.3 A minimum of five years of National University Faculty experience.
- 5.2.2.4 Evidence of excellence in teaching, scholarship, and service.

5.2.3 Associate Faculty Assistant Professor or Associate Faculty Assistant Clinical Professor

- 5.2.3.1 Terminal degree in the primary discipline taught or in a discipline that is recognized within the field as related.
- 5.2.3.2 Or, expertise that equates to the highest level of knowledge and experience in her/his field/discipline.

- 5.2.3.3 Evidence of or potential for excellence in teaching, scholarship/experience toward license, and service.

5.2.4 Associate Faculty Instructor

- 5.2.4.1 Master's degree in primary discipline taught or in a discipline that is recognized within the field as related.
- 5.2.4.2 Evidence of, or potential for, excellence in teaching and service.

6.0 Appointments: Classifications and Qualifications

- 6.1 Associate faculty are contracted to teach six courses per year, advise students, participate in departmental and University activities, and engage in scholarship relevant to their teaching. Associate faculty are eligible for contracts that may specify their relationship to the University for as long as a two year period. The University may cancel classes at its sole and absolute discretion. If the class is canceled after the first class session, Associate faculty will receive a pro-rata share of credit toward their teaching load.
- 6.2 Associate Faculty are provided a set of rewards and identifications with the University commensurate with their level of commitment to the University. They have the opportunity to participate in departmental and school activities, and they are eligible for merit increases based on their performance. The timeline for the merit process for Associate Faculty is separate from the Full-time Faculty Merit process. The Provost will notify Associate Faculty of the timeline and include merit guidance and procedures. Professional development opportunities may include participation in or attendance at professional meetings, seminars, or conferences; memberships in professional groups and societies relating to the Associate Faculty member's field of study; and enrollment in training or continuing education programs. Associate Faculty, with the exception of E-Faculty, are provided appropriate resources at a National University location to communicate with students and colleagues, and other support reasonably required for the performance of duties. They also receive University business cards identifying them as a member of the Associate Faculty. Associate Faculty are not eligible to participate in the University benefits package.
- 6.3 Associate Faculty will be eligible for Faculty Development Funds to allow them to attend conferences in their academic field of expertise for the purpose of improving their academic knowledge,

confer with colleagues, and present academic papers. They should submit their proposed conference travel request in advance to the Dean who will consider approval of the request, and if approved, determine the reimbursement to be provided.

7.0 Recruiting and Selecting Associate Faculty

- 7.1 Standard position descriptions and notices of openings are developed by the Department Chairs and full-time faculty in each School and are approved by the School Dean. Associate Faculty are recruited based on authorized vacancies.
- 7.2 Recruitment efforts and advertising are guided by the University's Equal Opportunity (Policy # 1:12:03).
- 7.3 Applicants are interviewed by the selection committee who are chosen in accordance with procedures established by the School Dean.
- 7.4 Upon recommendation of the selection committee and the Department Chair, the School Dean may recommend a candidate for appointment to the Provost, who will forward the recommendation to the President. Upon approval, the School Dean may decide to initiate the hiring process for the recommended candidate.
- 7.5 Associate Faculty members must complete the hiring packet and pass a background check before hiring can be completed. The recommended faculty member is not considered officially retained by the University until both the individual and the University have signed the appropriate contract.

8.0 Associate Faculty Reappointment, Promotion, and Merit Increases

The guiding assumption governing the University's selection and evaluation of Associate Faculty, including merit, is that outstanding teaching is essential to the fulfillment of the University's mission. The University seeks to identify, support, and reward those who demonstrate genuine enthusiasm and skill in their teaching; who participate in departmental, school and University activities; and who remain active in their professional life outside the University. In this context, the following areas represent the substantive basis for the University's decisions regarding its Associate Faculty members.

8.1 Teaching

The guiding assumption governing National University's selection and evaluation of Associate Faculty is that teaching, at the college and University level, is an art that demands the full respect and support of both faculty and institutional structures. Teaching at National University is valued as the central means of transmitting specific bodies of knowledge as well as general cultural, critical and professional skills. The University, therefore, strives to select and reappoint Associate Faculty who demonstrate particular competence with and enthusiasm for the art of teaching. In selecting and reappointing Associate Faculty the University means to weigh all the academic and intellectual components that contribute to the well being of its faculty, its schools and departments, its students, and its spirit of shared inquiry.

