Part I. Bylaws and Implementing Policies

A. Bylaws of the Faculty

-Preamble

Article 1. The Faculty of the Colleges

Section a. Colleges Faculty

Section b. Appointment to the Faculty

-Normal Appointment Schedules

Section c. Promotion of Faculty

-From Assistant Professor to Associate Professor

-From Associate Professor to Full Professor

Section d. Standards for Tenure and Reappointment

General Considerations

- 1. Teaching
- 2. Scholarship
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Section e. Standards, criteria, and procedures for contract renewal, reappointment, tenure, and promotion

-General considerations

- 1. Contract renewal
 - a. Standards and criteria
 - b. Procedures
- 2. Review I For a Four-Year Reappointment
 - a. Standards and criteria of the Colleges
 - b. Roles, responsibilities, and procedures for Review I -General considerations
 - 1. Roles and responsibilities in Review I
 - a. Review I Committee
 - b. Departmental/Program Faculty
 - c. The Candidate
 - d. Review I/III COTAP
 - e. The Dean of Faculty and Provost
 - 2. Specific Procedures for Review I
 - a. Assembling the Candidate's File
 - b. Writing the Review I Committee Report
 - c. The Completed File
 - d. Review of the file by COTAP
 - e. Final decision regarding Review I
- 3. Review II. For Promotion to Associate Professor, and Awarding of Tenure
 - a. Standards and criteria of the Colleges
 - b. Roles, responsibilities, and procedures for Review II -General considerations
 - 1. Roles and responsibilities in Review II
 - a. Review II Committee
 - b. Departmental/Program Faculty

- c. The Candidate
- d. COTAP
- e. The Dean of Faculty and Provost and the President
- 2. Specific Procedures for Review II
 - a. Assembling the Candidate's File
 - 1. Outside Review of Scholarship
 - 2. Assessing student perception of the candidate
 - 3. Soliciting comments from colleagues
 - b. Writing the Review II Committee Report
 - c. The Completed File
 - d. Review of the file by COTAP
 - e. Final decision regarding Review II
- 4. Review III. For Promotion to Full Professor
 - a. Standards and criteria of the Colleges
 - b. Roles, responsibilities, and procedures for Review III -General considerations
 - 1. Roles and responsibilities in Review III
 - a. Review III Committee
 - b. Departmental/Program Faculty
 - c. The Candidate
 - d. COTAP
 - e. The Dean of Faculty and Provost and the President
 - 2. Specific Procedures
 - a. Assembling the Candidate's File
 - 1. Outside Review of Scholarship
 - 2. Assessing student perceptions of the candidate
 - 3. Soliciting comments from colleagues
 - b. Writing the Review III Committee Report
 - c. The Completed File
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- 5. Review of Faculty in Non Tenure-track Lines
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- 2. Commencement of formal proceedings
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- 4. Hearing Committee proceedings
- 5. Consideration by Hearing Committee
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Article 2. Officers of the Faculty

Article 3. Committees of the Faculty

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 - 2. Committee on Academic Affairs
 - i. Committee on Honors
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- a. AAUP Statements Regarding Faculty Rights and Responsibilities
 - 1). 1940 Statement of Principles on Academic Freedom and Tenure with 1970 Interpretative Comments
 - 2). AAUP Statement on Professional Ethics
- b. Conflict of Interest Policy
- c. Faculty Statement on Anonymous Communications

II. Faculty Obligations, Appointments, Salaries, and Leaves

- 1. Obligations
 - a. Individual and Institutional Obligations
 - b. Whereabouts of Faculty
 - c. Commencement and Convocation
 - d. Officer Services Policy
- 2. Appointments: Faculty Position Categories
 - a. Tenure-Track Positions
 - b. Visiting Temporary Positions (Non-tenure Track)
- 3. Salaries
 - a. The Step System
 - b. Special Situations: Prior Experience, Market, and Merit
- 4. Faculty Leave Policies: Sabbatical, Untenured Leaves and Leaves of Absence
 - a. Sabbatical Leaves
 - b. Untenured Leaves
 - c. Post-Tenure Leaves and Accelerated Schedules
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 - e. Supplemental Leave Compensation for Faculty Awarded Nationally Competitive Fellowships
 - f. Family and Medical Leave Act, Faculty Classroom Leave Policy and Faculty Disability Policy
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- 1. Eligibility
- 2. Expenses
 - a. Direct Payment Method
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- 2. Course Proposals
- 3. Course Evaluations
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- 5. Common Elements in Syllabi
- 6. Field Trips
- 7. Final Examinations
- 8. Reporting of Grades
- 9. Plagiarism and Cheating
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- 11. Religious Observation
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V. Teaching Resources

- 1. Curriculum Support Funds
- 2. Office of the Registrar
- 3. Warren Hunting Smith Library
 - a. Faculty Study Carrels Policy
- 4. The College Store
 - a. Textbook & Supply Orders
 - b. Desk and Examination Copies
 - c. Reprint Material
 - d. Special Orders
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- 5. Classroom and Event Support
- 6. Center for Teaching and Learning
- 7. Salisbury Center at Trinity Hall
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VI. Scholarship and Research: Policies and Resources

- 1. Financial Support
 - a. Grants in Support of Scholarship
 - b. Application for External Support
 - c. "Effort Reporting" for Faculty Participating in Federal Grants and Contracts
- 2. The Use of Human Subjects in Research
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- 5. Support for Professional Travel
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 - a. Teaching
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 - a. Academic Computing
 - b. Electronic Mail
 - c. Preparing Canvas Sites for the Purpose for Review
- 2. Faculty Computers
- 3. Administrative Services
 - a. Department of Security and Safety
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 - c. Post office
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- 5. Campus Dining Services
 - a. Common Room (Faculty Dining Room)
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- 6. Hubbs Health Center

VIII. Department/Program Chair Policies

- 1. Faculty Mentoring and Advising
- 2. Guidelines for Classroom Observations
- 3. Chair's Relief

IX. Department/Program Procedures

- 1. Procedures for Review of Requests for the Renewal and Authorization of Faculty Appointment Lines
 - a. Vacant Lines
 - b. Position Pool
 - c. Strategic Hiring Initiative
 - d. Procedures for Requesting an Additional Faculty Position
- 2. Department/Program Hiring
- 3. Student Employees
- 4. Expenditure Guidelines
- 5. Procedures for Reviewing and Deactivating Programs
- X. Administrative Reviews

XI. Revision of the Handbook