

Rose-Hulman Institute of Technology Faculty Handbook

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SECTION ONE

FOREWORD

1.00 Introduction

This copy of the Faculty Handbook incorporates all changes which have been approved at Institute and Board Meetings through May 2011.

No part of the Handbook (other than Section Four pertaining to academic freedom, promotion, tenure and retention, along with the Intellectual Property Policy and Sexual Harassment Policy referenced in the appendix) has been reviewed or approved by the Board of Trustees as stating the official policy of the Institute, nor is any part of the Handbook not reviewed and approved by the Board to be considered as incorporating any commitment of the Institute to the Faculty or its members. In case of conflict between any provision of Section Four or any of the other Board approved policy mentioned above and other portions of the Faculty Handbook, the terms and provisions of Section Four and the other Board approved policies shall be considered definitive. Errors, omissions or other issues concerning this document may be brought to the attention of the Dean of Faculty.

The Board of Trustees exercises ultimate institutional authority as set forth in its Bylaws. Authority is delegated by the Board to the President who in turn delegates authority as appropriate to the Faculty. Authority and procedure for modification of policy described in each section or subsection of this Handbook is given in the introduction to that section or subsection. Section One is descriptive in nature and may be revised at the direction of the President of the Institute. Faculty members should note from the outset that four other documents are needed to supplement the information presented here.

1. Undergraduate Bulletin

Contains detailed information on undergraduate courses and curricula as well as basic information on campus life, admissions, and financial aid. Maintained by the Office of the Registrar

2. Graduate Studies Website

Contains detailed information on graduate courses and curricula. Maintained by the Office of the Registrar.

3. Academic Rules and Procedures

Contains all rules, policies and procedures including information on admission, grading, attendance, course overloads and the Institute Disciplinary Policy. Maintained by the Office of Academic Affairs.

4. New Faculty Orientation Materials

Contains general information for new faculty. Available from the Office of Human Resources.

1.01 Mission Statement

To provide students with the world's best undergraduate education in engineering, mathematics, and science in an environment of individual attention and support.

1.02. History of the Institute

In September of 1874, Chauncey Rose, a respected Terre Haute businessman and philanthropist, founded the Terre Haute School of Industrial Science. Mr. Rose, a native of Connecticut, had come to Terre Haute to seek his fortune some sixty years earlier. By a combination of luck and drive, Rose became the Wabash Valley's foremost industrialist and entrepreneurial capitalist, amassing a fortune from railroads, oil, real estate, and lumber. Seeing a serious need for better educated mechanics and draftsmen, Rose envisioned a school to prepare young men for the mechanical and design demands and opportunities of the Industrial Revolution. In a mood of great celebration according to accounts in local newspapers, the cornerstone of the large Gothic main building was laid on September 11, 1875 at 13th and Locust Streets. Over Rose's strenuous objections, the Board of Managers changed the name of the school to Rose Polytechnic Institute to honor its founder.

Eight years later in March of 1883, with a secure endowment, substantial buildings and laboratories, and a carefully selected faculty of seven under the leadership of Charles O. Thompson, the school opened for the instruction of twenty-five men. All were enrolled in the Department of Mechanical Engineering. Included in their numbers were three upperclassmen who would constitute the first graduating class of June 1885.

In succeeding years, new majors were added as the demands of industry and the interests of students changed. For example, in 1887 the civil engineering major was fully established, and two years later Walter Wiley earned a degree from the Chemical Department, becoming the nation's first chemical engineer. In the early 1890s a strong interest in electrical engineering swept the student body. In fact, all but two in the class of 1893 made the switch to electrical engineering amid the excitement of this new source of power and energy.

From the beginning, the students worked and studied long hours. For many years, the curriculum was taught on a six day basis (half days on Saturday). The faculty met weekly to evaluate the academic progress and social behavior of each and every student. But, students being students, they found outlets for extra energy and creativity. The first social fraternity, Alpha Tau Omega, was chartered in 1893, followed by Sigma Nu in 1895, the P.I.E.S. (later Theta Kappa Nu, then Lambda Chi Alpha) in 1900, and Theta Xi in 1907. More recently Triangle, Phi Gamma Delta, Delta Sigma Phi, Pi Kappa Alpha, Chi Omega, Delta Delta Delta, and Alpha Omicron Pi were chartered. The students literally ran athletics, paying a special fee to finance the purchase of equipment and the traveling expenses of the various teams. A field day event in 1889, at which Rose bested Indiana Normal, was the first intercollegiate competition. Other outlets for student time and talent were started, and many of the clubs and activities have endured such as student government, intramurals, drama, chorus, and band.

Through wars and national recessions and depressions the school flourished. Even in tough times, students and their families found the resources to pay the expenses of a Rose education. Scholarships were few, but most students found ready employment in the large number of existing factories and mills, particularly during summers. Local boys did have some advantage over those from outside the county. No tuition was charged to Vigo County residents until 1922, when the move to the new school necessitated the change in policy.

As early as 1908, plans to move to a larger location were being discussed. The open fields of 1874 had given way to factories and boarding houses, leaving no room for the school to expand. The opportunity to do so came in 1917 when the Hulman family sold to the Board of Managers 123 acres of farmland east of Terre Haute on the National Road. Later the Hulman's would donate the purchase price back to the school as part of their contribution to the school's first national fund drive. On September 13, 1922 (WWI and a major recession had delayed construction) the cornerstone of what would become Moench Hall was laid. For many years it was the sole classroom/laboratory facility on campus. Deming Hall, the first student residence, was added in 1926.

Following WWII, a succession of presidents of vision and intellect built the campus we have today. The growth in the student body led to the construction of four residence halls and married student apartments. Many of the fraternities built houses on the east side of campus. Hulman Union was made possible by the Hulman Foundation in 1966.

Templeton was remodeled in 1969, Crapo Hall built in 1970, and John A. Logan Library and Black Recreation Center were built before the decade ended. In the 1980s, Moench Hall was entirely remodeled and Hadley and Olin Halls built. In the 1990s, Hulman Union was doubled in size, the Olin Foundation provided a major expansion of Olin Hall, the old field house and recreation center gave way to America's finest small college athletic complex, and a new residence hall was built.

In addition to all of the growth in the size of the student body and changes in the landscape, Rose Poly was rechristened in 1970. The holdings of the Hulman Foundation were donated to the school in December 1970, and the Board of Managers voted to rename the school the Rose-Hulman Institute of Technology in recognition of the longstanding support of the Hulman family.

The crowning event of the school's history in the last decade of the century was the decision to become coeducational. The graduate program had long since admitted women, so there were female alums. However, admitting women to the undergraduate student body was a decision not lightly made. All constituencies, students, faculty, staff, Board members, alums, and friends, had to be convinced that it was the right thing to do for the continued success of the Institute. A pioneering group of ISU coeds took classes here during the 1994-95 school year, with plans to transfer in as upper class students when the school officially admitted its first coed class in the fall of 1995.

The years since coeducation have seen great changes at Rose, as the school and her students both reflect the changes happening in America. The Internet Revolution, ever evolving communication options, globalization of commerce, and enduring need for ever better engineering problem-solvers have changed classroom content and curricular conversation. As William Pickett, emeritus professor of history, observed a majority of faculty consider themselves co-learners, coaches, and mentors; their function, to demonstrate concepts and suggest different approaches.

Many of the student projects and external customers have found a home in the Rose Ventures. Located on 180 acres south of campus, Ventures lifted the caliber and complexity of student projects to a new level. The goal: hands-on projects in collaboration with real clients where outcomes are both educational to students and add value to companies. With skilled mentorship, the student employees grapple with design, prototyping, testing, and process improvement greatly enhancing resumes.

The campus infrastructure continues to be enhanced with the magnificent Sports and Recreation Center, White Chapel, the sophomore residence hall named in honor of alumnus Michael Percopo, the as yet unnamed apartment-style residence hall, John T. Myers Center for Technology Research with Industry, and Oakley Observatory with its remotely operated telescope in Australia. Without a doubt, the gift of Hatfield Hall and its performance quality auditorium best reflects the coming of age for Rose-Hulman, with facilities to match the caliber of the students, faculty and staff. During a walk around campus, visitors are struck by the sculptures dotting the landscape, especially Coach Mutchner's gift of the *Self-Made Man* in front of the SRC and the *Flame of the Millennium* and fountain gracing the front lawn of campus.

From its beginnings at 13th and Locust to its move in 1922 to the former Hulman family farm and rebirth as the Rose-Hulman Institute of Technology in 1970, the school has been devoted to helping young people pursue the very best education possible. From a graduating class of three mechanical engineers, the school has grown to an enrollment over 1800, including graduate students, and about 160 full-time professors teaching in Applied Biology and Biomedical Engineering, Chemical Engineering, Chemistry, Civil Engineering, Computer Science and Software Engineering, Electrical and Computer Engineering, Environmental Engineering, Humanities & Social Sciences, Mathematics, Mechanical Engineering, and Physics and Optical Engineering (including Engineering Physics). The demanding junior/senior design component of the curriculum has led to graduates skilled in communications and team dynamics, allowing them to provide immediate value to their new employers.

Today's students work and study in an environment of high technology, laptops and tablets, virtual classrooms, internships and co-ops, and group projects. As ever, the future remains the focus of faculty and is illustrated by the broad commitment to confronting the challenges of climate change and its opportunities for new solutions.

The campus has embraced green technology looking for ways to lessen our carbon footprint while offering our students yet more opportunities to solve difficult problems.

The mandolin and telegraph clubs of another century have given way to Challenge X (hybrid fuel efficient vehicles) and such clubs as Anime, Robotics, Engineers without Borders, and Sustainability, and eighteen varsity sports for women and men. The skills and joys of co-curricular experiences enable students to leave the school for employment in a global marketplace possessing a keen commitment to their profession and life-long learning. So, while the mission of Rose-Hulman may have expanded over the years, the same focus on being the best place for an undergraduate education in mathematics, science, and engineering still remains, true to the vision of Chauncey Rose.

One of the best summaries of the unique character of Rose-Hulman was formulated a few years ago by President Samuel F. Hulbert.

Rose-Hulman Institute of Technology is dedicated to improving the welfare of mankind through its contribution to the career development of engineers and scientists. Its graduates must be problem solvers. The Institute's fundamental objective is to develop them academically, physically, and socially so that they can make significant contributions to the nation's economy, the resolution of its social problems, and the welfare of mankind. Craftsmanship is obviously more expensive than mass production, but the Institute believes that education on an individualized basis is the only way to develop a student to his or her maximum potential. To achieve the above-mentioned objectives, Rose-Hulman thus strives to do the following uniquely well:

- *Provide a liberal undergraduate education that balances science and engineering with humanistic studies, while emphasizing the importance of clear speaking and writing.*
- *Provide excellent teaching and personal counseling by a faculty concerned about the individual progress and career development of every student.*
- *Provide a physical environment which has been carefully planned as an ideal setting in which students can mature, both technologically and aesthetically.*
- *Provide a broad range of extracurricular activities and encourage full participation in the life of the Institute so that students will cultivate a variety of extracurricular interests and abilities.*
- *Provide encouragement for development of moral character and strengthening of religious faith.*
- *Emphasize the importance of work, honesty, patriotism, and initiative.*
- *Emphasize that motivation is essential to success.*
- *Exemplify the belief that the free enterprise system's best hope is the talent of the individual rather than the consensus of a bureaucracy.*

Adherence to these values has kept the Institute strong for over a hundred-twenty-five years. With a clear mission, careful financial management, a dedicated faculty, and an outstanding student body, Rose-Hulman can move forward confidently at a time when many educational institutions are having to re-evaluate their missions, because of self-doubt, fiscal crisis, and loss of students.

Chauncey Rose would be proud of the returns his legacy has yielded.

1.03. The Rose-Hulman Philosophy

1.03.01. The Purpose: Preparation of Students for Careers in Engineering and Science

The tradition of pragmatism in American education provides ample justification for the school that defines its educational purpose in terms of career preparation. It must be clear, however, that such a definition should not be construed too narrowly. Hence, two important qualifications must be placed on it.

First, while the four-year Rose-Hulman curriculum lays emphasis on education for the scientific and engineering professions, it also provides a broad and valuable analytical background for those graduates who choose to pursue careers in such fields as economics, business, the social sciences, biology, medicine, and law. A Rose-Hulman graduate is prepared equally well to pursue immediately a productive professional career or to continue his or her studies in graduate school.

Second, Rose defines its program as a "liberal education in science and engineering." Sound preparation in scientific and engineering principles is set within the context of a study of the cultural and humanitarian dimensions of our society and of the Western and Non-Western traditions. Rose-Hulman is concerned with graduating scientists and engineers who are technically and creatively competent. Rose-Hulman is also concerned with developing in its students an awareness of the roles of engineering and science in solving social problems.

1.03.02. Achieving Goals

Doubtless there are many ways in which the goal of career preparation might be achieved, but at least four can be singled out for special attention.

First, Rose-Hulman provides the student with the basic knowledge and fundamental principles on which science and engineering are founded. In addition to providing this sound theoretical base, it constantly stresses the utility of these principles, including their practical application to real problems.

Second, Rose-Hulman encourages the student to be a critical thinker. Innovative curiosity, scientific problem-solving ability, disciplined habits of mind all are vital to the student's clear thinking and to his or her zest for learning.

Third, Rose-Hulman encourages the student to recognize and fully exploit his or her potential, as well as to evaluate his or her abilities realistically. While many students survive in college by exerting only a fraction of their capabilities, Rose-Hulman strives to motivate an increasing number to full achievement. At the same time, every student is encouraged to develop a spirit of healthy realism about him or herself and his or her abilities, including an awareness that humility can be very humanizing.

Finally, Rose-Hulman provides the student with the elements of a liberal education. The responsibilities of an engineering and science school to acquaint the student with the great traditions of Western civilization indeed, of the world are squarely met by a strong Humanities and Social Sciences program. By this means the student is introduced and made sympathetic to the large social and philosophical issues with which he or she must necessarily be concerned, both personally and professionally.

1.03.03. The Special Qualities of the Institute

Of the many qualities that distinguish Rose-Hulman and make fulfillment of its educational purpose possible, five seem most important.

First, Rose maintains significant standards. Academic admission requirements are high but realistic, with the result that the student who is admitted should be capable of completing the program and earning his or her degree. The Rose-Hulman tradition has always included an insistence on performance, measured in terms of intellectual achievement. We are devoted to solid academic work without resort to educational gimmicks.

Second, Rose-Hulman has a real concern for the student as an individual. Consequently, we are an educational community for a limited number of well-qualified students. We are small by choice. We offer the student a total experience that goes beyond the formal curriculum. Each student receives the individual attention necessary to

his or her healthy educational development and as much personal guidance as he or she needs or desires. Each student has the opportunity and is encouraged to participate in a broad program of extracurricular activities.

Third, Rose-Hulman is proud that it has been and is a distinctively undergraduate institution. We believe that there is a place in our educational society for a science and engineering school that dedicates its program to the undergraduate student. Hence graduate study is encouraged only in those areas where a modest, high quality graduate program will enhance the effectiveness of the undergraduate program.

Fourth, Rose-Hulman emphasizes teaching. Every effort is made to recruit and to encourage professors who believe that teaching is their primary responsibility. There is no "publish or perish" atmosphere on the Rose-Hulman campus. To be sure, professors are heartily encouraged to maintain their professional competence through continuing education, consulting, research, writing, and participation in other professional activities. But the qualities most encouraged in our professors enthusiasm, concern, dedication, a willingness to innovate and pioneer are qualities that identify the good teacher.

Finally, Rose-Hulman strives to maintain a healthy balance between tradition and innovation. Colleges and universities must change with the times, and Rose-Hulman is no exception; it is not the same kind of school it was when Chauncey Rose conceived his new institute as a school of industrial science, "an institution for the intellectual and practical education of young men." However, it remains today an institution concerned with the student as an individual, and dedicated to excellence in the performance and the character of its students and teachers alike.

Truly, in comparison with the majority of our peer institutions, Rose-Hulman has followed a unique path and has, in the words of Henry David Thoreau, "marched to the beat of a different drummer."

SECTION TWO

ADMINISTRATIVE STRUCTURE

2.01. Introduction

The duties of the President are prescribed by the Board of Trustees. The administrative structure of Rose-Hulman is determined by the President of the Institute in consultation with the Board of Trustees. In addition, vice presidents serve at the pleasure of the President in consultation with the Board of Trustees. This section of the Handbook is descriptive of the Institute's structure and may be changed at the President's direction in consultation with the Board of Trustees. Detailed organizational charts are available on the Rose-Hulman Human Resources web pages. For convenience, summary descriptions of the Board of Trustees and the major administrative officers are included below with line administrators listed and described under the administrative officer to whom they report.

2.02. Board of Trustees

The governance of Rose-Hulman Institute of Technology lies with the Board of Trustees. Its ultimate authority is affirmed through its general, academic, and financial policy-making functions and its responsibility for the Institute's financial health and welfare. The Board consists of no fewer than 21 and no more than 40 persons, who serve four-year terms. Trustees are elected by a two-thirds (2/3) majority vote of the Board quorum. Trustees are eligible for reelection and may serve a maximum of three full consecutive terms. Two members of the Board are alumni representatives elected to four-year terms by the Rose-Hulman Alumni Association. There are also emeriti members. The Board normally has three meetings annually: Homecoming, mid-winter, and Commencement.

The Board of Trustees has a number of standing committees, which normally meet prior to meetings of the full Board. These committees are listed below, along with the names of faculty or administrative officers who usually serve as liaisons with them. The Executive Committee, the Board Affairs Committee, and the Investment Management Committee are defined by the Board Bylaws; others are established by Board action.

2.02.01. The Executive Committee has two purposes: serves at the pleasure of the Board as its agent helping the President of the Institute to address business between regular Board meetings, and assists the Chair of the Board and the President with their joint responsibility to help the Board function effectively by suggesting Board meeting agenda items and periodically assessing the quality of the Board Committee work. Liaison: The President of the Institute.

2.02.02. The Board Affairs Committee is charged with ensuring that the Board's membership and leadership consist of highly qualified and committed individuals, ensuring the regular programs of new Trustee and in-service education are maintained, and periodically recommending initiatives by which the Board shall assess its performance. Liaison: The President of the Institute.

2.02.03. The Investment Management Committee sets investment policy, manages asset classes, reviews and monitors investment expenses, oversees investment accounting and the related financial reporting, and coordinates and monitors proxy voting and social issues related to the investments of the Institute. Liaison: President of the Institute.

2.02.04. The Committee on Academic Affairs has the responsibility, pending full Board approval, for policy matters relating to the Institute's academic mission, including non-managerial Board level oversight applying to the following. Its liaisons are the Vice President for Academic Affairs, Dean of the Faculty, and an elected faculty representative.

- Defining, interpreting, and adhering to the Institute's academic mission statement;
- Identifying and understanding the population targeted for education;

- Identifying and understanding what and how students learn ;
- Defining and assessing the effectiveness of teaching and learning;
- Effective processes for faculty selection, recruitment, development, and recognition;
- Balancing educational, scholarly and professional work, and community service;
- Adequacy and organization of academic resources for most effective educational results;
- Identifying academic standards and requirements;
- Providing oversight for the Rose-Hulman Ventures program,
- Performance or awareness of research about and assessment of the educational process and measures thereof;
- Accreditation, certification, or other forms of outside assessment and recognition of academic programs.

2.02.05. The Audit Committee is charged with providing, on behalf of the Board of Trustees, oversight of:

- Accounting and financial reporting practices and policies and internal audit activities and procedures, including the assessment of the adequacy of internal accounting, compliance and controls systems.
- Financial statements and the independent audit thereof, including any interim and annual reporting and other financial information provided by the Business and Finance Office to any governmental body or the public.
- Independent public accountants, including their selection or nomination for the Board of Trustees, their performance evaluation and, where appropriate, their replacement.
- Independence of the external public accountants through evaluation and discussion of their annual written "Statement as to Independence" and consideration of non-audit services provided.

2.02.06. The Buildings and Grounds Committee provides, on behalf of the Board of Trustees, oversight of Institute policies pertaining to the physical assets (land, buildings, equipment, etc.) as follows:

- Condition of plant: The adequacy and condition of the campus buildings, grounds and utilities as listed in the Capital Renewal and Replacement (CRR) plan and utilization reports.
- Resource allocation: The portion of the overall operating budget devoted to plant operation and maintenance, utilities, major repairs, and renovations.
- Repairs and renovations: The status of current and long-range or proposed projects.
- Capital construction: New construction, major remodeling, or proposed projects.
- Real estate: Acquisitions, sale, or acceptance of gifts.
- Facilities master planning: Campus Master Plan.