National University regards its Associate Faculty as creative individuals whose own particular expertise and abilities can be joined in mutually supportive and enhancing forms of professional self-assessment. The University intends to appoint and reappoint the most competent and creative people it can bring to its work and means for its evaluation and promotion procedures to reflect an open attitude that identifies areas of faculty performance so that appropriate rewards and appropriate improvements can be rendered.

- 8.1.1 Teaching is the primary factor in assessing eligibility for reappointment or any other form of advancement.
- 8.1.2 Teaching is evaluated in a variety of ways, including class evaluations, peer, and administrative review, and self-assessment. Assessment of teaching performance must include information about the level of instruction (graduate or undergraduate), discipline, number of preparations, level of course difficulty, and type of course (*e.g.*, classroom instruction is assessed differently than supervision of student teaching). In addition, products related to student learning may also be reviewed, including such items as course outlines, grading rubrics, written feedback provided on student papers, and class grading averages.

8.2 Scholarship/Professional Growth

- 8.2.1 Continuous growth in scholarship or professional competence is essential to effective teaching and to the professional stature of the individual and the University. Professional competence and activity are essential contributions to the mission of the University and deserve

special consideration. Professional competence is indicated by currency in one's field or discipline, a direct effort to be a thoughtful teacher, and a continuing effort to improve one's teaching effectiveness in the classroom.

- 8.2.2 Associate Faculty applying for reappointment or merit increases should provide a self-assessment of their professional growth activities during the period under review. These activities may include, but are not limited to, scholarly or creative work, attendance at professional or scholarly conferences or workshops, or other activities that enhance the faculty member's professional competence and/or teaching effectiveness.

8.3 Service: University and Community

Associate Faculty have the opportunity to serve the University and community in a number of ways. Associate Faculty are expected to participate in department, school and University activities. Service to the University may include participation in the recruitment of faculty or the peer review process, or service to the department, program, school, or the University (such as serving on various Faculty Senate committees). Service includes maintaining effective interaction with administrators and other faculty members. Community service is related to one's discipline.

8.4 Reappointment, Promotion, for Associate Faculty Procedures

8.4.1 Reappointment

- 8.4.1.1 Meeting the criteria outlined in Article 8.0 sub-articles is a necessary condition for reappointment. The University makes no guarantee of reappointment.
- 8.4.1.2 Associate Faculty whose letter of appointment expires on June 30 of any year and who seek reappointment must prepare a Part-time Faculty Review Dossier presenting evidence that the criteria described in this Article 9 have been met.
- 8.4.1.2.1 The evaluation period for reappointment requests is from the date of the appointment (or previous) to June 30.

- 8.4.1.2.2 Reappointment review dossiers must be submitted to the School Dean, in accordance with the due dates published annually by the Provost.

8.4.2 Promotion

- 8.4.2.1 Under normal circumstances, Associate Faculty, including the Clinical ranks, become eligible for promotion according to the following requirements:
 - 8.4.2.1.1 An Associate Faculty member at the Associate Faculty Associate Professor or Associate Faculty Clinical Professor rank may be considered eligible for promotion to the rank of Associate Faculty Professor or Associate Faculty Clinical Professor if the member:
 - 8.4.2.1.1.1 has a terminal degree in the primary discipline taught or in a discipline that is recognized as related.
 - 8.4.2.1.1.2 or has experience that equates to the highest level of experience or knowledge in her/his field/discipline.
 - 8.4.2.1.1.3 has ten or more years of qualified teaching experience or clinical care experience of which five years must have been at National University.
 - 8.4.2.1.1.4 provides evidence of excellence in teaching, scholarship, and service.
 - 8.4.2.1.2 An Associate Faculty member at the Associate Assistant Professor or Associate Faculty Clinical Professor rank may be considered eligible for promotion to the rank of Associate Faculty Associate Professor or

Associate Faculty Associate Clinical
Professor if the Faculty member:

8.4.2.1.2.1 has a terminal degree in the primary Discipline taught or in a discipline that is recognized as related.