2.02.07. The Business Administration Committee is charged with providing, on behalf of the RHIT Board of Trustees, oversight of:

- Fiscal operations, including monitoring the Institute's revenues and expenditures and review of information presented for accuracy and consistency.
- Long-range fiscal plan and annual operating and capital budget process, including evaluation and scrutiny of the validity of budget assumptions, how resource allocations support the Institute's mission and vision, and long-term financial consequences of current budgets.
- Financial operations as they relate to asset preservation, financial and facilities growth, and human resource development.
- Debt management practices, plans, and requests.
- Financial records and accounting system (in concert with the Audit Committee) to ensure complete and accurate maintenance and compliance with all federal, state, and other applicable reporting and regulatory agency requirements.

- Timely and accurate presentation of all financial information to the Board, keeping the Board fully informed of the Institute's financial condition.

2.02.08. The Development Committee oversees the development strategy, reviews and monitors all elements of fundraising results, and sets Board of Trustees responsibilities for development efforts. Liaisons: Vice President for Development; Director of Career Services, Dean of Admissions and Financial Aid.

2.02.09. The External Affairs Committee approves policies, provides support and advice about strategies and plans developed to administer programs in alumni affairs, public relations, and government relations to enhance relationships with constituents who are vital to the Institute's ability to achieve its goals. Liaison: Vice President for Institutional Advancement.

2.02.10. The Honorary Degree Committee recommends to the Board of Trustees the granting of honorary degrees or any other honorary awards for recognition authorized by the Institute. The committee also works with the President to identify and obtain commencement speakers. Liaison: President of the Institute.

2.02.11. The Committee on Student Affairs acts as liaison to the Board of Trustees for all matters pertaining to the implementation of Institute policy with regard to the Student Body. The committee will monitor and report on

- Activities of the Student Government Association
- Surveys of student opinion
- Surveys of faculty opinion with regard to the Student Body
- Status of and trends regarding Admissions, Financial Aid and Career Services
- Status of and issues regarding residence life/housing, Public Safety, Student
- Services, Greek Organizations, Athletics and Student Activities

The committee will act as an action committee with respect to all matters within defined Institute policy, and will make recommendations to the Executive Committee or the full Board with respect to all matters outside of defined Institute policy. Liaisons: Vice President for Student Affairs; one elected Faculty Representative.

2.03. The President of the Institute.

The President is the chief executive officer of the Faculty and directing head of the Institute. The President:

- supervises and modifies as needed the duties of the Faculty;
- presides at all Institute and faculty meetings;
- appoints all faculty committees and serves as a member *ex officio* of each committee;
- approves changes in personnel, salaries, titles, emeritus status, faculty leaves and other matters;
- confers degrees as the representative of the Board of Trustees;
- reports to the Board on the status of the Institute;
- recommends student fees to the Board of Trustees;
- recommends to the Board awarding of faculty tenure; and
- recommends to the Board an annual operating budget for the Institute.

2.03.01. Executive Assistant to the President assists the President in carrying out the duties of this office.

2.04. The Vice President of Academic Affairs and Dean of the Faculty

The Vice President of Academic Affairs and Dean of the Faculty:

- maintains the quality of the academic programs and the Faculty of Instruction;
- advises the President on academic appointments and promotions;
- plans and supervises all academic programs of the Institute, including both undergraduate and graduate curricula;
- serves as academic personnel officer of the Institute, maintaining the necessary records and files thereto appertaining;
- schedules and announces all meetings of the Faculty and coordinates, prepares, and distributes for the President an appropriate agenda for all meetings; and
- serves as the normal channel of communications between the Faculty and the President in all academic and related administrative matters.
-

2.04.01. Assistant to the Vice President of Academic Affairs and Dean of the Faculty assists the Vice President of Academic Affairs and Dean of the Faculty in carrying out the duties of this office.

2.04.02. Associate Dean of the Faculty:

- coordinates and oversees graduate programs;
- serves as building facilitator for the Myers Center for Technological Research with Industry;
- coordinates and oversees the Summer School Program;
- allocates academic computers;
- coordinates and oversees International Exchange Programs; and
- assists in identification and development of proposals for external funding.
-

2.04.03. Associate Dean for Professional Experiences (ADPE) is responsible for oversight of the departments of Rose-Hulman Ventures. The ADPE is responsible for further promoting enhanced professional experiences for Rose-Hulman students through interaction with external technical, industrial, and business communities.

2.04.04. The Registrar:

- keeps scholastic and other student records with the exception of financial records;
- is responsible for reports of the scholastic standings of students, transcripts of credit, preparation of diplomas, and scholastic records of all students and the alumni;
- registers all students and assigns them to classes; and
- prepares the class schedule and the final examination schedule.

2.04.05. Department Heads shall be responsible to the Dean of the Faculty for the following:

- academic leadership of the Department including
 - playing a leading role in the formulation of academic strategy, policy, and planning for the Department;
 - maintaining academic standards in the Department;
 - coordinating the efforts of Department faculty to improve curriculum;
- the quality of education and educational support for students taking courses from the Department including
 - overseeing the curriculum, especially to ensure it is meeting standards of accreditation;

- preparing the schedule of classes for submission to the Registrar;
- supervising students majoring in the Department, assigning them faculty advisers and reviewing their academic progress to assure that they will meet graduation requirements;
- hiring, supervision, development and support of all Department faculty and staff including
 - making recommendations to the Dean concerning new faculty appointments;
 - making recommendations concerning promotions and tenure in accordance with the procedures described in Section 4 of the Faculty Handbook;
 - assigning mentors to all new faculty members;
- management of the Department including
 - making recommendations to the Dean concerning physical facilities and equipment needs;
 - overseeing the maintenance and allocation of space, facilities, and equipment;
 - preparing the Department budget for submission to the Dean of the Faculty;
 - supervising the disbursement of funds;
- occupational health and safety in the Department;
- assistance in placement by establishing contacts with appropriate business and professional groups; and other matters as the Dean shall direct

2.04.06. Executive Director of Institutional Research, Planning and Assessment directs Rose-Hulman's long-range planning and assessment processes. The Executive Director is also responsible for overseeing the institutional accreditation process and assuring compliance with issues related to participation in the North Central Association - Higher Learning Commission's accreditation process. Offices in this unit work closely with faculty, staff and students in meeting their needs for information to support decision making and process improvement.

2.04.07. The Institute Librarian oversees the operations of Logan Library, Instructional Technologies, and the Digital Resource Center, and is responsible for the annual budget and strategic goals for these operational units.

2.04.08. Director of the Learning Center

- provides direction and leadership in the development of academic support programs that aid in student retention and academic success;
- oversees planning, implementation, and assessment of Learning Center activities;
- oversees academic support programs, services, and activities including the Learning Center peer tutoring program, the sophomore academic support program for residence halls, and the Homework Hotline (a middle and high school mathematics and science tutoring program);
- oversees program administration, including budgeting and resource allocation;
- supervises and evaluates performance of professional staff; and
- fosters communication with academic departments and administrative units of the Institute to ensure academic support services reflect the needs of the departments or units and mission of the Institute.

2.05. The Vice President for Student Affairs and Dean of Students

The Vice President for Student Affairs and Dean of Students works with nonacademic areas related to student life at Rose-Hulman, including supervision of the following:

- Department of Athletics and Recreation;
- Housing Office;
- International Student Advising;
- Food Services;
- Hulman Memorial Union;
- White Chapel;
- Counseling and Health Services;
- Office of Public Safety;
- Career Services;

- Corporate Relations.

2.05.01. Dean of Student Affairs:

- provides direct supervision to the Director of Residence Life, Health Services Office, Counseling Office, Sophomore Advisors, and Residence Life Graduate Assistants;
- provides staff development and training for Sophomore Advisors;
- serves as advisor for the Intra-Fraternity Council and Greek Presidents;
- coordinates the College and Life Skills course for all freshmen students;
- assists with the new student orientation program;
- assists the Vice President as needed;
- serves on assigned committees;
- develops and revises the student handbook;
- coordinates housing assignments and residence preferences for all students living on campus;
- reports work orders for repair;
- tracks housing changes;
- works in collaboration with other departments in providing assistance to students; and
- counsels or advises students on matters pertaining to personal issues, educational and vocational objectives, social and recreational activities.
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2.05.02. Dean of Student Services

- supervises the operation of Hulman Memorial Union and the White Chapel;
- maintains a calendar of student activities;
- coordinates the activities of student and off-campus groups at the Union and the Chapel;
- is co-advisor to the Student Activities Board and Panhellenic Council; and
- arranges social and educational programs for the campus.
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2.05.03. Director of Athletics

- supervises the athletic programs in consultation with the Vice President of Student Affairs;
- evaluates the performances of the coaching staff;
- acts as a consultant to the administration and the staff on matters pertaining to the athletic program;
- holds regular meetings with coaches and keeps them informed on issues within the department and the campus community; and
- supervises and coordinates the budgets for all sports.

2.05.04. Assistant Dean of Student Affairs

- is responsible for the supervision of the residence halls;
- selects, trains, and supervises the Resident Assistants;
- works closely with the Graduate Assistants for Student Affairs;
- advises the Residence Hall Association; and
- assists the Dean of Students in counseling, disciplinary matters, and other areas as needed.

2.05.05. The Director of Dining Services is responsible for all dining operations and catering on campus; supervises the location managers for each of these dining operations and works with the campus community to provide effective dining programs to meet the needs of students, faculty, staff, and guests to the campus.

2.05.06. Director of Career Services

- manages a staff dedicated to providing students and alumni quality customer services;
- oversees the planning, promotion and implementation of all services offered by the office;
- oversees on-campus company recruiting and is the lead member of the team providing counseling, training, and preparation for students to enter the work force; and
- works closely with faculty and other administrators in marketing and representing the college to outside constituents.
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2.05.07. Director of the Office of Public Safety

- provides a safe and secure educational, living and work environment for the campus community;
- develops and implements Public Safety-Emergency Management policy and procedures, as well as administrative, operational and financial responsibilities for the Public Safety Program;
- coordinates patrol services, traffic and student services, residential and academic facilities physical security, investigations, professional development, training, crime prevention programs, and a safety escort service;
- ensures compliance of all Clery Act reporting requirements; and
- serves as a liaison for police, fire, and emergency medical service agencies.

2.05.08. Director of International Student Services and Special Programs

- coordinates all immigration documents for international students and aids and advises these students during their stay at Rose-Hulman;
- organizes all on-campus and off-campus programming for international students;
- serves as an advocate for special student populations, including transfer students, minority students, and special needs groups; and
- acts as liaison with the campus and local community as well as federal organizations on behalf of these students.

2.05.09. Director of Recreational Sports and Athletic Facilities is responsible for programs and scheduling involving all indoor and outdoor athletic facilities; scheduling maintenance and upkeep of those facilities; organizing and supervising the intramural program for the Rose-Hulman campus.

2.05.10. Assistant Dean of Student Services assists with directing and overseeing the development and organization of co-curricular programs. These responsibilities include

- new student orientation;
- leadership development programs;
- student trips;
- performances by bands, comedians, hypnotists, and other entertainment;
- advising the Student Activities Board and Panhellenic Council; and
- assisting in managing the Student Union facility.

2.05.11. Director of Student Performing Arts and Manager of Hatfield Hall

- manages the day-to-day operation of Hatfield Hall, including scheduling of all spaces within the building;
- oversees all events and programs that occur in the Hatfield Hall Auditorium;

- provides supervision and guidance for the Rose Bands, Chorus and Drama Club. directs the Rose Drama Club productions; and
- serves as chair of the Rose-Hulman Performing Arts Board of Advisors.
- reports to the Assistant Dean of Student Services

2.06. The Vice President and Chief Administrative Officer (CAO)

The functions of the Vice President and Chief Administrative Officer include:

- responsibility for oversight of all non-academic financial, administrative, facility, and information technology (IT) functions of the Institute;
- supervising fiscal and treasury functions;
- long-range financial, capital and IT planning;
- risk management;
- sponsored program administration;
- coordination of legal affairs with the Institute Counsel;
- budget development and control;
- human resource and fringe benefit management;
- investment accounting and reporting;
- facility operations;
- IT operations and support and other administrative service functions; and
- serving as primary administrative liaison for the Audit, Buildings and Grounds, Business Administration, and Investment Management Committees of the Board of Trustees.

2.06.01. Executive Assistant to the Vice President and Chief Administrative Officer assists the Vice President in carrying out the duties of this office.

2.06.02. The Associate Vice President for Financial Affairs is responsible for all Institute fiscal management including the operation of the Business Office and supervision of the Controller and the Director of Sponsored Programs and their reports. He or she also provides administrative direction and oversight of budget management and operations, all investment, tax and financial reporting, debt management, sponsored programs, and student financial services.

2.06.03. The Vice President for Facilities Operations is responsible for the overall direction and management of Institute facility and equipment maintenance operations, including environmental health and safety management, custodial and grounds services, utilities distribution and acquisition, and overall department budgets. He or she is also responsible for planning, budgeting, design management, and construction of all remodeling and major construction projects for the Institute.

2.06.04. The Vice President for Instructional, Administrative and Informational Technology serves as the chief information and technology officer, provides oversight of all technical activities required to ensure a stable, enterprise computing environment, and provides leadership and management of the Software Services Group (administrative computing), the Help Desk, the Enterprise Systems Group, the Information Fabric Group, the Laptop Group, and the Hardware Group.

2.06.05. Director of Administrative Services is responsible for Institute administrative support functions including:

- Mail Services and Print Shop,
- purchasing operations,
- fixed asset management and inventory,
- risk management programs,

- fine arts collection,
- records retention management, and
- bookstore operations.

2.06.06. Director of Human Resources directs, coordinates and oversees all human resources activities involving employment at the Institute, including:

- general employment services,
- payroll services,
- policy formulation and implementation,
- compensation and benefits administration,
- professional development and training programs,
- employee relations and advocacy issues, and
- regulatory compliance.

2.0.7 The Vice President for Institutional Advancement

The Vice President for Institutional Advancement supervises fundraising activities, alumni affairs, communication and marketing, and government relations.

2.07.01 Executive Assistant to the Vice President for Institutional Advancement assists in carrying out the duties of this office.

2.07.02 The Director of Alumni Affairs is responsible for engaging and informing alumni to create strong relationships between the Institute and its graduates that will result in loyal support to the Institute. The Director also coordinates on-campus programs to involve current students that will result in the development of future alumni volunteer leaders.

2.07.03 The Assistant Director of Alumni Affairs coordinates programs for young alumni, serves as the adviser to the Student Alumni Association, and helps oversee the planning for Homecoming and other alumni events.

2.07.04 The Director of Annual Giving coordinates the annual giving program, including the phonathon.

2.07.05 The Assistant Director of Annual Giving and Stewardship coordinates gift accounting, donor acknowledgement and the recognition of donors including the Chauncey Rose Society.

2.07.06 The Assistant Director of Annual Giving and Special Programs coordinates the phone program, the senior class gift program, the faculty and staff annual appeal and assists with young alumni giving programs.

2.07.07 The Director of Corporate and Foundation Relations is responsible for submitting external funding requests to corporate and private foundations.

2.07.08 The Director of Development, Regional Programs provides leadership and responsibility for the regional prospect management system, defining regional priorities and identifying potential or interested donors within those regions.

2.07.09 The Regional Development Officer contacts and cultivates donors on behalf of the Institute, highlighting campaign priorities.

2.07.10 The Director of Advancement Services provides database and technical support for alumni, parent, corporate and foundation records, and is also responsible for generating reports and prospect information essential to campaign success.

2.07.11 The Director of Planned Giving provides gift opportunities with lifetime income features together with estate and gift planning advice for those wanting to include the Institute in their wills, trusts, or estate plans.

2.07.12 The Director of Communication and Marketing is responsible for staff and programs in media relations, online and print publications, sports information, online content and coordination of Institute marketing efforts.

2.07.13 The Associate Director of Communications, Marketing and Publications coordinates marketing, publication and advertising activities on behalf of the Institute.

2.07.14 The Director of News Services focuses on generating positive publicity in the media about Rose-Hulman faculty, students and alumni. The Director also coordinates several special programs that create partnerships with middle-school and high-school students and teachers.

2.07.15 The Sports Information Director promotes the achievements of Rose-Hulman student-athletes via the media, print publications and live broadcasts of Rose-Hulman athletic events.

2.07.16 The Web Developer / Publications Specialist coordinates the creation of various campus print and online publications ranging from brochures to the alumni magazine, admissions viewbook, and development publications. The Web Developer / Publications Specialist is also responsible for the design, content and navigation of the upper-tier pages of the Rose-Hulman Web site and for providing graphic design services for print and web-based publications.

2.08. The Dean of Admissions and Financial Aid

Dean of Admissions and Financial Aid is responsible for:

- recruiting prospective students,
- administering the admission requirements adopted by the Faculty to ensure the quality of entering students,
- overseeing the financial aid programs of the Institute, and
- providing leadership in the areas of strategic planning and enrollment management.

2.08.01. The Director of Financial Aid is responsible for the distribution and record-keeping of federal, state, private and institutional financial aid and is responsible for awareness of all regulations that affect the awarding of financial aid. The Director is also responsible for the education of families and students as to the financial aid process and availability of all types of assistance.

2.08.02. Director of Admissions has direct responsibility for student recruitment activities including but not limited to:

- supervising the Student Admissions team;

- program responsibility for underrepresented population recruitment;
- athletic recruitment liaison;
- specific territory recruitment;
- transfer student recruitment; and
- relationships with high schools.

2.08.03 The Director of Admissions Operations coordinates the communications plan for the Office of Admissions, including mailings, e-mail contacts, and work flow within the office.

2.09 Director of External Affairs duties include, but are not limited to:

- coordinating day-to-day activities requiring action in the Office of the President;
- coordinating with all other constituents on projects, calendar and activities involving the President;
- providing external affairs counsel to the President and the Officers of the Board of Trustees;
- coordinating national and regional media relations efforts, including recruitment, programming, and relationship-building for the Wabash Valley and Indianapolis Boards of Associates;
- providing professional and coordinating input to the Office of Institutional Advancement consistent with the desired external affairs image and direction of RHIT; and
- coordinating development and implementation of the Office of the President's budget.

SECTION THREE

FACULTY GOVERNANCE

3.01. CONSTITUTION OF THE FACULTY/STAFF

3.01.01. MEMBERSHIP. Members shall consist of the Faculty and the Voting Staff of Rose-Hulman Institute of Technology.

3.01.02. The Faculty shall consist of the following:

- The President of the Institute;
- Professors of all ranks who hold full-time contracts from the Institute. This includes visiting full-time professors but not adjunct faculty or visiting part-time professors;
- Part-time tenure-track professors;
- The Professor(s) of Military Science and of Air Science;
- Director of the Library and Institute Librarian
- Instructors who hold full-time positions at the Institute and who are not working for advanced degrees at Rose-Hulman.

3.01.03. Changes in the Constitution of the Faculty/Staff may be made in accordance with the procedure described in 3.07.02. The duties, authority, and responsibilities of the Faculty have been set by the President of the Institute in accordance with the authority granted by the Board of Trustees and are as follows.

The President shall create by appointment a Faculty of Instruction composed of Professors, Associate Professors, Assistant Professors, Instructors, and such other ranks or persons as he or she shall deem best. The President shall designate the Department of Instruction to which each member of the faculty is assigned and fix the rank of each person so appointed. Members of the faculty shall serve in accordance with the tenure policy adopted by the Board of Trustees.

There is delegated to the faculty the power to admit and dismiss students, to prescribe the requirements for graduation, and to recommend to the Board candidates for degrees in course.

Members of the faculty are expected to be present at the academic functions of the Institute, to attend meetings, to serve on committees of the faculty, and by precept and example to maintain high standards of scholarship and conduct in the student body.

The faculty, with the Vice President for Student Affairs, shall have control of extracurricular activities of the students, including the regulation of social functions and the approval of athletic schedules.