8.4.2.1.2.2 or experience that equates to the highest level of experience or knowledge in her/his field/discipline

8.4.2.1.2.3 has five or more years of qualified teaching experience or clinical care experience at National University.

8.4.2.1.2.4 provides evidence of excellence in teaching, scholarship, and service.

8.4.2.1.3 An Associate Faculty member at the Associate Faculty Instructor rank may be considered for promotion to the rank of Associate Faculty Assistant Professor if the Associate Faculty member:

8.4.2.1.3.1 has been conferred the terminal degree in his or her discipline or an allied field.

8.4.2.1.3.2 or experience that equates to the highest level of experience or knowledge in her/his field/discipline

8.4.2.1.3.3 provides evidence of excellence in teaching, scholarship, and service.

8.4.2.1.4 An Associate Faculty member at the Associate Faculty Assistant Professor rank will be considered eligible for promotion to the rank of Associate

Faculty Associate Professor if the Associate Faculty member has been at the rank of Associate Faculty Assistant Professor for a minimum of five years.

8.4.3 Faculty Development Plan and Annual Activities Report

Faculty will submit an Annual Activities Report (AAR) of the previous year and a Faculty Development Plan (FDP) for the coming year to the Department Chair by June 1. The Department Chair and Dean will review these documents, provide feedback and request changes if needed, and approve a final version of the FDP no later than August 15.

Newly hired Faculty will work with the Department Chair to develop a FDP covering the remainder of the academic year. The FDP should be approved and in place within one month of the new Faculty member's date of hire.

8.4.3.1 Faculty Development Plan (FDP)

The FDP outlines proposed professional activities in the areas of teaching, scholarship, and service, as well as planned academic recess. The FDP covers the upcoming academic year from July 1 through June 30. The FDP will be developed in collaboration with the Department Chair, taking into account the needs of the Faculty member, his or her Department, School, and region, and of National University as a whole. A template form for the FDP will be developed and, as needed, modified by the Faculty Senate and approved by the Provost. Any deviations from the normative expectations noted in Article 3.0 should be agreed upon by both the Faculty member and the Department Chair and School Dean.

8.4.3.2 Deviations from the FDP

In the event of changes during the year that affect the Faculty member's workload in any area, an addendum to the FDP reflecting these changes will be negotiated by the Faculty member and the Chair and approved by the Dean. Such additions to the Faculty member's workload should be compensated for by comparable workload reductions or monetary stipend. Such additions to

the Faculty member's workload that are not accompanied by comparable reductions or stipend will be considered in the Faculty member's evaluation for merit.

8.4.3.3 Annual Activities Report (AAR)

The AAR is a brief report of the Faculty member's activities and accomplishments during the preceding academic year. The AAR will be made in the form of comments under each section (Teaching, Service and Scholarship) of the preceding year's FDP and should specifically note areas in which the Faculty member's activities fulfilled or varied from the FDP for that year.

8.4.3.3.1 Feedback

The Chair will communicate any concerns regarding the AAR to the Faculty member in writing.

8.4.4 Merit

8.4.4.1 Associate faculty may apply for merit salary increases based on exemplary performance in one or more of the areas of Teaching, Service, or Professional Growth.

8.4.4.2 Associate Faculty who wish to apply for a merit salary increase must submit a letter, not to exceed three pages in length, explaining the basis for their request. The evaluation period for merit requests will generally be the twelve month period preceding the deadline for submission of the request.

8.4.4.3 Merit request letters must be submitted to the School Dean, in accordance with the due dates published annually by the Provost.

8.5 Review of Associate Faculty Reappointment, Promotion, and Merit Requests

8.5.1 A three (3)-person committee in each School will evaluate the Associate Faculty Review Dossiers and merit requests. The School Dean or designee will appoint one full-time and one Associate Faculty member to the committee. If no Associate Faculty member is available, the Dean's second

appointee may be a full-time faculty member. The members of the Associate Faculty tier in each school will annually elect a representative to serve as the third member of the review committee.

8.5.2 The committee shall review the Review Dossiers and merit requests and submit written recommendations regarding reappointment or non-reappointment and merit to the School Dean.

8.5.3 The School Dean or designee shall then present recommendations regarding reappointment or non-reappointment and merit to the Provost.

8.5.4 Upon the recommendation of the Provost, and subject to the approval of the President, a letter of reappointment and/or merit salary increase for the Associate faculty member will be issued by the President for the ensuing fiscal year or years.

9.0 Terminations

The University reserves the right to terminate an appointment or contract at any time before the end of the employment period due to reorganization, financial exigency, or any retrenchment actions. The determination of a financial exigency or other circumstances which require the early termination of an appointment or contract is at the sole discretion of the President and approved by the Board of Trustees. The University may also terminate an appointment or contract at any time before the end of an employment “for cause,” which includes:

- The inability to perform one’s duties for thirty (30) consecutive calendar days.
- The commission of an act of fraud upon, or any act evidencing material dishonesty toward, the University;
- The willful failure or habitual neglect of one’s duties;
- A material violation of the appointment or contract or a prescribed University procedure; or University policy.
- Other inappropriate conduct which has a substantial and adverse effect upon the University or its reputation and/or is a violation of the law.

Part III: Adjunct Faculty

10.0 Classifications of Adjunct Faculty

10.1 Adjunct Faculty members are skilled professionals whose primary commitments are to the practice of their discipline. These individuals, however, are also committed to the University through one (1) year contracts to teach up to six courses a year as an Instructor and up to 10 courses if a Certified Core or Core. Under extremely unusual circumstances, certified core adjuncts may teach one or two additional courses if approved by the Provost. The Adjunct Faculty's commitment is demonstrated through advising students on course-related topics, providing the perspective of current practices in the professional and disciplinary fields, and participating in departmental, school, and University activities. The University may cancel classes at its sole and absolute discretion. If the University cancels a class after it has begun, it will give notice to the Adjunct faculty member and will pay a pro-rata share of the contracted salary based upon the number of class sessions taught. If the class is canceled before the first class session, no compensation will be paid.

10.2 Minimum Qualifications

10.2.1 Certified Core Adjunct Faculty

- 10.2.1.1 Demonstration of successful teaching of a minimum of six courses as an Adjunct Faculty member;
- 10.2.1.2 Terminal Degree or equivalent experience and academic work in the primary discipline taught or in a discipline that is recognized within the field.
- 10.2.1.3 Evidence of, or potential for, excellence in teaching, scholarship, and service.

10.2.2 Core Adjunct Faculty

- 10.2.2.1 Demonstration of successful teaching of a minimum of four courses as an Adjunct Faculty member;
- 10.2.2.2 Master's Degree in primary discipline taught or in a discipline that is recognized within the field.
- 10.2.2.3 Evidence of, or potential for, excellence in teaching, scholarship, and service

10.2.3 Adjunct Faculty

10.2.3.1 Master's Degree in primary discipline taught or in a discipline that is recognized within the field.

10.2.3.1 Evidence of, or potential for, excellence in teaching, scholarship, and service.

10.3 Adjunct faculty are given opportunity to participate in departmental and school activities and support in their quest for development and participation in scholarly activities. Professional development activities may include participation in or attendance at professional meetings, seminars, or conferences; memberships in professional groups and societies relating their field of study; and enrollment in training or continuing education programs. They receive access to e-mail, facsimile, telephone, and other support reasonably required in the performance of duties. They also receive University business cards identifying them as a member of the Adjunct Faculty. They are not eligible to participate in the University benefits package.

10.3.1 Adjunct Faculty are welcomed and encouraged to join Full-Time and Associate Faculty in their service to the University and community. This includes participation in Departmental and School activities as well as discipline related work in their community.

10.3.2 Departments and Schools will host periodic voluntary meetings with Adjunct Faculty affording them opportunities to obtain updates in their discipline and training and/or tutorials on new software, procedures, and online innovations made available to Full-Time and Associate Faculty.