There is delegated to the faculty responsibility for all matters involving student academic discipline and the faculty shall institute and administer appropriate disciplinary procedures consistent with the policy that the student body should to the extent expedient participate in administering disciplinary procedures, all under the supervision of the President of the Institute.

The faculty shall, with the Vice President for Student Affairs, be responsible for student affairs and in discharging this responsibility shall utilize the student body in instituting procedures for student government by the student body under the supervision of the faculty.

The faculty shall hold regular meetings while the school is in session at which meetings there shall be opportunity for free and full discussion of all matters relating to curriculum, discipline, scholarship, student affairs, and the

areas of responsibility of the faculty subject to such reasonable regulation thereof as may be provided by by-laws adopted by the faculty.

In the case of any emergency involving physical violence or adamant insubordination to the exercise of civil authority to maintain decorum and discipline on the campus the President of the Institute or any of the officers designated by him or her shall have the authority to dismiss from the Institute a student who persists in refusing to leave the scene of the disturbance and return to his quarters for normal disciplinary action or in the case of employee, faculty or administrative personnel of the Institute should they refuse to leave the scene of the disturbance such that disciplinary proceedings, if any, with respect to such personnel may proceed in accordance with the principles of tenure and due process contemplated by the Faculty Handbook approved by the Board to dismiss such personnel and terminate their relationship to the Institute subject only to such review, if any, as they may be entitled to under the terms of their respective contracts.

The President of the Institute in conjunction with the faculty shall formulate rules and principles of discipline for the government and regulation of students and shall present the same to the Faculty for its approval and for modification and adoption. All changes in such rules and principles of discipline may be presented to the faculty by any member of the faculty.

The Faculty Representative to the Academic Affairs Committee of the Board of Trustees shall present recommendations to the Board of Trustees from time to time in respect to any of the matters concerning which the Faculty desires an expression from the Board.

3.01.04. The Voting Staff are those employees of the Institute whose positions are classified as Executive Officer, Senior Administrator, or Senior Technologist by the Human Resources Department. It should be noted that a number of persons on the Voting Staff also have academic rank and thus are also members of the Faculty.

3.02. OFFICERS

3.02.01 The President of the Faculty shall preside at all Institute meetings. At the President's option, the Vice President of Academic Affairs, the Chair Pro Tempore or other person appointed by the President shall preside.

3.02.02 The Vice President of Academic Affairs shall prepare the agenda for each Institute meeting and distribute it in advance to all members. The Dean, or a Faculty representative designated by the Dean, shall present earned degree candidates for their diplomas at Commencement.

3.02.03 The Chair Pro Tempore may call meetings of the Faculty at which he or she will preside.

3.02.04 The Institute Secretary shall be elected by the Faculty and Voting Staff from their membership. His or her responsibilities shall include

- establishing the presence of a quorum at Institute meetings;
- preparing and distributing to the members the minutes of all Institute meetings, maintaining a file of such minutes, and supplying a complete copy of all minutes, committee reports, and other documents to the Library;
- recording all changes in academic rules and procedures as approved in Institute meetings and sending a copy of these to the Dean of the Faculty and the Chair of the Rules and Discipline Committee for inclusion in updates of the Academic Rules and Procedures; and
- drafting official resolutions for action by the membership on occasions such as retirement, and acting on behalf of the members in extending courtesies.

3.02.05. The Faculty Representatives: Two Faculty Representatives shall be elected by the Faculty from its membership to provide communication between the Faculty and the Board of Trustees. One representative shall meet with the Academic Affairs Committee of the Board of Trustees and one with the Student Affairs Committee, expressing the concerns of the Faculty to the Committees and reporting the actions of the committees to the Faculty.

The Representatives to the Academic Affairs Committee and Student Affairs Committee shall, when invited, attend meetings of the Board of Trustees and of the Executive Council of the Institute. Department Heads shall not be eligible for election as this representative.

3.02.06. The Parliamentarian shall be elected by the Faculty and Voting Staff from their membership. His or her responsibilities shall include advising the Chair and other members on parliamentary procedure and calling to the attention of the Chair actions that violate proper procedure, particularly if they abridge the substantive rights of any member.

3.02.07. The Faculty Tellers: Two Faculty Tellers shall be elected by the Faculty from its membership to conduct elections for positions elected by ballot of the Faculty or of the Faculty and Voting Staff. The Tellers shall maintain records of elections as required by 3.03.04. The Tellers shall also assist the faculty-elected members of the Promotion, Tenure, and Retention Committee in distributing the annual evaluation of the administrators. Tellers shall hold overlapping terms so that one Teller is elected each year.

3.03. ELECTIONS

3.03.01. Faculty Tellers shall conduct elections for the positions specified below. Tellers shall automatically be excluded from consideration as a candidate in any election that they conduct. Tellers will recommend suggested changes in election procedures to the Faculty Affairs Committee for consideration. Questions about the election procedures followed in any specific election should be directed to the Faculty Affairs Committee. Actions of the Faculty Affairs Committee will be reported to the Faculty through the minutes of the committee.

3.03.02. Positions elected by ballot of the Faculty shall be

- Chair Pro Tempore;
- Faculty Representatives to the Board of Trustees;
- Faculty elected members of the Promotion, Tenure, and Retention Committee;
- Faculty Affairs Committee;
- Leaves Committee;
- Faculty Tellers.

3.03.03. Positions elected by ballot of the Faculty and Voting Staff shall be

- Institute Secretary;
- Parliamentarian.

3.03.04. Term of Office:

For individual offices listed above, the term shall be two years, beginning September 1. A person may be re-elected, but after serving two consecutive terms in a position is not eligible for reelection to it until a period of two

years has elapsed. The Tellers shall maintain records for the purpose of determining eligibility for elective positions.

For committee positions listed above, the term shall be as contained in the committee descriptions.

3.03.05. Elections for all the above-named positions shall be in spring term except as specified otherwise in the committee descriptions. If a vacancy occurs in any of the above-named positions, an election shall be held immediately to fill that position for the remainder of its term unless specified otherwise in the committee descriptions.

3.03.06. Election Procedure:

The Tellers shall distribute an announcement of elections, listing the positions to be elected, so that those persons wishing to withdraw their names from consideration may do so. The purpose of this procedure is to eliminate those who cannot or will not serve, without requiring an explicit assent from those willing to serve. Eligible candidates are encouraged to remain on the ballot out of a spirit of sharing the burden of these responsibilities as widely as possible. In the case that only one or two candidates are willing to serve in an elected position, the Tellers are authorized to contact those who have removed themselves and request that they reconsider.

3.03.07. The Tellers shall conduct the election in such a manner that only those members eligible under 3.05 may vote.

3.03.08. The first ballot shall contain the names of all members eligible for the position in question who did not ask that their name be withdrawn. If no person receives a majority of the votes cast on the first ballot, a second ballot shall contain, for each position, the names of the four nominees receiving the greatest number of votes, including ties. If no person receives a majority of the votes cast on the second ballot, a third ballot shall contain, for each position, the names of the two nominees receiving the greatest number of votes, including ties. The candidate receiving the greater number of votes on the third ballot shall be declared elected. For election procedures for the Faculty Affair, PTR, and Leaves Committees, see their respective committee descriptions.

3.03.09. The Tellers shall announce the election results to the community and report it at the next Institute meeting for all positions except those for which the third ballot ended in a tie.

3.03.10. In case of a tie on the third ballot, the Tellers shall conduct a final ballot at the next Institute meeting. The voting shall be by secret ballot and the results shall be announced at the meeting.

3.04. MEETINGS

3.04.01. Institute Meetings shall be joint meetings of the Faculty and Voting Staff and shall be held each month of the academic year, normally on the second Tuesday of the month.

3.04.02. Additional Institute Meetings may be called by the President. If at least fifteen voting members so request in writing, the President shall call an additional meeting no sooner than three nor later than ten weekdays after he or she receives the petition.

3.04.03. Meetings of the Faculty may be called by the Chair Pro Tempore, by the President of the Faculty, or when requested by ten members.

3.04.04. Order of Business at all regular meetings shall be

- Approval of the Minutes;
- President's Time;
- Dean's Time;
- Old Business;
- Reports;
- New Business;
- Announcements;
- Call for Adjournment.

3.04.05. General Conduct of Business at all Institute meetings shall follow the procedures in Robert's Rules of Order except as this Constitution shall specify otherwise.

3.04.06. A Quorum shall consist of at least one-half of all members eligible to vote.

3.04.07. Additional Staff Members are always welcome at Institute meetings. A staff member speaking in his or her own field of expertise is encouraged to provide input which the members might use in their decision making.

3.04.08. Students who have items requiring discussion by the entire Faculty and Voting Staff may petition the President for permission to bring the matter to an Institute meeting.

3.05. VOTING

3.05.01. Voting members of the Institute meetings shall be the Faculty and the Voting Staff.

3.05.02. Division of the house may occur by the following process. If a member of the Faculty or Voting Staff feels that any issue should be considered only by the Faculty or only by the Administration, he or she may call for a written ballot to determine if another body is appropriate to consider the issue. If this motion passes by a simple majority of those present, academic issues would be considered at a called Faculty meeting (see 3.04.03) and Administrative issues would be referred to the proper administrative unit by the President. A report on any action taken would be made at the next Institute meeting.

3.05.03. Voting in meetings shall be by voice or by a show of hands. However, at the request of any voting member the vote shall be by secret ballot.

3.05.04. Executive Session may be declared during a meeting by the chair, at which time all non-voting members shall leave.

3.06. MOTIONS

3.06.01. Automatic Tabling is required for all substantive motions at any Institute meeting. Discussion is permitted at the time such a motion is made, but no action may be taken; amendments may be proposed and seconded, but not voted on.

- Committee reports, such as recommendations for Honors and Academic Awards, normally do not fall under this provision.
- The Chair shall rule as to whether a motion is substantive or not, but this ruling may be appealed.

- The Chair shall rule when discussion has ended and declare the motion automatically tabled, but this ruling may be appealed.
- Appeals to a ruling by the chair are decided according to the provisions of Robert's Rules of Order; namely, a majority of those voting is required to reverse the decision of the Chair.

3.06.02. Suspension of the automatic tabling rule may be accomplished by the applicable provisions of Robert's Rules of Order; a two-thirds majority of those voting is required to suspend the rule.

3.06.03. Reintroduction of automatically tabled motions is itself automatic in that such motions shall be included as Old Business at the next meeting.

3.07. RATIFICATION

3.07.01. Ratification of this Constitution shall require approval by two-thirds of those members present and voting. The affirmative votes must also constitute a simple majority of the total number of persons eligible to vote under 3.05.

3.07.02. Amendments to this Constitution may be proposed by any member. Any proposed amendment shall be considered a substantive motion and, for adoption, shall require a two-thirds majority as set forth in 3.07.01.

3.08. STANDING COMMITTEES - General Policy

Standing committees have been established to recommend policy to the Faculty and to carry out Faculty policy in areas where the Faculty has been granted authority by the Board of Trustees. The membership, functions and responsibilities, and delegated authority of each Committee is specified in the descriptions that follow. In the case of elected committees, the committee description specifies the qualifications for nomination and the manner of election. Rules for amending the policies established by standing committees are described in 3.08.15.

3.08.01. The membership and size of each committee is specified in the committee description. For greater efficiency, each committee shall be kept as small as practical. In cases where a special project will require additional personnel, the Faculty Affairs Committee or the standing committee involved may recommend to the Faculty that the membership of the committee in question be augmented (generally for one year only) or that a task force committee be formed.

3.08.02. Faculty members on committees, except where elected or appointed by the President or Dean of the Faculty, are nominated by the Faculty Affairs Committee and recommended to the President for appointment. It is the policy of that committee to create a slate of nominees for committee membership by consulting with all members of the Faculty on their preference and then, insofar as possible, matching interests and committees.

3.08.03. As a general rule, faculty members are not assigned to committees during their initial year of service at the Institute. Adjunct and visiting professors are generally not assigned to standing committees.

3.08.04. Staff members may have significant representation on a number of committees, since, historically, the teaching and professional staffs have shared the governance responsibilities of the Institute. Staff members are assigned to committees by the President.

3.08.05. The President of the Student Government Association recommends to the President of the Institute a slate of nominees of student members for those standing committees that have student members.

3.08.06. As a general policy, persons assigned to a committee will remain on it for two or more years and terms will be staggered to provide continuity. If a vacancy occurs on a committee during a member's term, the Faculty Affairs Committee will recommend to the President a faculty member to fulfill the term for the remainder of the year, if necessary. This policy does not apply where other replacement procedures are specified, such as for the PTR Committee and Faculty Affairs Committee.

3.08.07. The chair of each standing committee, when not stipulated in the committee description, will be recommended for appointment by the Faculty Affairs Committee. A chair may be reappointed. As a general policy, a faculty member will not be assigned to chair a committee on which he or she has served less than a year. The chair is a regular voting member of his or her committee. It is the responsibility of the chair to schedule and conduct meetings as required but any two committee members may request a meeting. In general, a person working in a particular area will not chair a committee dealing with that area.

3.08.08. The Faculty Affairs Committee shall also recommend appointment of a secretary for each committee, when not otherwise specified by the committee description. It shall be his or her responsibility to keep minutes of committee meetings and to distribute copies of these to the committee members, the Dean of the Faculty, and the President. The secretary shall submit a complete set of these minutes to the Secretary of the Faculty at the end of the academic year to be archived with the minutes of the Faculty meetings. In the event the chair of the committee is incapacitated, the secretary shall serve as chair *pro tempore*.

3.08.09. Adequate advance notice of meetings, including a tentative agenda, shall be given to all committee members. A copy of the notice shall also be sent to the Dean of the Faculty and the President.

3.08.10. Committees shall follow Robert's Rules of Order, which may be waived at the committee's discretion. The rules and procedures of any standing committee are subject to Faculty review.

3.08.11. Whenever a committee requires a decision by the Faculty, the Chair shall offer an appropriate motion.

3.08.12. Each committee chair shall report to the Faculty, orally or in writing, not less than once a year. This report shall give special attention to new policies being developed, changes in procedure, and studies undertaken. The Faculty Affairs Committee shall recommend a schedule for these reports, so that they can be distributed evenly throughout the year.

3.08.13. The Faculty has been granted authority to set or recommend policy in certain areas. Policy in those areas is set by the Faculty as a whole, except where policy setting authority is specifically delegated to a standing committee. Standing committees may set policy, implement policy, or recommend policy according to the authority granted them in the committee description. Ad hoc committees may only recommend policy changes to the Faculty.

3.08.14. Policies established by a standing committee authorized to do so do not take effect until reported to the Faculty.

3.08.15. The Faculty may, at any time, review, recommend restudy of, or rewrite policies established by a standing committee.

3.09. ADMISSIONS AND STANDING COMMITTEE

3.09.01. Membership

- The Vice President for Student Affairs or a representative of that officer;
- The Dean of Admissions or a representative of that office;

- The Registrar or the Registrar's representative, who shall serve as Secretary;
- Six (or more) faculty, of whom one shall serve as chair, including one from the Humanities and Social Sciences, one from Mathematics, one from either Chemistry, Applied Biology and Biomedical Engineering, Computer Science and Software Engineering or Physics and Optical Engineering; and three engineering faculty. Of the latter, at least one shall be from the Mechanical Engineering Department, and at least one from the Department of Electrical and Computer Engineering.
- One student having senior standing and selected by the Committee from one or more qualified candidates recommended by the President of the Student Government Association.

3.09.02. Functions and Responsibilities

The Committee implements the policy of the Faculty for undergraduate students on matters pertaining to admission, readmission, and academic standing including academic probation, grade replacements, enrollment in courses graded satisfactory or unsatisfactory, and enrollment at levels less than or greater than a normally accepted full-time load.

The Committee is charged with periodic review of the Institute's admission policy and practices. In consultation with the Dean of Admissions, it shall review and establish standards to be used in making admission decisions.

The Committee reviews and recommends to the Faculty modifications to rules pertaining to all areas within its responsibility.

3.09.03. Authority

- To readmit a student dropped for low academic standing;
- To set conditions to be met if a student is to be readmitted. (These conditions may include restrictions on participation in co-curricular activities, limits on course credits, or any other conditions deemed to promote successful academic performance by the student.)
- To waive the rule pertaining to overloads;
- To allow a student to enroll with less than a full load (12 credit hours);
- To grant exceptions to the rules pertaining to grade replacement of "I" grades, time limits for adding courses, and enrollment in courses on a satisfactory/unsatisfactory basis.
- To require a student who is placed on probation in a given term to appear before the Committee as a condition of remaining at the Institute.

3.10. EMPLOYEE RELATIONS COMMITTEE

3.10.01. Membership

- Six faculty members
- Six staff members (3 from exempt category and 3 from non-exempt)
- Staff members may serve as chair.
- Director of Human Resources will attend as an ex-officio, non-voting member of the committee.
- Additional ex-officio members may be appointed at the discretion of the President or his or her designee.

3.10.02. Functions and Responsibilities

The Committee serves as a liaison between the administration and employees (faculty and staff) to facilitate decision-making that involves remuneration and to promote activities conducive to a smooth running workplace. Committee functions may include (but are not limited to):

- Soliciting and carrying forward suggestions for improvements from employees and from the administration
- Sponsoring informational seminars on topics of interest
- Conducting polls to assess the wishes of the Rose-Hulman community on specific issues
- Periodically reviewing personnel documentation for accuracy and currency
- Expediting open and candid communication channels
- Providing a suitable forum for mediating conflict and for facilitating change
- Formulating reports on issues of concern
- Advocating for a fair and supportive workplace worthy of Rose-Hulman

3.10.03. Authority

Recommending authority only.

3.11. ACADEMIC COMPUTING TECHNOLOGY COUNCIL

3.11.01. Membership

- Chair of the Potential Academic Technologies Committee
- Chair of the Academic Computing Implementation Committee
- Chair of the Parallel Computing Steering Committee
- Additional faculty members, appointed by the President, one from each academic department not represented by one of the three previously listed Chairs
- A senior principal designated by the Vice President for Instructional, Administrative, and Information Technology
- Two students
- Faculty members shall serve three-year terms that are staggered for continuity. Members may be reappointed to two successive terms.
- Chair serves as ex-officio member of the Enterprise Computing Team

3.11.02. Functions and Responsibilities

- Overseeing all aspects of the selection, implementation, and evaluation of academic computing technology on campus.
- Coordinating the activities of the Potential Academic Technologies Committee (PATC) and the Academic Computing Implementation Committee
- Recommending faculty members for membership on the PATC
- Recommending policy for academic computing technology.
- Recommending to the Enterprise Computing Team when responsibilities for new computing technologies should be transferred to IAIT.
- Conducting a yearly survey to determine the usefulness and functionality of academic computing technology on campus.
- Recommending to the faculty and to the Enterprise Computing Team the general form factor and price point of Institute standard personal computing platform(s) (PCP) to be used by incoming first-year students and faculty members scheduled for replacement computers.

3.11.03. Authority

Recommending authority only.

3.12. CURRICULUM COMMITTEE

3.12.01. Membership

- The Dean of the Faculty;
- The Registrar, who serves as Secretary;
- The Department Heads, or their representatives, one to serve as chair;
- The Associate Dean of the Faculty;
- The Professor of Military Science.
- The Curriculum Committee may also elect to its own membership additional members for a one year term.

3.12.02. Functions and Responsibilities

The purpose of the Curriculum Committee is to oversee graduate and undergraduate curricula of the Institute.

3.12.03. Authority

- To approve the description, content, and credit of any new graduate or undergraduate course; to approve changes in title, number, description, or credit for existing courses;
- To review the courses and graduation requirements of any new graduate or undergraduate program of study and to recommend Faculty action based on the academic merit of the proposal;
- To review any new graduate or undergraduate program of study or substantial modification to an existing program of study and recommend Faculty action based on the desirability of the proposal. What constitutes a "substantial modification" to a program shall be determined by the chair or by the concurrence of any three members of the committee;
- To approve an individual student's program of study leading to more than one undergraduate degree;
- To approve an individual student's program of study leading to a degree with more than one major;
- To approve student petitions regarding exceptions to published graduation requirements (including course substitutions.)

The Faculty has stipulated that any Committee decision regarding the above described authorizations upon which there are two or more dissenting votes will be taken to the Faculty for a final determination.

3.13. FACULTY AFFAIRS COMMITTEE

3.13.01. Membership

The Faculty Affairs Committee shall consist of elected faculty members, one from each Academic department, excluding the President of the Institute, Vice Presidents and Heads of Departments.