10.4 Certified Core and Core Faculty are eligible for financial assistance for developmental opportunities subject to written application to and approval from their School Dean, contingent upon funding.

10.5 Adjunct Faculty receive a contract to teach a single course at a time at the University. The assignment of particular classes to Adjunct faculty members is solely within the discretion of the School Deans after consultation with the relevant Full-time Faculty member(s). The University may cancel classes in its sole and absolute discretion. If the University cancels a class, it will give notice to the Adjunct faculty member and will pay a pro-rata share of the contracted salary based upon the number of class sessions

taught. If the class is canceled before the first class session, no compensation will be paid.

11.0 Recruiting and Selecting Adjunct Faculty

- 11.1 Adjunct Faculty are recruited based department needs as determined by the School Dean.
- 11.2 Recruitment efforts and advertising are guided by the University's Equal Opportunity Policy (Policy # 1:12:03)
- 11.3 Applicants are interviewed by the Full-time or Associate Faculty members selected in accordance with procedures established by the School Dean.
- 11.4 Upon recommendation of the selected Full-time or Associate Faculty members and the Department Chair, the School Dean may decide to initiate the hiring process for the recommended candidate.
- 11.5 Adjunct faculty members must complete the hiring packet and clear a background check before hiring can be completed. The recommended faculty member is not considered officially retained by the University until both the individual and the University have signed the appropriate contract.

12.0 Teaching Assignments

- 12.1 Final authority for the assignment of an Adjunct Faculty member to teach a particular class rests with the School Dean, upon recommendation of the Department Chair or regional full-time faculty member. The School Dean shall make recommendations considering the needs of the School and Region and the availability of University resources.

13.0 Teaching Contracts

- 13.1 Teaching contracts are provided prior to the beginning date of the class to be taught. Contracts must be signed and returned by the Adjunct Faculty. A teaching contract specifies course; modality or location and meeting dates for onsite classes; the contracted amount of pay for teaching the class; duties of the faculty member; textbook information; state and federal tax information; and a release of the University from the obligation to offer the class as the University may determine at its sole and absolute discretion.

- 13.2 A Part-time Faculty member may, on occasion, receive a contract to perform other services for the University, with no implication of future employment in any other capacity.

Part IV: Academic Freedom

14.0. Academic Freedom

- 14.1 The right to academic freedom is the right of every faculty member.

14.1.1 Academic freedom is defined as the freedom of thought and expression as it applies to teaching, publication, oral presentation, and extramural activities. It includes the right of faculty members to choose and use supplemental materials that they deem appropriate to the academic goals of their classes within the broad course syllabi developed with the lead faculty.

14.1.2 Institutions of higher education exist for the common good. The welfare and strength of the University and of society at large depend on the uninhibited search for truth and its free expression. Academic freedom is based upon the premise that scholars are entitled to immunity from coercion in matters of thought and expression, and on the belief that the mission of the University can be performed only in an atmosphere free from administrative or political constraints and tolerant of thought and expression. Academic freedom is fundamental for the protection of both the rights of the faculty in teaching and of the student in learning. Academic freedom is also essential to protect the rights of the faculty to discuss freely and debate all ideas, however controversial or unpopular, within the University or before the broader community. The exercise of academic freedom cannot serve as cause for discipline, dismissal, or non-reappointment. The following are not covered by academic freedom: communication or material presented in class that constitutes discrimination, sexual harassment, illegal behavior, or encourages students and/or others to engage in criminal behavior.

14.1.3 In any case where a faculty member's choice of materials is challenged, the burden shall be on the challenger to establish by clear and convincing evidence that the challenged material is academically inappropriate for the course. The Dean will be the academic administrator charged with oversight of this process. The Dean will request the Program or Course Lead Faculty to perform an assessment of the allegedly inappropriate material and make a determination of the appropriateness of the

materials. If the Program or Course Lead Faculty's or the Department Chair's materials are in question, the Dean will request an appropriate faculty in the discipline to assess the materials and make a recommendation.

Notwithstanding the broad right of faculty members to select and use academically appropriate materials for their courses, faculty members should be sensitive to the possibility that some students in a course may find certain materials to be personally offensive. Faculty members can elect to alert students at the beginning of their courses to any potentially controversial course materials. Faculty members may, but are not required to, provide suitable alternative materials for students who find particular course materials to be personally offensive.