The Committee shall elect its own chair and secretary.

A faculty member cannot serve, at the same time, on both the Faculty Affairs Committee and a committee from which a decision may be appealed to the Faculty Affairs Committee. A faculty member who is on the Faculty

Affairs Committee and, at the same time, on another committee from which decisions can be appealed to the Faculty Affairs Committee must resign from one of the committees.

3.13.02. Election

A faculty member shall not be eligible for election to the Committee until he or she has completed four quarters of service at the Institute. The entire Faculty shall vote for all positions. The election shall be conducted by the Faculty Tellers during the winter term according to the general procedures stipulated in the Constitution of the Faculty.

3.13.03. Term of Office

1. The term of office shall be for two years, beginning with the May meeting following the election. These terms shall be staggered.
2. Elections shall be held in the winter term of each year to fill the positions that become vacant because of expiration of term or for other reasons (e.g., resignation).
3. A member is eligible for reelection at the end of his or her term, but after serving two consecutive full or partial terms is ineligible for reelection until a period of one year has elapsed.
4. If a member resigns his or her position for any reason, an election shall be held immediately to fill that position for the remainder of its term.

3.13.04. Procedures

1. There shall be an organizational meeting of the Committee each spring term following the election of new members, at which the Committee shall elect its Chair for the following year from its membership. This meeting shall be called and presided over by the outgoing Chair.
2. The Chair shall determine the agenda for each meeting and preside over it. He or she shall report on the activities of the Committee at least once each academic year at a regular Institute meeting.
3. The Committee shall also, at its organizational meeting each year, elect a Secretary from among its membership, who shall be responsible for distribution of the minutes to all Faculty subsequent to each meeting.
4. The Committee shall meet at least once each month during the school year at such regular time as the Chair shall designate. The time and place of these meetings shall be announced to the Faculty in advance of the meeting.

3.13.05. Functions and Responsibilities

1. The Committee shall solicit the opinions of faculty members and seek to express their concerns in any area of interest to the Faculty. It shall encourage open communication among all the constituencies of the Institute. Faculty are encouraged to supply input to their representatives about agenda items and to request consideration of other items
2. The Committee is charged with recommending changes in administrative procedure to the Faculty that would facilitate its functioning. Specifically, it shall periodically recommend revisions to the Constitution of the Faculty.

3. The Committee is charged with recommending policy changes to the Faculty in areas not delegated to other standing committees or assigned to administrators. Specifically, it shall periodically review the "Policies and Procedures" section in the Faculty Handbook.
4. The Committee may recommend to the Faculty such new committees, temporary or permanent, it thinks would have benefit.
5. The Committee reviews the functioning of all standing committees and the performance of their members. It may not override their decisions or direct their actions, but it acts on behalf of the entire Faculty in seeking to encourage them to operate effectively within their area of responsibility. It shall make an annual report to the Faculty on the functioning of standing committees together with any recommendations it may have concerning them.
6. Meeting as a committee of the whole, the Committee shall serve as an advisory council to the Dean of the Faculty, with meetings called and chaired by the Dean. The major purpose of the Committee, when acting in this capacity, shall be to offer counsel, both as individuals and as faculty representatives, to the Dean on any matters of Institute interest.
7. The Committee shall hear PTR grievances and appeals of dismissal as stipulated in the policy on "Academic Freedom, Promotion, Tenure, and Retention."
8. When policy changes in Administrative Services, the Bookstore, or Library may have an impact on student services or the ability of faculty to perform their academic responsibilities, the Director of Administrative Services, the Bookstore Manager, and the Librarian will discuss the proposed policy changes with the Faculty Affairs Committee prior to the implementation of the new policies.

3.13.06. Authority

1. The Committee shall propose a schedule for the annual reports of standing committees so that they will be evenly distributed throughout the year.
2. The Committee is charged with presenting a slate of nominees for membership on the standing committees each spring, including nominees for chair and secretary of each committee. The Committee, in preparing this slate, shall consult with faculty members individually to determine their preferences. After a slate has been developed by the Committee, it may meet with the President to discuss this slate before the final recommendation is submitted to the Dean of the Faculty and the President.
3. The Committee may call joint meetings to discuss and make recommendations concerning the functioning of each standing committee with the chair or the full committee.
4. In cases where there is a question as to which standing committee has jurisdiction in a particular matter, the Faculty Affairs Committee will recommend a solution to the Faculty.
5. The Committee may call open, unofficial meetings in which topics of general interest to the Faculty may be discussed.
6. No statement in this description shall usurp the legitimate authority of any Officer of the Institute.

3.14. INTERNATIONAL PROGRAMS AND GLOBAL STUDIES COMMITTEE

3.14.01. Membership

- The Director of International Programs and Global Studies;

- The International Student Counselor;
- At least one faculty member from Applied Biology and Biomedical Engineering, Chemistry, Physics and Optical Engineering or Mathematics;
- At least two faculty members from engineering;
- Coordinators of foreign study and exchange programs;
- Three students, at least one an international student;
- One of the faculty members other than the Director of International Programs and Global Studies is to serve as chair.

3.14.02. Functions and Responsibilities

The general function of this Committee is to work with the Director of International Programs and Global Studies, the faculty, administration, and outside constituencies to design, promote, and coordinate a comprehensive Institute global studies program. The Committee makes recommendations to the administration and the Faculty concerning changes in Rose-Hulman's international and global studies programs, establishes guidelines for study abroad, and helps coordinate the various programs.

3.14.03. Authority

1. To oversee, coordinate, and evaluate all international programs and global studies activities.
2. To recommend approval of exchange agreements with foreign institutions to the administration.
3. To establish general procedures and policies for study abroad and, in cooperation with the appropriate department head, to approve individual programs of study abroad.

3.15. GRADUATE STUDIES COMMITTEE

3.15.01. Membership

- The Associate Dean of Faculty;
- A number of other faculty members, one to serve as chair. Insofar as possible, members appointed to this Committee should be selected from each discipline with a graduate program and with an expressed interest in graduate work.

3.15.02. Functions and Responsibilities

The general function of this Committee is to formulate graduate policy and procedural rules and to develop long-range plans for the graduate program. The Committee shall evaluate the graduate program periodically, particularly its impact on the undergraduate programs and its cost-effectiveness.

The Committee also has the responsibility to consult with the Associate Dean of Faculty concerning the discharge of his or her functions. It does not grant financial aid, but recommends to the President through the Dean of the Faculty. It also recommends to the Faculty any substantive changes in the existing graduate degree program or proposed programs.

3.15.03. Authority

1. To examine the description, content, and credit of any proposed new graduate program, and make recommendations to the Curriculum Committee;
2. To review the operating budget of the graduate program;
3. To set admission standards and requirements for the graduate degree program;
4. To set guidelines for writing M.S. theses;
5. To modify or waive on a case by case basis any procedural rules in the graduate program;
6. To take action in cases not covered by existing rules and to provide interpretations of such rules when requested by a student or faculty member;
7. To serve as an appeal board for decisions by the Associate Dean of Faculty when requested by a student;
8. To approve programs for "Concurrent Pursuance of the B.S. and M.S. Degrees" as described in the Academic Rules and Procedures;
9. To oversee graduate courses taught off-campus or as part of a distance learning program.

3.16. HONORS AND AWARDS COMMITTEE

3.16.01. Membership

- The Vice President for Student Affairs or his or her representative;
- Four faculty, one to serve as Chair;
- One representative each from Admissions, Alumni Affairs, and Communications and Marketing.

3.16.02. Functions and Responsibilities

The Committee has general responsibility to the Faculty in recommending policy with respect to academic honors and awards. It recommends to the Faculty appropriate standards for all class honors and awards and degrees with distinction. It also recommends to the Faculty candidates for the following awards:

- the Royse Award
- the Moench Commendation,
- the Heminway Medals,
- the Bogart Prize, and
- the Wischmeyer Award.

The Committee has responsibility for the selection of recipients of the Outstanding High School Teacher and Outstanding Mentor awards. The Committee organizes the Spring Honors and Awards Ceremony and sponsors the Outstanding Counselor Award.

The Committee encourages Faculty and Staff nominations for regional, national, and professional awards.

3.16.03. Authority

Recommending authority only.

3.17. LEAVES COMMITTEE

3.17.01. Membership

- The Leaves Committee shall consist of five members elected at large from the faculty, excluding the President of the Institute, Vice Presidents, Deans, and Heads of Departments. No faculty member may serve on the Leaves Committee and be an applicant for leave at the same time. Any sitting member of the Leaves Committee who applies for leave must immediately resign from the committee.
- The Committee shall elect its own chair and secretary.

3.17.02. Election

Each member shall serve a two-year term with the terms of two members ending on one year and the terms of the other three members ending the next year. Election of new members will occur in the Spring quarter. No department shall be represented by more than one faculty member. Faculty from departments represented by continuing Committee members are not eligible to run in the election for new members. A member of the Committee may be reelected.

The Faculty Tellers will distribute a primary ballot to the faculty, containing the names of all eligible members who did not ask that their name be withdrawn. The second ballot will list those candidates receiving the greatest number of primary votes, with the number of final candidates listed being twice that needed to fill the available vacancies. In the event of a tie in the primary ballot, all persons involved in the tie will be included in the second ballot. In the event of a tie in the second ballot, a third ballot will be held only for those involved in the tie. To conform to departmental representation requirements, only the member of a given department receiving the most primary votes may be listed on the second ballot. In case of a tie within the department, all candidates involved in the tie will be added to the next ballot (increasing the number of candidates on the ballot) until one member of the department receives more votes than the others.

3.17.03. Organizational Meeting

There shall be an organizational meeting of the Committee each Spring term following the election of new members, at which the Committee shall elect its Chair and Secretary for the following year from its membership. This meeting shall be called and presided over by the outgoing Chair.

3.17.04. Functions and Responsibility

- To review applications for academic leaves;
- To formulate policy on leaves for faculty action;
- To receive reports on completed academic leaves.

3.17.05. Authority

Recommending authority only.

3.18. PROMOTION, TENURE, AND RETENTION COMMITTEE

3.18.01 Membership

Six tenured full professors, three appointed by the President and three elected by the faculty. The Committee shall elect a chairperson from its membership to schedule meetings and a secretary to maintain Committee records.

No member of the faculty may serve on both the Promotion, Tenure, and Retention Committee (PTRC) and the Faculty Affairs Committee at the same time.

Each academic department may have at most one faculty member on the Committee.

3.18.02 Eligibility

Any member of the faculty (other than the President, Vice President of Academic Affairs, Dean of the Faculty, Associate Deans, and Department Heads) holding the rank of full professor, with tenure, and having at least three years of service at the Institute is eligible for membership on the Committee. A member of the committee may be re-elected to succeed him or herself.

3.18.03 Election

The Faculty Tellers will distribute a primary ballot to the faculty containing the names of all eligible professors whose departments are not already represented by continuing PTRC members. The faculty tellers should determine whether eligible members of the Faculty Affairs Committee intend (if elected to PTRC) to relinquish their membership on that committee before they are placed on the ballot. The final ballot will list those candidates receiving the greatest number of primary votes, with the number of final candidates listed being such that the number of different departments represented on the ballot is twice that needed to fill the available vacancies. In the event of a tie in the primary votes, all persons involved in the tie will be included on a second ballot. After the second ballot, the top vote-getters who are from different departments will be elected. In the event of a tie on the second vote, subsequent ballots will be prepared in a similar manner until the necessary number of committee members have been elected.

The President will announce his appointments to the PTRC following the elections and before the final Institute meeting of the spring term.

3.18.04 Term of Office

The term of office shall be three academic years beginning at the start of the fall term. These terms shall be staggered so that two members are elected each year. Both appointed and elected members may serve a maximum of two consecutive terms. After one year off the PTRC, faculty members again become eligible for appointment or election.

Faculty members cannot serve on the Promotion, Tenure and Retention Committee during academic years in which they take a leave from the Institute. Faculty members already on the Committee at the beginning of an academic year in which they intend to take a leave must resign from the Committee. Vacancies created by such resignations will be filled for the remainder of the resignee's term by election or appointment, as appropriate.

3.18.05 Functions and Responsibilities

Each year the Committee meets with the Department Heads, the Vice President for Academic Affairs, and Dean of the Faculty to discuss promotions, tenure, and retention of the faculty. In years 2 and 4 of a faculty member's

probationary period, the Committee reads the faculty member's PTR Portfolio and PTR File and sends a review of his or her progress to the faculty member with a copy to the Department Head and PTR file. In a year when the faculty member is being considered for a change in status, the Committee will send a recommendation to the Vice President of Academic Affairs.

The committee attempts to ensure uniform and equitable consideration of all members of the faculty. The duties of the Committee do not include matters of salary.

The Committee shall select a subcommittee of two to supervise the annual evaluation of the administrators as described in Section 5.

The Committee has other responsibilities as specified in Section 4.

3.18.06 Authority

Recommending authority only.

3.19. QUALITY OF EDUCATION COMMITTEE

3.19.01. Membership

- Five faculty, one to serve as chair;
- A representative of the Vice President for Student Affairs;
- A representative from the Office of Assessment and Institutional Research;
- Two students.

3.19.02. Functions and Responsibilities

This Committee has the responsibility to recommend action to promote high quality in all educational programs. To this end, it seeks:

- to foster the growth of every individual as a teacher and as a professional specialist;
- to promote a concern for the learners, including obtaining feedback from them and engendering enthusiasm in them;
- to improve the general physical learning environment both in and out of the classroom;
- to continue the commitment of the Institute to the active pursuit of excellence in education.

The Committee is responsible generally for assisting the faculty in maintaining the quality of classroom instruction by all means possible. It has the specific responsibility of reviewing the course evaluation instrument that is designed and administered by the Dean of the Faculty.

3.19.03 Authority

To review the results of various evaluation polls.

3.20. RULES AND DISCIPLINE COMMITTEE

3.20.01. Membership

- The Vice President for Student Affairs or his or her representative;
- The Vice President for Instructional, Administrative, and Information Technology, or his or her representative;
- Five faculty and one staff person, one to serve as chair;
- Two students, one of junior and one of senior standing;
- The Registrar.

3.20.02. Functions and Responsibilities

The Committee is charged with hearing

- Appeals by students of penalties imposed by instructors for alleged academic misconduct;
- Appeals by students of suspension by the Dean of Students or Summary Dismissal by the President of the Institute;
- Cases of alleged academic misconduct brought by an instructor for action, either because the instructor desires advice or because he or she feels the case merits a more severe penalty than he or she can impose;
- Cases brought by the Vice President for Student Affairs, including, in some instances, cases of alleged nonacademic misconduct;
- Cases of alleged academic misconduct brought by a Board of Inquiry.

In such cases the Committee acts as a panel of judges, investigating the charges, questioning the parties, and determining the guilt or innocence of the student by a majority vote. It then takes up the issue of penalty, and may recommend penalties, including dismissal from the Institute in certain cases. If the committee's judgment involves a grade change, it can only take the form of a recommendation to the instructor, because of academic freedom considerations.

The Committee also reviews proposed changes in discipline policy, both academic and nonacademic.

The Committee has the responsibility of maintaining a codified, consistent, and current record of the rules, policies, and procedures of the Institute under the jurisdiction of the Faculty as contained in the Academic Rules and Procedures. Included are policies on transfer credits, classification of students, grades, and academic standards, among others. (Policy on student activities is set by the Student Affairs Committee.) The Committee periodically reviews these rules and accepts suggestions from other committees, faculty members, staff, and students, recommending those changes it finds to have merit.

3.20.03 Authority

- To take final action in all cases of academic misconduct when penalties other than suspension are involved;
- To hear student appeals of suspension by the Dean of Students or Summary Dismissal by the President of the Institute;
- To suspend a student from the Institute, temporarily or permanently, subject to the student's right of appeal to the entire Faculty;
- To interpret the intent of a rule in a particular situation;
- To recommend changes in academic rules and procedures;
- To see that the Academic Rules and Procedures booklet is properly distributed.

3.21. SAFETY, SECURITY, AND TRAFFIC COMMITTEE

3.21.01. Membership

- Three faculty (one to serve as chair);
- Manager, Environmental Health and Safety;
- A representative from Facilities Operations;
- A representative from the Office of Student Affairs;
- A representative from the Office of Public Safety;
- Two staff members;
- Two students;
- Dining Services representative.

3.21.02. Procedures

The Committee shall meet at least once each academic quarter at such regular time as the Chair shall designate. If needed, the Chair shall appoint a member of the Committee to preside over the meetings in his or her absence.

3.21.03. Functions and Responsibilities

This Committee has the responsibility for surveying all safety practices on the campus. The Committee shall solicit the Faculty, Staff, and Students for safety suggestions a minimum of once per year. These suggestions will be reviewed and recommendations made to the Vice President for Facilities Operations to correct minor safety problems. If major safety problems are discovered, the Committee will study the situation and make recommendations to the President's Cabinet and to the Faculty.

The Committee will review quarterly reports prepared by the Environmental Health and Safety Commission.

3.21.04. Authority

Recommending authority only.

3.22. STUDENT AFFAIRS COMMITTEE

3.22.01. Membership

- The Vice President for Student Affairs;
- The Assistant Dean of Students;
- The Associate Dean for Student Services;
- The Director of Athletics;
- The Director of Intramurals;
- Five faculty, one to serve as chair;
- Four students, representing varsity athletics, the residence halls, the fraternities, and commuting students;
- An officer of the Student Government Association.

3.22.02. Functions and Responsibilities

This Committee is charged with advising in the area of student affairs. It serves the dual function of being an advisory board to the Dean of Students and a liaison group between the Dean of Students and the Faculty.

The Committee oversees the implementation of the Faculty policy concerning varsity athletics and intramural activities. The Committee consults with the Director of Athletics to establish general policies for the athletic and intramural programs. The Committee also reviews policies, budgets, athletic scheduling, and the building and/or remodeling of athletic and recreational facilities. In conjunction with the Director of Athletics, the Committee acts as a liaison between the faculty and the Department of Athletics and Recreation to maintain a proper balance between athletic and academic achievement.

The Committee oversees all student organizations, ensuring that the interests of students, faculty, and staff are all represented in decisions concerning them. It reviews each student organization as needed, assessing its contribution to campus life. It approves changes in the constitution of any student organization and grants recognition to newly organized student groups.

The Committee advises the Associate Dean for Student Services on the functioning of the Hulman Memorial Union, ensuring that it provides services to all constituencies in ways that promote the general social and cultural welfare of the Institute.

3.22.03. Authority

- The Student Affairs Committee, with the Director of Athletics, establishes general policies for the athletic, intramural, and recreation programs, reviews the operating budget for athletics and recreation, and makes recommendations to the faculty regarding new varsity athletic programs or changes in existing programs;
- The Student Affairs Committee, with the Dean of Students, establishes general policies for student activities, approves changes in the constitution or by-laws of recognized student organizations and approves newly organized student groups as official student organizations;
- The Student Affairs Committee, with the Associate Dean for Student Services, establishes general policies for the Hulman Memorial Union.

3.23 ACADEMIC COMPUTING IMPLEMENTATION COMMISSION

3.23.01. Membership (All members are appointed by the President)

Four faculty members, one of whom will act as Chair,

- Two technicians or systems administrators,
- Three students,
- Two senior staff of IAIT, *ex-officio*

3.23.02. Functions and Responsibilities

The Committee is responsible for recommending the particular model of Institute-standard personal computing platform(s) (PCP) to be used by incoming first-year students and faculty members scheduled for replacement computers. The general form factor and price point for the PCP will be selected by the Enterprise Computing Team (ECT) with input from the Academic Computing Team (ACT) and after formal faculty input by means of faculty vote. Decisions to change the PCP form factor must be made at least 10 months prior to the start of the fall quarter in which the new PCPs are distributed. The implementation committee will also select the utility software to be installed on PCPs in consultation with appropriate campus constituencies.

3.24. INTELLECTUAL PROPERTY COMMITTEE

For additional information concerning intellectual properties and appeals to this committee's action see The Intellectual Property Agreement referenced in the Appendix of this Faculty Handbook.