14.1.4 A Faculty member who alleges a violation of his or her academic freedom should notify in writing his or her representative on the Faculty Senate and the Chair of the Faculty Senate. The Chair will direct the Faculty member's complaint to the appropriate Faculty Senate Committee for investigation. The Committee will investigate the charge to determine the merits of the complaint. The Committee will report its findings to the Senate and, if warranted, recommend a remedy. The Senate will render a finding and recommendation within 60 calendar days of the written notice to the Faculty Senate.

14.1.4.1 Faculty members who believe that a violation of academic freedom may have resulted in an adverse personnel decision should notify their representative on the Faculty Senate and the Chair of the Faculty Senate in writing. The Senate will investigate this claim and provide its findings to the Provost, the President, and the Faculty member, for use in any subsequent personnel or grievance proceedings.

14.2 Academic Responsibilities and Professional Ethics

14.2.1 The primary justification for academic freedom is service to society's need for independent criticism and new ideas. Members of the academic community, guided by a conviction of the worth and dignity of the advancement of knowledge, recognize this fundamental responsibility.

14.2.2 The primary responsibility of the faculty is to advance and preserve a body of common knowledge, and to seek and state truth as they see it. To this end, faculty members

devote their energies to enhancing their scholarly competence. They accept the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. They practice intellectual honesty. Although they may follow subsidiary interests, these interests must never hamper or compromise their freedom of inquiry.

- 14.2.3 As teachers, faculty members encourage the free pursuit of learning by their students. They hold before students the best scholarly standards of their discipline. They demonstrate respect for the student as an individual, and adhere to their proper role as academic guides and advisors. They make every reasonable effort to foster honest academic conduct and to assure that their evaluation of student work reflects the true merit of that work.
- 14.2.4 As colleagues, faculty members have obligations that derive from their membership in the community of scholars. They respect and defend the free inquiry of their associates. In the exchange of criticism and ideas, they show due respect for the opinions of others. They acknowledge academic debts and strive to be objective in their professional judgment of colleagues. They accept their share of responsibilities for the governance of the institution.
- 14.2.5 Faculty members seek above all to be effective teachers and scholars. They are expected to bring the currency of their daily professional activities into the classroom. Although they observe the stated regulations, they maintain their rights to criticize them and seek revision.
- 14.2.6 Faculty members have the rights and obligations of all citizens. When faculty members speak or act as private persons, they avoid creating the impression that they speak or act for National University. As citizens engaged in a profession that depends upon freedom for its health and integrity, faculty members have a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.

Part V: Code of Conduct

15.0 Code of Conduct

- 15.1 Faculty are seen as leaders in the classroom and are expected to provide a model of ethical behavior for both students and others in the community. Faculty are also expected to know and adhere to the stated policies and the published procedures of National University. Specific guidelines regarding ethical conduct include, without limitation, the following:
- 15.1.1 Faculty must provide their students with the contractually agreed upon number of contact hours in each of the classes they teach, with their full attention and consideration devoted during that contact time to the promotion of their students' achievement of the goals, objectives, and competencies described in the relevant University course syllabus as described in the school guidelines.
 - 15.1.2 Faculty must treat and grade students fairly and objectively, and without reference to race, ethnicity, national origin, religion, age, sex, marital status, sexual orientation, pregnancy, medical condition, physical or mental disability, veteran status, or other prohibited categories. Faculty members are required to implement National University's policy of equal opportunity to ensure that there is no discrimination in the treatment of students, including teaching, grading, counseling, or other academic activities, on the basis of race, ethnicity, national origin, religion, age, sex, marital status, sexual orientation, pregnancy, medical condition, physical or mental disability, veteran status, or other prohibited categories.
 - 15.1.3 Faculty will not exploit students for the Faculty member's private advantage.
 - 15.1.4 Faculty must not require students to reveal personal information that might be used for research data.
 - 15.1.5 Faculty must refrain from involvement in an intimate or otherwise inappropriate relationship with any student who is enrolled in their courses or with students with whom they have a professional relationship or responsibility within the context of National University.
 - 15.1.6 National University is committed to providing an environment that is free of harassment of or discrimination against any student, faculty member, or other employee on the basis of race, ethnicity, national origin, religion, age,

sex, marital status, sexual orientation, pregnancy, medical condition, physical or mental disability, or veteran status.

- 15.1.6.1 Sexual harassment is unwanted sexual advances or visual, verbal, or physical conduct of a sexual nature. Sexual harassment includes many forms of offensive behavior and includes harassment of a person who is the same sex as the harasser.
- 15.1.6.2 Such conduct constitutes harassment when submission to the conduct is made either an explicit or implicit condition of receiving employment or academic benefits; when submission to or rejection of the conduct is used as the basis for an employment or academic decision; or when the harassment interferes with an employee's work performance or a student's academic performance, or creates an intimidating, hostile, or offensive work or academic environment.
- 15.1.6.3 Every reported student complaint of harassment will be investigated thoroughly, promptly and in a confidential manner by the Vice President for Student Services. The Faculty member must be informed at the same time the investigation is initiated. National University will not tolerate retaliation against any student, Faculty member or other employee for cooperating in an investigation or for making a complaint.
- 15.1.6.4 National University is required to refrain from discriminating against an otherwise qualified student, Faculty member, or employee, including applicants, and to make reasonable accommodation to disabled students, Faculty members, and employees, provided that the accommodation does not require it to change the fundamental nature or essential curricular components of its programs. Reasonable accommodation may include modification of examination procedures and providing auxiliary aids where necessary.
- 15.1.6.5 Faculty must report any conduct by a student that could result in disciplinary action to the Office of Student Affairs. The procedures for reporting and investigating such conduct are described in the *General Catalog*.

15.1.6.6 Amorous, dating, or sexual relationships that might be appropriate in other circumstances have inherent dangers when they occur between a Faculty member, supervisor, or other member of the National University community and any person for whom they have a professional responsibility. Among these dangers are that a student or employee may feel coerced into an unwanted relationship because they fear that refusal to enter into the relationship will adversely affect their education or employment; that conflicts of interest may arise when a faculty member, supervisor, or other member of the National University community is required to evaluate the work or make personnel or academic decisions with respect to an individual with whom he or she is having a romantic relationship; that students or employees may perceive that a fellow student or co-worker who is involved in a romantic relationship will receive an unfair advantage; and that if the relationship ends in a way that is not amicable, either or both of the parties may wish to take action to injure the other party.

Faculty members, supervisors, and other members of the University community who have professional responsibility for other individuals, accordingly, should be aware that any romantic or sexual involvement with a student or employee for whom they have such responsibility may raise questions as to the mutuality of the relationship and may lead to charges of sexual harassment. For the reasons stated above, such relationships are strongly discouraged.

For purposes of this section, an individual has "professional responsibility" for another individual at the University if he or she performs functions including, without limitation, teaching, counseling, grading, advising, evaluating, hiring, supervising, or making decisions or recommendations that confer benefits such as promotions, financial aid awards, or other remuneration, or that may impact upon other academic or employment opportunities.

- 15.2 A conflict of interest arises in situations in which personal, professional, or financial considerations compromise, have the potential for compromise, or have the appearance of compromising a part-time faculty member's objectivity in discharging professional obligations to the University. Not all outside interests and financial relationships create a conflict of interest between the part-time faculty member and the University. Any potential conflict of interest must be reported promptly to and discussed with the Department Chair. The Department Chair will then discuss the matter with the School Dean. The School Dean will report to the Provost any dual relationship that could give rise to a conflict of interest to the University.