3.24.01 Membership

- Vice President of Academic Affairs (Chair, ex-officio)
- Vice President and Chief Administrative Officer (ex-officio)
- Dean of Innovation (ex-officio)
- Vice President of Rose-Hulman Ventures (ex-officio)
- Institute Library Director (ex-officio)
- Two members of the Board of Trustees appointed by the chair of the Board
- Two tenured faculty members elected by vote of faculty to two-year terms (staggered). All tenured members of the faculty are eligible for this position except the President, Vice-Presidents, Deans, Associate Deans, and Department Heads, except as indicated above.

3.24.02 Authority

- The Committee has the authority to determine the extent to which individuals shall share in the proceeds of technology and intellectual property that they developed and which RHIT has a proprietary interest. When two or more individuals are involved, the committee shall have the authority to determine their respective equities.
- The Committee has the authority to recommend when RHIT will pursue intellectual property rights for technology in which RHIT has an interest.
- The Committee has the authority to recommend to the board that ownership rights of the Institute be waived. If a waiver of RHIT ownership is granted, ownership reverts to the individual or individuals who produced the material or invention.
- The Committee has the authority to formulate procedures and regulations governing the administration of the intellectual property policy as long as they are consistent with the policies set forth in this document.
- The committee shall recommend to the President an individual, who may also be a member of the Committee, to be designated as Intellectual Property Officer. This individual shall be responsible for RHIT interests in the development and protection of technology and intellectual property and assist RHIT personnel in developing and protecting them.
- The Committee has the authority to advise the President of the Institute on matters concerning intellectual property and technology and to review the policy document from time to time. After submission to the faculty and senior staff for review and comment, generally at an Institute meeting, the committee will recommend to the Board of Trustees changes that seem advisable.

3.25. DATA MANAGEMENT COMMITTEE

3.25.01. Membership

The Data Management Committee shall consist of seven members:

- the Associate Vice President for Financial Affairs, (co-chair)
- the Executive Director of Institutional Research, Planning and Assessment (IRPA), (co-chair)
- one member from Academic Affairs
- one from Admissions
- one from Business and Finance
- one from Institutional Advancement

- one from the Student Affairs

The Executive Director of IRPA and the Associate Vice President for Financial Affairs shall be co-chairs of the Committee.

3.25.02. Term of Appointment

The head of each operational unit shall appoint an appropriate representative to the committee. The term of appointment shall be left to the discretion of the unit head.

3.25.03. Procedures

The Co-Chairs shall determine the agenda for each meeting and preside over it. They shall report on the activities of the Committee to the Institute once a year at the April Institute meeting.

3.25.04. Functions and Responsibilities

1. The Committee shall provide support for data collection regarding strategic planning goals, operational goals, and strategic initiative goals. Each operational unit shall create goals/objectives/metrics and collect data that demonstrates achievement of those goals. Once the data are compiled by the Office of Institutional Research, Planning and Assessment, the Committee shall distribute data to the President and the Cabinet.
2. The Committee shall review the Institute's goals, objectives and metrics, and make recommendations for adding, deleting and/or changing them to the appropriate operational unit. The cycles of review will be done on a schedule established by the committee that is consistent with the information needs of the operational units for accreditation and planning.
3. The Committee shall facilitate and coordinate data collection activities and report results to the operational unit that has the ability to effect the change necessary to accomplish the goal and/or objective. It will be the role of the operational unit to evaluate the findings and develop strategies for improvement if necessary.
4. The Committee shall maintain an Institutional Dashboard that will allow constituents of the Rose-Hulman community (e.g., faculty, staff, students, Board of Trustees, parents, prospective students, alumni) to view the progress of the Institute in meeting its goals.
5. The Committee shall facilitate the North Central Accreditation process and, when required, efforts for ABET Accreditation.

3.25.05. Authority

Recommending authority to the Executive Officers and the Institute only.

3.26. ADVISORY COMMITTEE ON COMPUTER USE

3.26.01. Membership

- the Vice President of Student Affairs and Dean of Students or his or her representative,
- the Vice President of IAIT or his or her representative,
- a faculty member from the Department of Computer Science and Software Engineering,

- one faculty member from any other Department, and
- one student representative with senior standing.

3.26.02. Functions and Responsibilities

- The Committee shall hear cases brought before it by the Office of Student Affairs or the Rules and Discipline Committee involving alleged violations of the Computer Use Policy.
- The Committee shall interpret the intent of the Policy in a particular situation.
- The Committee shall make advisory recommendations to the requesting party.
- The Committee shall revise, update, and properly distribute the Institute Computer Use Policy.
- Appeals to decisions based on the advisory recommendations of the Committee will follow the existing procedures of the Rules and Discipline Committee.

3.26.03. Authority

Recommending authority only to the referring entity.

3.27 POTENTIAL ACADEMIC TECHNOLOGIES COMMISSION

3.27.01. Membership:

- Five faculty members, one to serve as chair
- Project Manager of the Digital Resource Center
- Director of the Center for the Practice and Scholarship of Education
- Member of the IAIT staff appointed by the VP of IAIT
- One student

Members are appointed by the President acting through the Faculty Affairs committee which will collect the names of faculty members interested in serving on this committee and forward the list to the Academic Computing Technology Council (ACTC). The ACTC recommends membership to the president, informing the Faculty Affairs Committee of their recommendations.

3.27.02. Functions and Responsibilities:

- Solicits faculty input on emerging technologies and recommends to the Dean of the Faculty purchase of selected technologies for experimentation;
- creates procedures for evaluating new technologies and dissemination of results to the faculty;
- recommends training of faculty members to the Center for the Practice and Scholarship of Education, the Digital Resource Center, or Institutional Research, Planning and Assessment when appropriate.

3.27.03. Recommending authority only

3.28. ADMINISTRATIVE COUNCILS AND COMMISSIONS

The various administrative councils are appointed by the President or other administrative officer and serve in an advisory capacity. Faculty members are appointed to these councils by the administrator. Commissions are appointed by the President to establish or monitor a program or to administrate in a particular area. Ad hoc commissions are short term advisory groups appointed by the President to report to him or her on some matter of concern. This subsection is descriptive only and may be updated at the President's direction without Faculty action.

3.29. ADMINISTRATIVE COUNCIL

3.29.01. Membership

- The President, Chair;
- All line administrators, program directors, and department heads;
- The President and Vice President of the Student Government Association.

3.29.02. Functions and Responsibilities

This Council meets weekly as an information exchange forum, but policy decisions are not made. Brief reports are presented from each administrative area as needed. Meetings are open to all interested faculty and staff.

3.30. EXECUTIVE COUNCIL

3.30.01. Membership

- The President, Chair;
- All administrators who report directly to the President;
- The Faculty Representative to the Academic Affairs Committee of the Board of Trustees.

3.30.02. Functions and Responsibilities

This Council meets weekly to discuss issues that cut across administrative lines.

3.31. BIOTECHNOLOGY COMMISSION

3.31.01. Membership

- A number of faculty members, one to serve as chair.

3.31.02. Functions and Responsibilities

This Commission has the responsibility to promote the graduate program in Biomedical Engineering and develop guidelines for it. It establishes the core curriculum and reviews the content of courses in this area.

3.32. CONSULTING ENGINEERING COMMISSION

3.32.01. Membership

- A number of faculty members, one to serve as chair;
- A number of practicing consulting engineers.

3.32.02. Functions and Responsibilities

This Council acts to encourage and advise those students who are considering a career in consulting engineering.

3.33. MILITARY ADVISORY COUNCIL

3.33.01. Membership

- The Professor of Military Science, Chair;
- A number of faculty members.

3.33.02. Functions and Responsibilities

This Council serves as an advisory board to the R.O.T.C. programs and as a liaison group between those programs and the Faculty.

SECTION FOUR

FACULTY RESPONSIBILITIES, ACADEMIC FREEDOM, PROMOTION, TENURE, AND RETENTION

4.00. INTRODUCTION

The policies in this section are designed to aid the Institute in assuring academic quality and protecting academic freedom, tenure, and academic due process as set forth in this section. These policies apply to all members of the faculty, including administrative personnel who hold academic rank, but only in their capacity as faculty members. Changes to this section may be recommended by vote of the Faculty of the Institute and will become effective when ratified by the Board of Trustees. Also, the provisions of this section may be amended at any time for future hires or then untenured Faculty by the Board of Trustees after receiving the advice of the President, the Vice President of Academic Affairs, the Dean of the Faculty, and the faculty as a voting body.

4.01. APPOINTMENTS

4.01.01. All faculty appointments fall within one of the following three categories: (a) temporary, (b) probationary, or (c) continuous appointment with tenure. Administrative appointments are not faculty appointments and, therefore, administrative appointees are not eligible for tenure in their administrative positions. However, many administrators also hold academic rank and are eligible for tenure in their teaching positions.

Faculty appointments are tendered in a letter of appointment signed by the President of the Institute or his or her authorized agent. These letters are supplied in duplicate and acceptance of the terms and conditions is accomplished by signing one copy and returning it to the Office of Human Resources. Any variation in the terms or conditions contained in the letter of appointment must be stated in writing and signed by both parties.

The following information is included in all appointment letters: (a) academic rank, (b) salary, (c) tenure status and/or the date on which the individual's probationary period ends, (d) starting and ending dates of the contract subject to earlier termination for any reason set forth in Section 4.06: "Termination of Appointment or Suspension", and (e) any other conditions or terms agreed to by both parties. Letters of initial appointment also contain reference to the document(s) describing all fringe benefits. Letter to faculty members being retained must also contain any changes in the terms or conditions of employment stated in previous letters of appointment.

Letters of initial appointment are tendered at various times during the year and contain a date by which they must be accepted. Letters of annual appointment normally are supplied to the faculty member by March 1 of the year proceeding the academic year covered by the letter. In no case will this information be given later than April 15. The faculty member must sign and return the duplicate copy not later than April 1 or 30 days after receipt, whichever date occurs later.

4.01.02. Periods of Employment

Faculty members are generally employed for the nine-month period of the academic year. Some joint faculty-administrative appointments are for a twelve-month period.

4.01.03. Temporary Appointment

Appointment to ranks such as Visiting Professor, Adjunct Professor, or Instructor may be made on a temporary basis for a term of one year or less. Such temporary appointments are renewable at the discretion of the Institute. Persons holding temporary appointments are not eligible for tenure. For a faculty member holding a temporary appointment who then receives a probationary appointment, the time spent in the temporary appointment will not count toward tenure unless agreed to in writing by the President, in consultation with the Vice President of Academic Affairs, Dean of the Faculty and the Department Head, at the time of initial probationary appointment.

4.01.04. Probationary Appointment

New faculty appointments are usually probationary, i.e., without tenure. Initial probationary appointments are for one year or less subject to renewal. The total period of probationary full-time service at the Institute will not exceed seven years after which if tenure has not been granted, the appointment will not be renewed. Until tenure is granted, probationary appointees are not entitled to reappointment except by approval of the President with the advice of the Vice President of Academic Affairs, the Department Head, and the Dean of the Faculty. See 4.06.03: "Nonrenewal by the Institute of a Probationary Appointment" and Section 4.07.01: "PTR Grievances and Appeal of Nonreappointment".

In circumstances where the new appointee has had previous academic experience, the individual and the administration may negotiate a probationary period less than the usual seven-year period. For faculty whose initial probationary appointment begins in the winter term, that year will count as part of the probationary period; for those whose initial probationary appointment begins in the spring term that term will not count as part of the probationary period. Periods when the employment status of the individual is unusual (e.g., when a leave of absence is taken or special status is granted such that the faculty duties are only part-time), will be counted as part of the probationary period unless the individual and the Institute agree to the contrary at the time leave is granted. If an untenured faculty member takes a leave of one quarter or more and would like to delay the Second or Fourth Year Review (see Section 4.05.02: "Second and Fourth Year Review Process") and/or a tenure decision, he or she must make a written request for this action in advance of the leave to the Vice President of Academic Affairs with a copy to the Dean of the Faculty, the appropriate Department Head, and the Chair of the PTRC. The Vice President of Academic Affairs will then inform in writing the faculty member, the Dean of the Faculty, Department Head, and the Chair of the PTRC of his or her decision. All probationary individuals entering such periods of unusual employment status will be informed in writing by the Dean of the Faculty as to the effect of the leave time on the probationary period.

4.01.05. Significant Prior Experience

Any credit for prior teaching experience should be written into the first contract. In no case will tenure be considered before the third year, i.e. after two full years (six regular quarters) of service regardless of the extent of prior service.

Faculty members who have prior teaching experience that dates before the completion of the Ph.D. will normally receive no credit for that teaching experience. In unusual circumstances, e.g., where industrial experience is extensive and clearly equivalent to the intellectual demands of the Ph.D., credit for prior teaching experience may be considered.

For each three years of untenured prior teaching at other accredited institutions, one year of credit may be awarded toward the six-year probationary period, up to two years total for untenured experience. For each two years of tenured prior service at another accredited institution, one year of credit may be awarded toward the six-year probationary period. However, as stated above, in no case will tenure be considered until after two full years of service.

The faculty member, at his or her sole discretion, may at any time decide to waive part or all prior credit even if awarded in the first contract.

4.01.06. Continuous Appointment with Tenure

Once tenure is granted, it becomes a contractual right of a faculty member subject to the performance of his or her obligations as stated in Section 4.02: "Duties and Responsibilities of Members of the Faculty," in Section 4.03: "Academic Freedom," and in the other applicable provisions of this policy. So long as the tenured faculty member is performing said duties and responsibilities tenure assures that neither the faculty member's academic rank nor salary will be involuntarily reduced or terminated without adequate cause as defined in 4.06.04: "Dismissal", and that assigned duties will be commensurate with professional abilities.

An appointment with tenure shall be continuous until retirement, voluntary termination by the faculty member, or termination by the Institute for adequate cause as delineated in Section 4.06.04: "Dismissal."

Tenure at the Institute is not granted automatically, but requires positive action by the Board of Trustees on the recommendation of the President as stipulated in Section 4.05: "Procedure for Promotion, Tenure, and Retention Decisions."

Tenure is normally given only to faculty members engaged in full-time teaching. Faculty members who are concurrently appointed to teaching and administrative positions are also eligible for tenure in their teaching positions. Faculty members who have been awarded tenure and are subsequently or concurrently appointed to full-time or part-time administrative duties will retain their faculty tenure status.

4.01.07. Initial Appointment with Tenure

In unusual circumstances an individual may be given an initial appointment at the Institute which includes tenure. The immediate granting of tenure upon acceptance of a position at the Institute must be approved by the Board of Trustees following recommendation by the President. The President's recommendation should follow review and recommendations provided by the Department Head, Vice President of Academic Affairs, the Dean of the Faculty, and the PTRC.

4.01.08. Emeritus Status

Emeritus status is an honor which may be conferred by action of the President. This honor is intended to recognize long and faithful service by a retired member of the faculty.

4.02. DUTIES AND RESPONSIBILITIES OF MEMBERS OF THE FACULTY

A member of the faculty is expected to devote his or her efforts to three broad areas of faculty responsibility: teaching, professional development, and service. These are the primary criteria considered in making promotion, tenure, and retention decisions. Sustained excellence in each of these areas is the standard against which the performance of individual faculty members will be measured.

4.02.01. Teaching

At the Institute, teaching, developing and improving the educational process, and advising and counseling students are paramount. Therefore, teaching and advising will occupy a principal part of available time and effort for the majority of the faculty. The Institute strives to provide the highest possible quality of instruction. Each faculty member must be competent in his or her discipline and must be able to communicate knowledge effectively. The Institute monitors learning and teaching continuously, encourages new approaches to teaching, and expects a variety of educational techniques to be used in the Institute. Faculty members may carry a reduced teaching load because of administrative functions, professional development activities, or special assignments.

4.02.02. Professional Development

Continued intellectual growth throughout one's career is the key criterion for professional development. Flexibility, adaptability, and a demonstrated willingness and ability to stay current are important characteristics in faculty members. They are expected to be aware of new knowledge in their disciplines and to acquire and use it. To that end, research programs, particularly those which involve students, are especially useful. Other examples include off-campus professional employment and/or research; publication of journal articles, studies, and books; presentation of papers for professional meetings; attendance at seminars and short courses; and professional

consulting. Sabbaticals, mini-leaves, and grants provide a faculty member opportunities to develop themselves professionally.

4.02.03. Service

Service to the Institute includes committee work and may include administrative responsibilities and/or participation in other Institute-related activities. Faculty members should also contribute to the smooth operation and professionalism of the member's academic department and other units of the Institute. In addition to service on the campus, a faculty member should take advantage of opportunities that may arise to serve his or her profession.

To meet the objectives and goals of the Institute, a balance of faculty talents and activities is essential. Not every faculty member need have the same mix of duties and responsibilities; it is the joint responsibility of the faculty and administrative officers to seek the best possible match of individual capabilities to the overall tasks of the organizational unit concerned.

4.03. ACADEMIC FREEDOM

4.03.01. Principle

Academic freedom is essential to the advancement of truth and its free expression. Thus all members of the faculty are entitled to full freedom in research and in the dissemination of the results. In addition, they are entitled to freedom in the classroom in discussing their subjects, but should be careful not to introduce into their teaching controversial matter which has no relation to the subject of the course.

4.03.02. Faculty Obligations

When faculty members speak or write as citizens, they are free from institutional censorship or discipline, but their position in the community imposes special obligations. As learned individuals and as educators, they should remember that the public may judge their profession and the Institute by their utterances. When expressing personal opinion on controversial matters, faculty members should make it known that they are not speaking for the Institute.

4.03.03. Political Activities

Leaves of absence may be given for the duration of an election campaign or a term of office, on timely application, and for a reasonable period of time. The terms of such leave of absence shall be set forth in writing, and the leave will not affect the tenure status of a faculty member. Time spent on such leave will not count as probationary service unless otherwise agreed to.

4.03.04. Right of Redress

If any faculty member believes that his or her academic freedom has been violated, he or she may petition for redress as described in Section 4.07: "Appeals and Hearings."

4.04. EVALUATION OF FACULTY PERFORMANCE: CRITERIA FOR PROMOTION, TENURE, AND RETENTION

4.04.01. Introduction

The activities of a faculty member should form a pattern that is consistent with the goals of both the faculty member and the Institute and should reflect an understanding that effective teaching is the most important criterion for appointment and advancement. Each year the faculty member should assess his or her progress toward these goals and, in collaboration with the Department Head, make appropriate corrections or changes. In evaluating the credentials of faculty who are being considered for promotion, tenure, or retention, it is presumed that a favorable decision will occur only in cases where a strong overall performance has been consistently demonstrated.

The central concern is somewhat different for tenure than for promotion. Tenure reflects a long-term commitment by the Institute to the individual; therefore, to become tenured, a faculty member must convincingly demonstrate that he or she will continue to perform his or her duties and responsibilities in a superior manner. For promotion the faculty member must have demonstrated distinguished performance.

Each faculty member will have an annual written review (Annual Personnel Evaluation) submitted by the Department Head to the Dean of the Faculty, to assess the continued progress in the three areas of faculty responsibility as described in 4.02: "Duties and Responsibilities of Members of the Faculty." Each Department Head shall meet in private conference with each faculty member in his or her department at least once each year for the purpose of reviewing performance and progress of the faculty member. In situations where deficiencies are thought to exist, it is incumbent upon the Department Head to conduct these conferences more frequently to review the progress of the faculty member. In an instance in which a Department Head is untenured, the same procedure for a private conference and an annual written review of the Department Head shall be carried out by the Dean of the Faculty.

The annual written review shall include comments on the faculty member's performance in the areas of teaching, professional development, and service. It may include any other pertinent comments. After the private conference, the Personnel Evaluation form shall be signed by the Department Head and the faculty member. Copies shall be sent to the Dean of the Faculty and the faculty member. The Dean may make additional comments, sending copies to the faculty member and Department Head. Every faculty member should carefully inspect his or her annual Personnel Evaluation form prepared by the Department Head as well as any comments made by the Dean. If in the opinion of the faculty member additional information is necessary for an accurate appraisal of his or her performance, a written response for inclusion in the member's PTR file should be submitted to the Dean with a copy to his or her Department Head.

4.04.02. Procedures for Evaluation of Teaching

Students shall evaluate each faculty member in each class every term. The evaluation questionnaire is prepared by the Dean of the Faculty in consultation with a committee of faculty and administrators. Questionnaires are made available to students electronically during the tenth week of classes. Questionnaires for laboratory classes that do not meet tenth week will be available to students ninth week. Instructors are encouraged to provide time during class to allow students to complete questionnaires. Student responses are made available electronically to the faculty member after the date grades are due, but not before the grades have been submitted for the course.

After the forms have been made available, the faculty member will review them and prepare written comments for each course, noting any new teaching techniques tried, unusual situations, accomplishments, problems, etc. The relevant department head must then add his or her comments to the evaluation. Those comments may be added only after the faculty member has added his or her comments, or two weeks following the date the forms were made available to the faculty member, whichever is earlier. After the relevant department head has added his or her comments, or two weeks following the date the forms were made available to the faculty member, whichever is earlier, the Dean of the Faculty may review the material and may add written comments. A copy of the

evaluations for each course will be available electronically to the faculty member, Department Head, Dean of the Faculty, and Vice President of Academic Affairs throughout the process. A printed copy of the evaluations will be inserted into the individual faculty member's PTR file. These evaluations should be discussed during the annual performance review.

To ensure that feedback from all parties is available to guide revisions of future course offerings, participants in the process are encouraged to complete their comments on the evaluations prior to the beginning of the next academic year, in accordance with the following timetable. The faculty member's comments should be completed no later than June 15, and the Department Head's comments should be completed no later than August 15. Comments on evaluations of courses taught during summer quarter are due with those of the subsequent academic year.

The Department Head will assist the faculty member in interpreting the responses from the student evaluations.

Faculty members are encouraged to submit any other documentation (results of polls taken to improve teaching, peer review, letters, video tapes of class sessions, evidence of student performance in subsequent courses or on national tests, observations by professionals from other institutions, etc.) to be reviewed by the Department Head as an aid in assessing performance.

By mutual agreement with the instructor, the Department Head and faculty colleagues are encouraged to visit classes of members of their department.

4.04.03. Procedures for Evaluation of Professional Development

It is the responsibility of each faculty member to keep the Department Head informed of all professional activities designed to maintain or advance the competence of the faculty member.

Each faculty member should ensure that his or her annual Faculty Activity Report to the Dean of the Faculty reflects all pertinent professional development activities of the preceding academic year.

4.04.04. Procedures for Evaluation of Service

It is the responsibility of each faculty member to keep the Department Head informed of all forms of service by the faculty member to the Institute and his or her profession.

Each faculty member should ensure that his or her annual Faculty Activity Report to the Dean of the Faculty reflects all pertinent professional, departmental, and institutional service of the preceding year.

4.04.05. PTR Files and Portfolios

There are two groups of documents which are relevant to the PTR process. One is the faculty member's PTR file which is kept in the office of the Dean of the Faculty. The second is an organized summary of these documents which is used to present the faculty member's case for a change in status; this second document is referred to as a PTR Portfolio.

PTR File

The individual's PTR file shall contain materials from which the President, Vice President of Academic Affairs, Dean of the Faculty, Department Head, and PTRC can formulate an independent judgment on teaching performance, professional development, and service. This PTR file shall be maintained in the Dean's office and shall contain all recommendations and materials from those persons who have access to the file, namely, the faculty member, the President, the Vice President of Academic Affairs, Dean of the Faculty, the individual's Department Head, and PTRC.

Faculty members are responsible for ensuring that their PTR file accurately reflects their activities. Each faculty member, with the advice of his or her Department Head, should ensure that his or her PTR file is complete. Thus they should periodically check their file in the Dean's office, especially prior to the second and fourth year reviews or consideration of a change of status in rank or tenure. The file should contain full documentation of a faculty member's performance in all areas related to promotion and tenure as found in the Faculty Handbook, Section 4.02: "Duties and Responsibilities of Members of the Faculty," and Section 4.04: "Evaluation of Faculty Performance: Criteria For Promotion, Tenure, and Retention." Materials that should be included as a minimum are:

- a current vita;
- copies of the annual Faculty Activity Report for every year;
- the annual written reviews from the Department Head;
- other documents supporting professional development, teaching, and service activities.

PTR Portfolio

The PTR Portfolio can be viewed as an organized executive summary of the candidate's activities, which is used to make the case for a change in status at the Institute. The PTR Portfolio should contain at a minimum:

1. An introduction section containing
 - a current vita
 - copies of the Faculty Activity Report for every year
 - the annual written reviews from the Department Head
2. A teaching section containing
 - an executive summary of all teaching experiences at the Institute
 - a summary of all teaching evaluation numbers (such as a chart or graphical representation of all courses taught at the Institute and/or a graphical representation of courses taught multiple times showing trends)
 - explanations of inconsistent data points.
 - Note : copies of all summary sheets of student evaluations of teaching need not be included. The PTRC will have online access to class evaluations through Banner.
3. A professional development section containing
 - an executive summary of all professional development activities at Rose
 - a summary list of all publications and proposals completed at Rose
4. A service section containing an executive summary of all institutional, departmental, and professional service activities performed while at Rose.
5. An appendix containing all supporting documents for the previous sections, such as
 - the first pages of all published papers and proposals
 - any additional supporting documentation

4.05 PROCEDURE FOR PROMOTION, TENURE, AND RETENTION DECISIONS

4.05.01. Typical Timing for Changes in Status

The following guidelines are established by a vote of the faculty. They are intended to create uniformity in handling PTR cases, particularly the tenure decision. Individual exceptions, while rare, are possible. These guidelines apply to faculty first hired for the 2008-09 academic year and after. Probationary faculty whose probationary service commenced before the 2008-09 academic year may elect to have their interim review in their third year of service rather than in their second and fourth years, but other than that will be subject to these guidelines.

Untenured faculty will receive a review not later than the spring term of their second year of service. This review will primarily consider teaching performance and the professional development plan of the candidate. A favorable retention review in no way guarantees a favorable tenure decision.

Untenured faculty will receive a second review in the winter term of their fourth year of service. This review will primarily consider the professional development activities of the candidate and check that the candidate continues to teach at the level expected of RHIT faculty. In addition, service activities will be evaluated.

Normally faculty members will be considered for tenure in their sixth year, i.e. after they have completed five years of service at the Institute. However, faculty may request an earlier tenure consideration. For example, faculty who were tenured at another school or who have had significant prior experience and who can document sustained successful performance in all areas may request early tenure consideration. Unless granted an initial appointment with tenure, in no case should this be done with less than two full years of service at the Institute, i.e. not sooner than their third year. Faculty should understand that it is generally to their advantage to avail themselves of the full five years to build their case for tenure.

Department Heads being considered for tenure must meet the same requirements as other faculty, including excellence in teaching. Since Department Heads teach reduced loads and, hence, have fewer teaching evaluations to present from Rose-Hulman, they may wish to supplement their PTR files with evidence of teaching excellence from other schools.

Promotion to Full Professor occurs for faculty members demonstrating a sustained record of excellence in teaching, professional development, and service, and who establish themselves as role models for junior faculty members. Only in exceptional cases is this demonstration possible in less than twelve years after receiving a Ph.D. and six years as an Associate Professor. Thus, the initial consideration for promotion to Full Professor comes after this record has been clearly established.

The Dean of the Faculty, the appropriate Department Head, the individual faculty member, or the PTRC may initiate a consideration for tenure or promotion. The faculty member should work closely with his or her Department Head in preparing for a change in status.

4.05.02. Second and Fourth Year Review Process

The Department Head will initiate the second and fourth year review process by notifying the Dean of the Faculty and the PTRC no later than the end of the fourth and tenth quarters, respectively, of a faculty member's service. The Head will also inform the candidate of the upcoming review.

The candidate, with the advice of his or her Department Head, should ensure that his or her PTR file is complete and prepare a PTR Portfolio as described in Section 4.04.05: "PTR Files and Portfolios." For fourth year reviews, this portfolio should be submitted to the Dean of the Faculty by the first Tuesday following the end of the winter

holiday break (early January). For second year reviews, this portfolio should be submitted to the Dean of the Faculty by the first Tuesday of the spring quarter. The Dean of the Faculty transmits the portfolio to the PTRC. Materials requested by the department faculty for review are submitted to the Department Head by the same deadline.

During the candidate's second and fourth years the department, the Dean of the Faculty, and the PTRC review the faculty member's teaching performance, professional development and service as described in Section 4.05.01: "Typical Timing for Changes in Status." The Dean of the Faculty, the Department Head, and the PTRC meet to discuss the faculty member's performance.

The Dean of the Faculty, the PTRC, and the Department through the Department Head each prepare a written evaluation of the candidate's performance to date. This evaluation should include a realistic assessment of the likelihood that the candidate will be awarded tenure at the appropriate time. A negative assessment must be accompanied by recommendations for improvement. A favorable pre-tenure review in no way guarantees a favorable tenure decision, and an unfavorable pre-tenure review in no way precludes a favorable tenure decision. A copy of each of the evaluations is sent to the candidate.

The candidate or any of the reviewers may initiate a meeting to discuss the evaluations.

Copies of the three evaluations will be forwarded to the Vice President of Academic Affairs and President and will be placed in the candidate's PTR File by the Dean of the Faculty.

4.05.03. Process for Emeritus Faculty status

The appropriate Department Head (or the Dean of the Faculty when the candidate is a Department Head) will nominate a candidate for Emeritus status by forwarding a recommendation to the Dean of the Faculty and the PTRC. The Dean of the Faculty and PTRC will consider the nomination using the following criteria:

- The individual should have had an exemplary career as a teacher at the Institute with a minimum of at least ten years of active teaching experience at the Institute. The ten year period does not have to be continuous nor occur immediately prior to retirement (e.g., an individual may teach for a time and then serve in a full-time or part-time administrative position prior to retirement).
- Service in an administrative role may be commendable, but does not qualify toward an emeritus appointment.
- Exceptions may be made in unusual circumstances.

The Dean of the Faculty and the PTRC will submit their separate recommendations to the Vice President of Academic Affairs. The Vice President of Academic Affairs reviews and provides a recommendation to the President who will make a final determination on awarding emeritus status to the candidate.

4.05.04. The Annual Process For Change in Status

The following is a recommended annual calendar for the sequence of required events involving promotion, tenure, and retention.

April or May

1. The incoming PTRC meets to select a chair and secretary, who will maintain the Committee's records for the next academic year.

2. The Dean of the Faculty submits to the Department Heads and the PTRC a roster of all faculty that contains pertinent information such as year and rank of initial appointment, number of years of service, end of probationary period, date(s) of promotion, date of awarding of tenure, and any other relevant data.

3. The Dean of the Faculty and the Department Heads meet to create a list of candidates who will either be considered for a change in status or a Second or Fourth Year Progress Review in the following academic year.

4. Department Heads meet with each faculty member in their departments who has been identified as eligible for a change in status to

- inform the faculty member of the recommendation from the Department Head, and
- encourage the candidate to prepare his or her PTR Portfolio before the fall term.

5. If a Department Head does not recommend an eligible faculty member for promotion and/or tenure, the individual faculty member may initiate consideration by submitting a written request to the Dean with copies to the Department Head and the Chair of the PTRC. Upon the receipt of such a request, the PTRC must consider that individual for a change in status.

Summer

6. The Department Heads and Dean of the Faculty meet with the President and Vice President of Academic Affairs to review the progress of faculty members.

7. Candidates eligible for a change in status prepare their PTR Portfolios and ensure that their PTR file is complete.

September

8. The President and Vice President of Academic Affairs convene a meeting with the Dean of the Faculty, Department Heads, and members of the PTRC to review PTR criteria and procedures.

9. Each faculty member being considered for a change in status submits the PTR Portfolio to the Dean of the Faculty by the Tuesday of the first full week of classes in the fall term. Materials requested by the department faculty for review are submitted to the Department Head by the same deadline.

10. For each faculty member who is being considered for a change in status, the Dean submits that individual's PTR file and portfolio to the PTRC.

October

11. The Department Head convenes a meeting of faculty members in the department to discuss the materials submitted by the candidate.

In cases of promotion from assistant to associate professor or awarding tenure at the associate professor rank, the group will consist of all the tenured members of the department (Department Tenured Professor Review Group – DTPG).

In the case of promotion from associate professor with tenure to full professor or awarding tenure to a full professor, the group will consist of all the tenured full professors in the department (Department Full Professor Review Group – DFPG).

The departmental group, DTPG or DFPG, will vote on the change in status.

12. The PTRC meets with each Department Head to discuss the candidate's portfolios with the Committee. In a case in which the candidate is a Department Head, the Dean will meet with PTRC to discuss the candidate's portfolio.

13. The Dean of the Faculty meets with the PTRC to discuss the candidates.

November

14. The PTRC calls any additional meetings or requests additional information that it deems necessary to its deliberations.

15. The Dean of the Faculty submits his or her recommendations to the Vice President of Academic Affairs. The Dean of the Faculty may meet with the Vice President of Academic Affairs to discuss the recommendations.

16. The PTRC formulates and submits its written recommendations to the Vice President of Academic Affairs. The PTRC may meet with the Vice President of Academic Affairs to discuss its recommendations.

17. The Department Head submits a recommendation to the Vice President of Academic Affairs on behalf of the department that includes the numerical result of the departmental vote. The Department Head may meet with the Vice President of Academic Affairs to discuss the recommendations.

18. The Vice President of Academic Affairs considers the recommendations of the Department Head, Dean of the Faculty, and PTRC and formulates a recommendation to the President. In the event that the recommendations received by the Vice President of Academic Affairs do not all agree, or if the Vice President of Academic Affairs intends to make a recommendation opposed to that of the majority, the Vice President of Academic Affairs will notify the Dean, the Department Head, and the PTRC chair verbally of the impending decision. Any of these parties may request that a meeting of the Vice President of Academic Affairs, the Dean, the Department Head, and the PTRC be held to attempt to resolve the situation before a recommendation is made to the President.

19. The President considers the recommendation of the Vice President of Academic Affairs and formulates a tentative recommendation. In the event that the President intends to make a recommendation opposed to that of the Vice President of Academic Affairs, the President will notify the Vice President of Academic Affairs, Dean of the Faculty, the Department Head, and the PTRC chair verbally of the impending decision. Any of these parties may request that a meeting of the President, the Vice President of Academic Affairs, Dean of the Faculty, the Department Head, and the PTRC be held to attempt to resolve the situation before the candidate is notified.

20. The President, either in writing or at a joint meeting, notifies the Vice President of Academic Affairs, Dean of the Faculty, Department Heads, and the PTRC members of his or her proposed recommendations.

December

21. The Department Head notifies each affected faculty member in writing of the President's proposed recommendation. Following this notification, copies of the recommendations from the Department, the PTRC, and the Dean of the Faculty will be inserted into the faculty member's PTR file.

22. If the faculty member desires to appeal the proposed recommendation, the procedure in section 4.07.01: "PTR Grievances and Appeal of Nonreappointment" is applicable.

February

23. The President makes final determination on matters of promotion and submits final recommendations for matters of tenure to the Board of Trustees.

24. The President notifies the faculty member, the Vice President of Academic Affairs, Dean of the Faculty, the Department Heads, and the PTRC of his or her promotion decisions and the tenure decisions of the Board of Trustees.

25. A faculty member may request reconsideration by the Board of Trustees only in those instances and only on those grounds set forth in section 4.07.03: "Appeals to the Board of Trustees."

4.06 TERMINATION OF APPOINTMENT OR SUSPENSION

4.06.01 Voluntary Termination by the Faculty Member

A faculty member may terminate his or her appointment effective at the end of an academic year provided that he or she either gives notice in writing or chooses not to return a signed copy of the annual contract letter by April 1, or 30 days after receiving notification of the terms of his or her appointment for the coming year, whichever date occurs later. The faculty member may properly request a waiver of this requirement for notice in case of hardship or in a situation where he or she would otherwise be denied substantial professional advancement or other opportunity.

4.06.02. Retirement

The Institute may elect to continue the appointment of an individual on an annual basis after the year of retirement, but such appointments will be classified as temporary appointments. See Section 4.01.03: "Temporary Appointment."

4.06.03. Nonrenewal by the Institute of a Probationary Appointment

Regardless of the stated term or other provisions of the letter of appointment, written notice that a probationary appointment is not to be renewed will be given to the faculty member in advance of the expiration of his or her appointment, as follows:

- In the first year of service at the Institute, notification will occur not later than three months before the contract expiration date;
- In the second year of service at the Institute, notification will occur not later than six months before the contract expiration date;
- After two or more years of service at the Institute, notification will occur not later than twelve months before the contract expiration date.

The Institute is not required to make a statement of cause for the nonrenewal of probationary appointments, nor does the probationary appointee have any contractual right of renewal. However, the faculty member whose probationary appointment is not renewed may seek reconsideration of the nonrenewal decision. See Section 4.07.01: "PTR Grievances and Appeal of Nonreappointment."

4.06.04. Dismissal

Definition

The term "dismissal" shall mean termination of an appointment with tenure or termination of a temporary or probationary appointment before the end of the contract term.

Adequate Cause for Dismissal.

Dismissal may be effected by the Institute only for adequate cause. Causes considered adequate for the purposes of dismissal are financial exigency, discontinuance or reduction of a program or department of instruction, inability to serve for medical reasons, professional incompetence, moral turpitude, or conviction of a felony.

1. Where dismissal is based on financial exigency, the exigency shall be demonstrably *bona fide*, i.e., there exists or is imminent a financial crisis which threatens the Institute as a whole. Unless there are persuasive reasons to the contrary, nontenured faculty will be dismissed or not retained before tenured faculty members are dismissed.

The position vacated by a tenured faculty member released for financial exigency will not be filled by a different person within a period of four years from the date upon which notification of dismissal was given unless the released faculty member has been offered reappointment and given a period of at least 30 days in which to accept or decline the offer. Rank and tenure conditions of the reappointment will be at least equal to those in effect at the time of dismissal. The salary shall be at least that offered to persons with similar qualifications.

2. Where dismissal is based upon discontinuance of a program or department of instruction, the discontinuance shall be demonstrably *bona fide*. A program may be phased out over more than one year to accommodate students already in that program. Under such conditions a gradual reduction in faculty may be appropriate. On rare occasions it may be necessary to reduce the number of faculty in a program due to a reduced demand for faculty services in that curriculum. Such a reduction in a program should be undertaken only when it is judged that the reduction would not harm the overall curriculum of the Institute. Such determination should be made by the President after a thorough examination of the situation by the Dean of the Faculty, the Department Heads, and the Curriculum Committee. Unless there are persuasive reasons to the contrary, nontenured faculty will be dismissed or not retained before tenured faculty members are dismissed. Before the administration issues notice to a faculty member of its intention to dismiss because of formal discontinuance of a program or department of instruction or because of a reduction in faculty services, the Institute will make a reasonable effort to place the faculty member concerned in another suitable position within the Institute.

The position vacated by a tenured faculty member released upon discontinuance of a program or department of instruction will not be filled by a different person within a period of four years from the date upon which notification of dismissal was given unless the released faculty member has been offered reappointment and given a period of at least 30 days in which to accept or decline the offer. Rank and tenure conditions of the reappointment will be at least equal to those in effect at the time of dismissal. The salary shall be at least that offered to persons with similar qualifications.

3. Where dismissal is based on an inability to serve for medical reasons, the dismissal must be based upon clear and convincing medical evidence that the faculty member cannot continue to perform the duties and responsibilities of a member of the faculty as defined in Section 4.02: "Duties and Responsibilities of Members of the Faculty."

4. Where dismissal is based upon professional incompetence, it must be demonstrated that the faculty member in question is

- seriously deficient in current information about the field of his or her specialization; or
- seriously deficient in the performance of his or her teaching responsibilities; or
- seriously remiss in the performance of his or her duties in advising students and/or being available to students; or
- seriously remiss in the performance of his or her assigned duties outside the classroom, including committee work; or
- seriously remiss in discharging his or her responsibilities to the Institute as specified in this document.

5. Where dismissal is based upon moral turpitude, it must be demonstrated that the faculty member has exhibited inherent baseness or vileness of principle, actions, or words. It must also be demonstrated that the moral turpitude is related, directly and substantially, to the fitness of the faculty member in his or her professional capacity as a teacher, researcher, or role model for students.

6. Where dismissal is based upon conviction of a felony, the word "felony" is to be understood in its legal sense.

Initiation of Dismissal Action.

There should be early and substantive faculty involvement in decisions which may lead to dismissal based on financial exigency, discontinuance, or reduction of a program or department of instruction.