Part VI: Drug-Free Workplace

16.0 Drug-Free Workplace

- 16.1 Being under the influence of, manufacturing, dispensing, distributing, using, or possessing illegal or controlled substances on University property or while conducting University business is prohibited, except when legal drugs are used for legitimate medical purposes. Those who violate the prohibition are subject to discipline, up to and including termination. Policies 1:24:00 and 4:08:00 in the *University Policy Manual – Discipline and Rules of Conduct*, and Drug and Alcohol Abuse Prevention, respectively-set out the full policies.
- 16.2 Any faculty member convicted under criminal drug statutes must report it no later than five (5) days after the conviction. Satisfactory participation in a drug-free rehabilitation assistance program may be necessary or sanctions may be imposed up to and including termination. As a condition of employment, all faculty must abide by the provisions of these laws.
- 16.3 Information on drug or alcohol counseling, treatment, or rehabilitation programs is available to employees at the Human Resources Office and to students by the Vice President for Student Services.

Part VII. Publicity, Media Relations, and Copyright

17.0 Publicity and Media Relations

17.1 The National University System Office of Communications is responsible for preparing and releasing communications to the news media so that the community served by the University may be kept informed of the development and activities of the campuses of the University. All news releases concerning any University activities should be made through the National University System Office of Communications and no individual member of the faculty or the staff is to issue press releases except through this office. This does not preclude the answering of routine questions asked of faculty members by the news media; however, the Director should be made aware of any inquiries made by the press or electronic media.

17.2 A faculty member who writes a book, gives a lecture, wins an honor, holds a conference, or receives an award may report it to the National University System Office of Communications so that an appropriate news release can be prepared.

18.0 Copyright Policy

The University is committed to maintaining traditional incentives for scholarly work and its dissemination while protecting, within the framework of copyright law, the rights of faculty members and the University. Faculty members may write and produce copyrightable materials, copyright those materials, and receive royalties that result from their use. Such materials include, but are not limited to, books, articles, artwork, computer software, film, and videotape. Faculty members shall retain all rights related to copyright ownership of materials that they have prepared on their own initiative.

The copyright Act of 1976 provides that when a person is employed by someone else to produce a copyrightable work, the employer, not the work's creator, is the author for copyright purposes. Generally, the University will claim an interest in such works only when their creation was part of administrative duties or a specific assignment made by a Department Chair, Dean, or other University administrator. Upon its creation, a copy of any such work shall be delivered by the author to the person who oversees the author's administrative duties or to the person who made the specific assignment, as the case may be, who shall inform the University administration responsible for the administration of the University's copyright policy of the existence of such work. In such cases, the faculty member may be required to enter a Proprietary Information and Inventions Agreement with the University. A faculty member's general obligation to produce scholarly works does not

constitute either an administrative duty or a specific University assignment.

Students who are not University employees own any copyrightable works, including dissertations, developed in connection with course work.

VIII. Confidentiality of Student Records

19.0 Student Records

- 19.1 No student record should be released to any outside person or agency unless the student signs a release form granting the release or unless the information is considered one of the exceptions under the Family Educational Rights and Privacy Act of 1974 ("FERPA"). Directory information, which is listed in the General Catalog, may be released without the student's permission unless the student has specifically requested that the information not be released. Information that may not be released as directory information includes, for example, social security number and race/ethnicity.
- 19.2 Recommendations for students that require statements about grades, dates of attendance, part-time/full-time status, disciplinary records, or any other information not considered public information should be given only after the student has signed a release form. The *General Catalog* provides additional information about the confidentiality of student records. Information about FERPA or the violation of the privacy of confidential student records must be reported to the Registrar.

Emergency Procedures

Part-time Faculty should dial 911 if there is a need for urgent medical treatment or for law enforcement assistance if a crime is in progress. Part-time faculty must also notify the Associate Regional Dean and the Provost. Part-time Faculty should ask to see the Emergency Procedures Plan at their assigned location and become familiar with the actions they should take in an emergency or urgent medical situation.

Appendix

Part-time Adjunct	Part-time Associate	Full-Time
Certified Core	Associate Faculty Professor	Professor
Core	Associate Faculty Associate Professor	Associate Professor
Adjunct	Associate Faculty Assistant Professor	Asst Professor
	Associate Faculty Instructor	Instructor
	Associate Faculty Clinical Professor	Clinical Professor
	Associate Faculty Clinical Associate Professor	Clinical Associate Professor
	Associate Faculty Clinical Assistant Professor	Clinical Assistant Professor



The University of Values