For dismissal based upon inability to serve for medical reasons, professional incompetence, moral turpitude, or conviction of a felony, before beginning dismissal proceedings, the Institute will initiate discussions between the faculty member and appropriate administrative officers looking toward a resolution of the issue. If no resolution is reached, there will be (a) an informal inquiry by the PTRC, followed by an attempt to effect a resolution, and (b) the submission of a recommendation from the PTRC to the President as to whether or not dismissal proceedings should be undertaken.

If the Institute elects to begin dismissal proceedings, the President or the President's representative, on behalf of the Institute, shall prepare a letter containing

- a written statement of charges, framed with reasonable particularity;
- a reference to the specific provision of section 4.06.04: "Adequate Cause for Dismissal" which forms the basis for dismissal;
- the effective date of the proposed dismissal;
- a notification of suspension or assignment to other duties, if applicable (see Section 4.06.05: "Suspension");
- the amount of severance salary, if any (see Section 4.06.04: "Salary Considerations");
- a reminder of the right to appeal the dismissal within thirty days (see Section 4.07.02: "Appeal of Dismissal"); and
- any other pertinent information.

Salary Considerations.

Salary considerations upon dismissal will depend on the circumstances of dismissal as follows:

1. Where dismissal is due to financial exigency, discontinuance of a program or department of instruction, or inability to serve for medical reasons, a minimum notice will be given or a severance salary will be paid according to the following schedule: three months (or 1/3 of contracted salary) for those having served the Institute for less than one year, six months (or 2/3 of contracted salary) for those having served the Institute for one year or more but less than two years, and twelve months (or a full year of contracted salary) for those having served the Institute for two years or more.

2. Where dismissal is based upon professional incompetence, the period of notice or salary in lieu thereof will take into account the length and quality of service of the faculty member to the Institute, and conditions contributing to the alleged incompetence. However, the recommended notice or severance salary in lieu thereof will be as follows: three months notice (or 1/3 of contracted salary) for those having served the Institute for less than one year, six months (or 2/3 of contracted salary) for those having served the Institute for one year or more but less than two years, and twelve months (or a full year of contracted salary) for those having served the Institute for two years or more.

3. Where dismissal is based upon moral turpitude or conviction of a felony, the period of notice and/or severance salary, if any, will be solely at the discretion of the Institute.

The Institute may grant a period of notice or severance salary in lieu thereof beyond the minimum level stated above based on the length and quality of service of the faculty member involved. The President with the advice of the Faculty Affairs Committee (FAC) and with the approval of the Chair of the Board of Trustees or the Vice Chair of the Board may take such action.

The notice or severance salary periods will begin on the date the faculty member or his or her representative receives written notification of dismissal.

The severance salary rate or the salary rate during the notice period shall be the same as the salary rate in force at the time written notification of dismissal is provided to the faculty member or to his/her representative.

In all dismissal cases, if the faculty member seeks redress as described in Section 4.07: "Appeals and Hearings," all salary will continue to be paid to the faculty member and all fringe benefits will remain in force until the recommendation of the *ad hoc* appeals committee has been acted upon, or the notice period expires, whichever occurs later.

4.06.05. Suspension

If a faculty member has been notified in writing that he or she is to be dismissed (see Section 4.06.04: "Initiation of Dismissal Action"), suspension or assignment to other duties in lieu of a suspension is appropriate only when the following conditions have been met:

- The faculty member has initiated the process of appeal, and the *ad hoc* appeals committee has not yet made its final recommendation (see Section 4.07: "Appeal of Dismissal"); and
- Immediate harm to the faculty member, others, or the Institute is threatened by his or her continuance; and
- The administration has consulted with the PTRC to affirm that the previous two conditions have been met.

Salary and fringe benefits will continue without reduction during the period of suspension or during the period of assignment to other duties in lieu of a suspension.

4.07. APPEALS AND HEARINGS

4.07.01. PTR Grievances and Appeal of Nonreappointment

Any faculty member may file a petition in the case of a PTR grievance. A PTR grievance is limited to employment matters which have had or may have adverse effects upon a faculty member's promotion, retention, and/or acquisition of tenure at the Institute. A faculty member may also appeal in cases of nonreappointment, i.e., nonrenewal of contract of a nontenured faculty member. (See Section 4.06.03: "Nonrenewal by the Institute of a Probationary Appointment.")

Before a faculty member pursues an appeal of any kind, he or she shall have discussions with the appropriate administrative officers and/or the PTRC, looking toward a solution of the issue. A statement of the intent to appeal must be made in writing and provided to the Dean of the Faculty within ten days after the faculty member is

notified or learns of the proposed adverse action regarding that faculty member. This letter of notification should indicate the faculty member's choice of a non-voting representative on the *ad hoc* PTR Appeals Committee that will hear the appeal. Upon receipt of this notification, the Dean of Faculty will facilitate the formation of this *ad hoc* committee. The committee will have three voting members: one tenured faculty member appointed by the President and two tenured members of the Faculty Affairs Committee elected by the FAC. The representatives appointed by the President and the FAC shall not be from the home department of the faculty member filing the appeal. The non-voting member appointed by the appealing faculty member may attend meetings of the *ad hoc* committee and may provide information as needed.

The *ad hoc* PTR Appeals Committee shall gather information from all parties involved and, following deliberation, report its recommendations to the petitioner, the President, the Vice President of Academic Affairs, the Dean of the Faculty, the chair of the PTRC and the appropriate Department Head according to the timeline described below.

In cases in which the appeal regards the denial of tenure or promotion, the committee is charged with determining if the appeal is meritorious. The appeals process is not meant to serve the purpose of rehearing the case, and the charge to the committee is solely to determine if, in the committee's opinion, the case (with any new information presented) should be reconsidered. The report of the *ad hoc* committee in an appeal shall have no force or binding effect whatsoever other than to cause the Dean of the Faculty, the PTRC, and the department to reconsider, in their sole discretion, their recommendations to the Vice President of Academic Affairs in light of the report. If the committee recommends reconsideration, the PTRC, the department, and the Dean of the Faculty will consider or reconsider their recommendations in light of the report of the *ad hoc* committee, and each will then make a final recommendation to the Vice President of Academic Affairs within 10 days of receiving the report of the *ad hoc* committee.

In cases of denial of tenure or promotion, these reconsidered recommendations of the Dean of the Faculty, the PTRC, and the department review group (DTPG or DFPG) will either confirm or change the original recommendations. In cases of non-renewal of a probationary contract, the PTRC and the department review group will be considering the case for the first time. After considering the recommendations of the *ad hoc* committee, the Dean of the Faculty, the PTRC, and the department review group will each provide a recommendation to the Vice President of Academic Affairs.

The Vice President of Academic Affairs will then consider these three recommendations and make a proposed recommendation to the President, who will then (i) in the case of non-renewal of a probationary contract make a final decision, or (ii) in the case of granting tenure or promotion make a final recommendation to the Board of Trustees. In this way, the appeals process has been completed before the President makes his or her recommendation to the Board of Trustees. In certain cases the affected faculty member may appeal to the Board of Trustees for reconsideration, but only on grounds under the provisions set forth in Section 4.07.03: "Appeals to the Board of Trustees."

Timeline

In cases in which the appeal regards a denial of tenure or promotion, the following timeline should be followed:

- The faculty member is notified of the VPAA's proposed recommendation in early December.
- The faculty member notifies the Dean of the Faculty of his or her intent to appeal within 10 business days of receiving this notification.
- The Dean of the Faculty convenes the *ad hoc* appeals committee before the winter break at the end of December.

- The *ad hoc* committee collects information during the month of January and reports its findings by the first Monday in February.
- If the *ad hoc* committee finds that the appeal has merit, the PTRC, Dean of the Faculty, and the department reconsider their recommendations and report to the Vice President of Academic Affairs within 10 days.
- The Vice President of Academic Affairs makes a proposed recommendation to the President within an additional 10 days.

In cases in which the appeal regards non-renewal of a probationary contract, the following timeline should be followed:

- The faculty member notifies the Dean of the Faculty of his or her intent to appeal within 10 business days of the notification of non-renewal.
- The Dean of the Faculty convenes the *ad hoc* appeals committee within 2 weeks of receiving the notification from the faculty member.
- The *ad hoc* committee reports its findings and its recommendation to the Vice President of Academic Affairs within 30 days.
- The Vice President of Academic Affairs makes a proposed recommendation to the President within an additional 10 days.

At any point in its deliberations, the *ad hoc* committee may request of the Vice President of Academic Affairs that these timelines be modified if they feel that additional time is necessary to make an informed decision.

4.07.02. Appeal of Dismissal

If a faculty member receives a letter of dismissal (see Section 4.06.04: "Initiation of Dismissal Action"), he or she may choose to appeal the decision by submitting an appeal request in writing to the President, with a copy to the Dean of the Faculty. The appeal letter must be received within thirty days after the faculty member receives the letter of dismissal, and must include a nomination for a non-voting representative to the *ad hoc* committee that will hear the appeal.

If the faculty member submits a letter to the President declining appeal, or fails to submit a letter within thirty days appealing the dismissal action, this indicates his or her intent to accept the conditions of the dismissal, but in no way affirms the validity of the charges against him or her, nor implies that those charges are accepted as adequate cause for dismissal. Under such conditions, no further action is required.

If the faculty member appeals, the following procedures shall be followed.

1. Following the receipt of written notification of the faculty member's decision to appeal, the Dean of the Faculty shall convene an *ad hoc* Appeals Committee consisting of one tenured faculty member appointed by the President, two tenured members of the Faculty Affairs Committee elected by the FAC, and a non-voting member named by the faculty member filing the appeal. The representatives appointed by the President and the FAC shall not be from the home department of the faculty member filing the appeal.
2. The representative appointed by the President shall schedule a private hearing and shall send notice to all involved parties. Such notice will be made at least 20 days prior to the hearing. The faculty member may choose to respond to the charges in writing at any time before the hearing.

3. Public statements and publicity about the case (except for simple announcements such as the time of a hearing and similar matters) by either the faculty member or administrative officers will be avoided so far as possible until the hearing(s) have been completed and a decision has been made by the Board of Trustees.
4. If the faculty member is unable to attend the hearing(s), he or she shall be permitted to select a colleague to act on his or her behalf.
5. A complete sound recording of the hearing(s) will be taken upon request of the faculty member and a duplicate copy will be made available to the faculty member without cost.
6. The *ad hoc* appeals committee will grant reasonable adjournments to enable either party to investigate evidence as to which a valid claim of surprise is made.
7. The faculty member and the administration will each be afforded an opportunity to obtain necessary witnesses and documentary or other evidence. The Institute will cooperate with the faculty member in attempting to make available such witnesses and evidence.
8. The faculty member or his or her representative and the administration will have the right to question all witnesses. Where the witness cannot or will not appear, but the Committee determines that the interests of justice require admission of his or her statement, the Committee will identify the witness and, if possible, provide for interrogatories.
9. The *ad hoc* appeals committee will not be bound by strict rules of legal evidence, and may admit any evidence which is of probative value in determining the issues involved. Every reasonable effort will be made to obtain the most reliable evidence available.
10. The findings of fact and the recommendation of the Committee will be based solely on the hearing record.
11. The *ad hoc* appeals committee has the following options:
 - If the *ad hoc* appeals committee concludes that adequate cause for dismissal has not been established by the evidence in the record, it will so report to the faculty member and to the Vice President of Academic Affairs.
 - If the *ad hoc* appeals committee concludes that adequate cause for a dismissal has been established, but that extenuating circumstances indicate that dismissal is not appropriate, it will so recommend with supporting reasons. Where dismissal is based upon conviction of a felony, the *ad hoc* appeals committee shall consider to what degree the conviction relates, directly and substantially, to the fitness of the faculty member in his or her professional capacity as a teacher, researcher, or role model for students.
 - If the *ad hoc* appeals committee concludes that adequate cause for dismissal has been established, it will so report to the faculty member and to the Vice President of Academic Affairs.
12. The Vice President of Academic Affairs will report the findings of the *ad hoc* appeals committee to the President, along with his or her own proposed recommendation for action.
13. The President has the following options:

If the President agrees with the conclusion of the *ad hoc* appeals committee, he or she will notify the affected faculty member, the *ad hoc* appeals committee, the Vice President of Academic Affairs, the Dean of the Faculty, and Department Head.

- If the President does not agree with the conclusion of the *ad hoc* appeals committee, he or she will state the reasons for doing so in writing to the *ad hoc* appeals committee, the Vice President of Academic Affairs, the Dean of the Faculty, Department Head, and the faculty member, and provide an opportunity for response before reaching a final decision.

14. If dismissal or other penalty is the final decision of the President, he or she will so notify the affected faculty member.

15. The decision of the President resulting in dismissal of a faculty member for adequate cause or the President's decision not to recommend tenure after the seven year probationary period may be appealed to the Board of Trustees only upon the grounds and under the provisions of, and in the manner set forth in Section 4.07.03: "Appeals to the Board of Trustees."

4.07.03 Appeals to the Board of Trustees

Appeals by a faculty member to the Board of Trustees from a final decision of the President shall be available only after the faculty member has exhausted all administrative remedies set forth in preceding provisions of this Section 4 and only for an adverse decision regarding that faculty member that will result in dismissal under Section 4.06.04 "Dismissal" or for the President's decision to not recommend tenure after the faculty member has served as a probationary appointee for six years. All other decisions regarding faculty responsibilities, academic freedom, promotion, tenure, and retention made by the President after complying with the foregoing procedures in this Section 4 shall be final and not appealable to the Board of Trustees. All appeals to the Board of Trustees shall be made to, and be considered by, the Executive Committee of the Board of Trustees on behalf of the Board and appeals will be considered only on the following grounds:

- That the President's decision or recommendation was based upon serious and material violations of a procedural requirement set forth in Section 4.
- That the decision or recommendation by the President, or the recommendation regarding the faculty member's change of status by the Vice President of Academic Affairs, Department Head, Dean of the Faculty, or PTRC was a result of malice and bad faith; or
- That there is no credible evidence to support the decision or recommendation of the President.

Appeals to the Executive Committee of the Board may only be made by the affected employee and must be made in writing to the Chair of the Executive Committee and the Chair of the Board of Trustees with a copy to the President of the Institute outlining the grounds for appeal (limited to the three points above) and supported by a statement of five hundred words or less of the facts, grounds, and evidence to support the appeal and requesting the relief desired. The statement must be signed with the declaration "I do hereby swear that the above and foregoing statements are true to the best of my knowledge" followed by the appellant's signature. This written request must be made within thirty days after the affected faculty member is notified of the adverse decision or recommendation of the President.

The President shall, thereafter, within thirty days after receipt of the statement of facts, grounds and evidence and the request for an appeal file a written response of five hundred words or less and shall also submit to the Chair of the Executive Committee and Chair of the Board a copy of the recommendations made by the Vice President of Academic Affairs, Dean of Faculty, the Department Head, the PTRC and the *ad hoc* appeals committee if it had

heard the matter being appealed. A copy of the President's response shall be given to the faculty member appealing.

If based upon the statement of facts and grounds and evidence and the President's response and the recommendations made by the Vice President of Academic Affairs, Dean of Faculty, Department Head, PTRC, and *ad hoc* appeals committee is applicable (hereinafter called "Record") the Chair of the Executive Committee of the Board or the Chair of the Board of Trustees believe that the appeal raises a substantial question on appealable grounds and is supported by the Record, the appeal will be submitted to the full Executive Committee for its consideration. Based solely on the written Record said Committee shall make the final determination and, thereafter, the Chair of the Executive Committee shall notify the appealing faculty member, VPAA, Department Head, PTRC Chair, and the members of the *ad hoc* appeals committee (in cases where it has been involved) of the decision.

4.07.04 Appeals Regarding Violation of Academic Freedom

Any faculty member who believes that his or her academic freedom has been violated may petition for redress by submitting a letter to the Dean of Faculty requesting that an *ad hoc* appeals committee be formed to hear the case. This letter should specify the faculty member's choice of a non-voting representative to this committee. Upon receipt of this notification, the Dean of Faculty will facilitate the formation of this *ad hoc* committee. The committee will have three voting members: one tenured faculty member appointed by the President and two tenured members of the Faculty Affairs Committee elected by the FAC. The representatives appointed by the President and the FAC shall not be from the home department of the faculty member filing the appeal. The non-voting member appointed by the appealing faculty member may attend meetings of the *ad hoc* committee and may provide information as needed.

The *ad hoc* committee shall gather information from all parties involved and, following deliberation, report its recommendations to the petitioner, the President, the Vice President of Academic Affairs, and the Dean of the Faculty within 30 days.

The President will consider the conclusion of the *ad hoc* appeals committee, make a recommendation regarding appropriate action to be taken, and notify the petitioner, the *ad hoc* appeals committee, the Vice President of Academic Affairs, the Dean of the Faculty, and any other relevant parties of this action.

SECTION FIVE

POLICIES AND PROCEDURES

5.00 Introduction

Changes to the policies and procedures described herein may be proposed by individuals with voting rights at the Institute or the relevant committees. Changes are approved by a majority vote of the Institute, or the faculty only in the case of academic policies and procedures. Changes to Section Five of the Handbook are considered sustentative and will be automatically tabled for action at the following Institute meeting.

5.01 ADVISORS TO STUDENT ORGANIZATIONS

All student organizations are required to have faculty or staff advisors. The advisors are chosen by the organizations.

Each student organization specifically defines the role and duties of the advisor(s) in their constitution. Specific advising duties may vary between student organizations. It is important to discuss with the organization members their expectations prior to agreeing to serve as the organization's advisor. In general, advisors should attempt to develop good personal relationships with the students and offer advice and counsel when sought by the group. They should attend group meetings and functions and offer guidance and assistance whenever feasible. They should assist the officers in their roles and provide continuity to group policies. The student organization should seek their advice on important issues and keep them informed as to meetings and special activities.

Advisors have certain important responsibilities. Each advisor must review and sign the club registration reporting forms. These forms are completed by student organizations and submitted to the Student Activities Office during the fall and spring quarters. Reporting is required to maintain registered organization status. These reports provide the campus with important information about organization membership, planned activities, and officer updates.

If members of a student organization are traveling off-campus for club business they must complete the Club Travel Authorization Form and submit it to the Student Activities Office at least 72 hours prior to departure to ensure that proper insurance coverage is provided. Those organizations considered club sports should submit this form to the designated official of the Sports and Recreation Center. A Club Travel Packet is available to assist students and advisors as they develop their travel plans.

When more than one student will miss class because of a scheduled school activity, school policy requires that those students' instructors be notified not later than one week prior to the anticipated absence. The faculty sponsor (instructor, student organization advisor, etc.) for the activity must submit a roster of students involved, stating the purpose, time(s), and date(s) of absence, to the Dean of Students for approval, and ensure that written notice is delivered to affected faculty members. The faculty sponsor may use an automatic notification system provided by the Institute. The automatic notification system may require the sponsor to make the entry eight days in advance to allow time for the Dean of Students to approve the activity in time for the affected professors to get the required one-week notice.

Advisors have particularly important financial responsibilities. Most student organizations receive their funding from the Student Government Association [SGA]. Each advisor must approve his or her organization's budget prior to its submission in the spring and should be present at the SGA hearing in which it is reviewed.

5.02. COMPUTER UTILIZATION

Computing resources and facilities are provided by the Institute for the following uses:

- to support and enhance the educational mission of the Institute
- to support and enhance the educational experience of every student
- to assist the faculty, staff, and students in their academic, research, and professional activities
- to provide administrative support for the Institute

All RHIT computing resources and facilities (computers and file servers, Internet access, internal network access, printing services, public lab computers, etc.) are shared among all faculty, staff, and students. Individual users are expected to ensure that their activity does not preempt or hinder some other user's activity. Further information on computer policy and procedure is available from the Office of Instructional, Administrative and Information Technology (IAIT).

5.03. CONTINUING EDUCATION

The Institute encourages the offering of continuing education courses. Faculty members interested in offering such courses should contact the Director of Continuing Education for details.

Faculty members who teach a continuing education course are reimbursed on a flat fee basis. It is important to note that this fee is based on the presumption that the course will be self-supporting. If too few students enroll in a continuing education course to cover the instructor's fee, then the instructor will have to decide, in conjunction with the Director of Continuing Education, whether to teach the course at reduced fee or not offer it at all.

If the continuing education course generates revenues in addition to those necessary to pay the instructor's fee and other costs, then the additional revenues will be allocated in equal thirds to the instructor's professional development fund, his or her department's professional development fund, and the Continuing Education Program.

5.04. CONTRACTED RESEARCH

Contracted research is defined as any consulting or research activity which involves the Institute as a third party, e.g., as fiscal agent. The Vice President and Chief Administrative Officer shall serve as the coordinator of all contractual agreements involving the Institute, including research grants, and all such agreements must be developed in conjunction with him or her. Use of Institute facilities in connection with such activities shall be negotiated between him or her, the faculty member, and the appropriate Department Head. If contractual agreements obligate the employee to devote a certain percentage of his or her time to a project, as in the case of government-funded research, care must be taken that his or her Institute obligations are reduced accordingly, lest he or she and the Institute be placed in violation of the agreement.

5.05. ENROLLMENT FOR CREDIT

Faculty members above the rank of Instructor (except for those in Military Science) and professional staff may not take courses for credit or be degree candidates at Rose-Hulman. However, faculty and staff members are encouraged to continue their professional development by self-study, conducting research, auditing courses at Rose, or taking courses for credit at other institutions. Exceptions to this policy may be granted by the President of the Institute.

5.06. EVALUATION OF ADMINISTRATION

The Faculty evaluate the President of the Institute, the Vice President of Academic Affairs, the Dean of the Faculty, the Associate Dean of Faculty, and their respective Department Heads annually in the spring. The evaluation instruments are prepared by the Faculty Affairs Committee in consultation with the officers involved.

The completed evaluations of the President are provided to the President and the Chair of the Board of Trustees.

The completed evaluations of the Vice President of Academic Affairs are provided to the Vice President of Academic Affairs, the President, and to the Chair of the Board of Trustees.

The completed evaluations of the Dean of the Faculty are provided to the Dean, the Vice President of Academic Affairs, the President, and to the Chair of the Board of Trustees.

The completed evaluations of the Associate Dean of Faculty go to the Dean of the Faculty and the Vice President of Academic Affairs.

The completed evaluations of the Department Heads go to the Department Head under evaluation, the Dean of the Faculty, and the Vice President of Academic Affairs.

5.07. EVALUATION OF FACILITIES AND SERVICES

An evaluation instrument assessing the performance of all facilities and services of the Institute is distributed annually each spring by the President to all faculty and professional staff. The information gained from this is used in long range planning for the Institute.

5.08. LEAVES

5.08.01. Introduction

Faculty members are strongly encouraged to take periodic leaves of absence for research, writing, additional graduate study, practical experience in industry, travel abroad, public service, or any other activity that will promote excellent teaching and increase professional competence. The funding of leaves is an investment in the Institute's most valuable asset, its faculty, and should be recognized as an essential academic expense. Faculty members on leave should spread knowledge of Rose-Hulman and advance its reputation as they complete their work in collaboration with industry, the government, another university, research institute, etc. Participation in activities of the host institution should serve the same purpose.

5.08.02. Leave Types

Leaves are of three types: sabbatical leaves, mini-leaves, and special leaves.

1. A *sabbatical leave* may be one, two, or three quarters in duration and will provide faculty with the opportunity to improve teaching skills, uplift morale, increase competence, and keep abreast of new developments in their field.

2. The *mini-leave* is granted for one quarter and provides a faculty member with the opportunity to accomplish certain professional development goals that require less time to accomplish than those undertaken during a traditional sabbatical leave.

3. A *special leave* may be one, two, or three quarters in duration. It allows a faculty member to capitalize on a special opportunity or respond to a special circumstance. However, special leaves are normally fully funded from an external source. The Institute may provide supplemental funding if appropriate or may attempt to ensure that the individual's benefit package remains roughly equivalent to what he or she would have if he or she remained on campus. However, these considerations and the renewal of any special leave are at the discretion of the administration.

A faculty member granted any leave must devote his or her full time to the activities specified in the leave application. Although the faculty member may accept a special grant or employment during the summer preceding or following a leave, no full or part-time employment of any kind may be undertaken unless specified in the leave proposal and approved by the administration. A faculty member receiving a leave is expected to return to service at Rose-Hulman for a minimum of one academic year.

5.08.03. Leave Compensation for Sabbaticals and mini-leaves

Compensation for the academic year in which a standard leave occurs is based on the type and duration of the leave. Special leaves are not typically funded by the Institute. Compensation rates for the academic year in which a standard leave is taken are:

- full base annual salary for a one-quarter sabbatical leave,
- three quarters of base annual salary for a two-quarter sabbatical leave,
- one half of base annual salary for a three-quarter sabbatical leave, and
- five sixths of base annual salary for those on a nine-month contract or seven-eighths of base annual salary for those on a twelve month contract, for a mini-leave.

For example, for the academic year in which a standard leave is taken, a faculty member with a \$60,000 base annual salary for a nine-month contract will earn: \$60,000 with a one-quarter sabbatical leave; \$45,000 with a two-quarter sabbatical leave; \$30,000 with a three-quarter sabbatical leave; or \$50,000 with a mini-leave.

Note: Any earnings from grants, summer programs or other activities not part of the faculty member's normal responsibilities are to be paid in addition to the adjusted annual salary. In all cases complete fringe benefits consistent with full salary compensation will be continued by the Institute. Adjustments of the foregoing guidelines required by special circumstances may be proposed by the applicant for consideration by the Institute. If accepted, the conditions agreed on will be stated in the contract letter.

5.08.04. Leave Eligibility

1. A sabbatical leave is earned after completing six full academic years of service. However, years credited toward sabbatical eligibility cannot accrue beyond six and a faculty member must serve an additional six years following the year in which a sabbatical is taken, to become eligible for another sabbatical leave.

2. A mini-leave is earned after completing three full academic years of service. Following the year in which a mini-leave is taken, a faculty member must complete an additional three full academic years of service to become eligible for another mini-leave. The year in which a mini-leave is taken counts as a full year of credit toward sabbatical leave eligibility. However, a faculty member must complete at least two full academic years of service, after the year in which a mini-leave is taken, to become eligible for a sabbatical leave.

3. Special leave eligibility is determined on a case-by-case basis. However, time on special leave does not count toward the six full academic years of service required for sabbatical eligibility or the three full academic years of

service required for mini-leave eligibility. In addition, a sabbatical leave is not normally granted until a faculty member has consecutively completed three full academic years of service following the year in which a special leave is taken.

5.08.05. Leave Application Process and Deadlines

November 1: Faculty members intending to apply for leave should notify the Dean of the Faculty of their intentions, with copies to the Leaves Committee and the appropriate Department Head.

December 1: Faculty members interested in having their draft leave applications reviewed by the Leaves Committee should submit a copy to the Committee. The Committee will return the draft application within two weeks with suggestions for revision and improvement.

Second day of classes after winter break: Completed leave applications must be submitted to the Dean of the Faculty and the Leaves Committee.

January 25: The Leaves Committee submits its recommendation to the Dean of the Faculty.

February 1: The Dean of the Faculty submits the Leaves Committee recommendation and his or her recommendation to the Vice President of Academic Affairs. The Vice President of Academic Affairs reviews and submits a recommendation to the President.

February 15 : The President makes final determination on proposed leaves.

5.08.06. Leave Application Criteria

An applicant should describe his or her plans for the leave in the context of the following criteria:

1. Scholarship: immersion, time for focused work or for learning current practices
2. Innovation: creativity, cutting edge inquiry, exposure to new things trying new things
3. Professional Growth: broadening your perspective, networking, contacting
4. Pedagogy: course enrichment, how others do it
5. Rejuvenation: a change of pace, perspective, restoration

The following supplementary material should also be included with the application: a description of sources of funding for salary, residency or extensive travel if applicable; the site(s) of residency during the leave; a letter of support from the faculty member's Department Head; a letter of support from the sponsoring organization or individual with whom the faculty member plans to work, if applicable. The faculty member should also indicate any potential conflict of interest that might arise from the work he or she plans to undertake during the leave.

Note: Applicants planning an on-campus or local leave will want to stress the strengths of their proposed leave in the areas of innovation, professional growth, and rejuvenation. Furthermore, the availability of Rose-Hulman space, equipment, or staff support is not guaranteed to any leave recipient during the time of a leave. Therefore, any expectations of such must be explicitly stated in the leave application, and must be approved by the appropriate Department Head and the Dean of the Faculty.

5.08.09. Evaluation of Leave Applications

The Leaves Committee meets as necessary to evaluate, based on the above criteria, all applications received by the second day of classes after winter break, and to prepare its assessment for submission to the Dean of the Faculty no later than January 25. The Dean then consults with the appropriate Department Head regarding the leave proposal and replacement of the faculty member, as appropriate. After receiving input from both the Leaves Committee and the Department Head, the Dean of the Faculty submits his or her recommendation to the Vice President of Academic Affairs no later than February 1. The Vice President of Academic Affairs reviews and submits a recommendation to the President. The President makes the final determination by February 15.

Note: Departments should ensure that required courses are offered as needed during the absence of a faculty member during leave so that the granting of a leave should not postpone the date of graduation of any degree candidate. In addition, the number of persons from a Department who may be on any types of leave during a given academic year may have to be limited. Budgetary considerations may also limit the total number of faculty members who can be granted leave.

5.08.10. Report on Leave Activities

A written record describing the activities and accomplishments of the person on sabbatical or mini-leave should be submitted to the Vice President of Academic Affairs, the Dean of the Faculty, and the Leaves Committee during the quarter following the conclusion of the leave. This report must include a detailed description of activities and an evaluation of the results.

In the year following a sabbatical leave, the faculty member is required to present a faculty/student seminar, open to the Institute community, on some aspect of his or her sabbatical work.

Copies of writings and research reports must be deposited in the Library. Reprints of published articles or research reports should be submitted to the office of the Dean of the Faculty for inclusion in the individual's file.

5.09. PREPARATION AND SALE OF MANUALS

When a faculty member has prepared a publication which is to be offered to the students or required for their course work, he or she will arrange its sale in the Bookstore through the Business Office and Bookstore manager. The selling price will be determined by the cost of preparing the item, administrative expenses to the school if any, fee for the author, and reasonable profit to the Bookstore. The Bookstore will handle material of this sort only on a "consignment" basis. Settlement will be made periodically based upon the amount of sales. Bookstore funds will not be used to stock brochures, books, manuscripts, or equipment items of a special nature. Sale to students of any material prepared by a faculty member that will result in profit to the faculty member must be approved by the appropriate Department Head.

5.10. PROFESSIONAL DEVELOPMENT ACTIVITIES AND TESTING

5.10.01 Professional Development Activities

Professional development is one of the responsibilities of a faculty member at Rose-Hulman. To assist faculty members in meeting this responsibility, it is the policy of the Institute to permit faculty members to use up to 20% of the normal work week while classes are in session for the purposes of professional development activities. It is also expected that faculty members will engage in professional development activities during at least a portion of the time when classes are not in session.

Professional development activities can take many forms: consulting, writing, library or laboratory research, industrial service, formal or informal studies, conference or short-course attendance, leaves, etc. Faculty members should select the mix of activities that best provides the intellectual stimulation, experience in the field of specialization, and current knowledge of the state of the art of the field of specialization required for competency as teachers and practitioners in their discipline. Faculty members who serve in administrative capacities may also pursue professional development activities that enhance their skills as administrators. When possible and appropriate, funds for professional development activities will be provided from the budgets of the Institute.

In scheduling professional development activities, faculty members should keep in mind that their prime responsibility at the Institute is to the students; therefore, professional development activities should not normally interfere with the preparation for and meeting of classes. Faculty members should also schedule professional activities so that their availability to students outside the classroom is not seriously diminished.

Faculty members must keep their Department Head advised of the nature and extent of their current and planned professional development activities. This is necessary so that the Department Head can assess the progress of the individual faculty member's professional development, plan expenditures, and assure the breadth of faculty expertise necessary for a sound academic program.

Occasionally it may be necessary for a Department Head or the Dean of the Faculty to require an individual faculty member to curtail his or her professional development activities. Such curtailment may be required when the welfare of the students, other faculty members, the department, or the Institute as a whole are being adversely affected by the nature and/or scope of the professional development activities of the individual faculty member.

Special class scheduling to accommodate professional development activities should be avoided when possible. Requests for such special scheduling must be submitted to the Registrar through the Dean of the Faculty, along with the recommendations of the appropriate Department Head.

5.10.02 Testing

Staff members occasionally receive requests to perform tests for outside organizations. The requests may or may not include rental of facilities or equipment. Such testing may be undertaken provided it has the approval of the appropriate Department Head(s).

5.10.03 Use of Facilities

The use of Institute facilities and assets (other than faculty members' offices) for the aforementioned activities must be approved in advance by the appropriate Department Head. The policy of the Institute is that, when Institute facilities are used extensively, a reasonable surcharge should be added to the fee, as negotiated by the faculty member, the appropriate Department Head, and the Vice President and Chief Administrative Officer. The use of Institute computing facilities for these purposes must be cleared with the Vice President for Instructional, Administrative and Information Technology and, if approved, paid for at the current rate.

5.10.04 Legal Considerations

As a tax-exempt institution, Rose-Hulman is subject to a variety of state and federal guidelines which must not be violated. Accordingly, it is the policy of the Institute that

1. except for consulting and testing activities within the guidelines stated, the facilities and assets of the Institute may not be used for the conduct of private business activities;

2. faculty members engaged in consulting or other outside activities should be careful not to represent themselves as agents of the Institute or imply sponsorship of their activities by the Institute unless authorized to do so by the President; and

3. all faculty members will be asked to execute a "hold harmless" agreement, releasing the Institute from legal obligation in the event that they engage in consulting or other activities.

5.10.05 Student Help

Faculty members may employ Institute students in connection with consulting or other outside activities. Work-study funds or student wages, however, may not be used for such purposes. Academic credit for such work requires the approval of the Curriculum Committee. Faculty members are expected to discuss any plans to employ students with their Department Head and with the Dean of Students.

5.11. SALES AND SOLICITATIONS

In general, the only wholesale or retail sales permitted on the campus are those controlled by either the food service or the Book Store. Salespeople are prohibited from making any campus visits for the purpose of soliciting sales or services to students without the approval of the Business Office. Salespeople are permitted to visit faculty and staff members on school business at the discretion of the member. It is the policy of the Institute not to distribute lists of students, faculty or staff to organizations using the lists for sales purposes.

The use of college space for other charitable purposes is prohibited unless specific exception is obtained from the President or the Vice President and Chief Administrative Officer. Institute funds may not be used for any charitable or other benevolent causes. Faculty and staff members participating in nonprofit civic activities such as youth groups, theatre clubs, lecture groups, etc., may sell memberships or tickets in support of these activities to faculty, staff and students. Any selling on a commission basis is prohibited.

5.12. SCHOOL VEHICLES

The Institute has a very limited number of vehicles for use on Institute business and travel. The vehicles may be reserved on a first-come, first-served basis on-line through the Facilities Operations website. All drivers must be authorized by the school; application for this authorization is made via an MVR Background Check form available on the Facilities Operations website. It is preferred that a van be used only when several people are traveling together. Therefore, you will be asked the purpose of your trip and the number in your group at the time you make your reservation. Further information on vehicles, procedures and billing is available from Facilities Operations.

5.13. TEACHING LOAD

Normal teaching load is 12 credit hours/15 contact hours. This normal load may be decreased or increased in any given quarter for an individual faculty member because of special assignments, needs of the department, etc., without change in compensation. Department Heads generally teach a reduced load.

5.14. TRAVEL

5.14.01. Travel Authorizations

All faculty members are required to obtain an approved Travel Authorization prior to leaving on a business trip if the destination is more than 25 miles from the Institute. Approved Travel Authorizations are to be submitted to the

Office of Accounts Payable, prior to leaving on the trip. In the event of accidental death, the approved Travel Authorization will serve as evidence to the insurance company that the faculty or staff member was traveling on Institute business.

Domestic travel must be approved by the person responsible for the budgets which will be charged for the travel expense. Foreign travel must be approved by the Vice President of Academic Affairs. In his or her absence, the Vice President and Chief Administrative Officer is authorized to approve requests for foreign travel.

5.14.02. Travel Advances

The Institute will advance funds to Faculty for travel in amounts reasonable in relation to the duties and expense requirements of the travel. A travel advance shall not ordinarily exceed \$500.00. Faculty are to submit an expense report within two weeks after the business trip accounting for the travel advance. To receive a travel advance, the faculty member must submit a Travel Authorization, approved by the person responsible for the budget against which the travel expenses will be charged. This must be done at least three days in advance of when the check is needed.

5.14.03. Reimbursement Guidelines

1. Receipts must be provided for all airline travel, hotel bills, automobile rentals, and any expense which exceeds \$25.00.
2. Reimbursement for air travel is limited to tourist class fare. In the case of extenuating emergency circumstances, first class travel may be used. (If first class travel is utilized other than in emergency circumstances, the difference in cost of first class and coach fare must be paid by the faculty or staff member.)
3. Faculty members are to consider alternate modes of transportation before renting an automobile. They are required to pay for all personal miles driven, computed by multiplying the total rental cost by a fraction, the numerator of which is the number of personal miles, and the denominator of which is the total number of miles the rental car is driven.
4. Faculty members are discouraged from driving their personal automobiles on long business trips when faster and more economical modes of transportation are available. If a faculty member drives his or her personal automobile, he or she should keep track of expenses incurred on the road, including mileage, tolls, meals, and lodging. However the total travel expenses thus incurred must be compared to tourist class air fare (plus related expenses), and the staff member will be reimbursed for the lesser amount. Travel time in excess of travel time which would have been required had the faculty member flown will normally be charged to vacation, unless an exception is approved in advance by the President or the Vice President for Administration and Finance.
5. Unused airline tickets are to be returned by the faculty member to the issuing agency for credit. A copy of the cover letter accompanying the returned tickets is to be forwarded to the Office of Accounts Payable..
6. Air travel insurance, or other types of supplemental insurance, is not a reimbursable expense.
7. Travel expense incurred by the spouse and/or other dependents of faculty will not be reimbursed by the Institute.

5.14.04. Travel Insurance

See section 6, "Fringe Benefits" in this handbook.

SECTION SIX

Appendix

6.01 FRINGE BENEFITS

Faculty members are entitled to fringe benefits under the terms of the applicable fringe benefit program. Current fringe benefit information, which applies to all faculty and staff members at Rose-Hulman, may be found on the Human Resources web pages. An overview of benefits can be found in Section 5 of the RHIT Staff Handbook accessible via the Employee Handbooks links on the HR web pages. Note: faculty on academic year contract are not eligible for sick leave or vacation accrual mentioned in that section. Details concerning medical coverage are available through the Benefit Plans links on the Human Resources web pages.

6.02 POLICY REGARDING INTELLECTUAL PROPERTY

The Intellectual Property Policy is hosted on the [Human Resources website](#) under General Institute Policies.

6.03 SEXUAL HARASSMENT POLICY

The Sexual Harassment Policy is hosted on the [Human Resources website](#).

6.04 SCIENTIFIC MISCONDUCT: Policy on Allegations, Investigations, and Reporting

The Scientific Misconduct Policy is hosted on the [Office of Research and Graduate Study's webpage](#).

6.05 SMOKING Policy

The Smoking Policy is hosted on the [Human Resources website](#).

6.06 Change Log

Starting Version: Faculty handbook copied off website on March 8, 2011. Has been active version for 2010-11 academic year.
 – WK.

Section number(s)	2.03
Date of approval	May Institute and Board meetings
Approved by	
Previous text	<p>2.03. The President of the Institute.</p> <p>The President is the chief executive officer of the Faculty and directing head of the Institute. The President:</p> <ul style="list-style-type: none"> • supervises and modifies as needed the duties of the Faculty; • presides at all Institute and faculty meetings; • appoints all faculty committees and serves as a member <i>ex officio</i> of each committee; • recommends student fees to the Board; • confers degrees as representative of the Board of Trustees; • reports to the Board on the status of the Institute; and • recommends changes in personnel, title, salaries and other matters.
Updated text	<p>2.03. The President of the Institute.</p> <p>The President is the chief executive officer of the Faculty and directing head of the Institute. The President:</p> <ul style="list-style-type: none"> • supervises and modifies as needed the duties of the Faculty; • presides at all Institute and faculty meetings; • appoints all faculty committees and serves as a member <i>ex officio</i> of each committee; • approves changes in personnel, salaries, titles, emeritus status, faculty leaves and other matters; • confers degrees as the representative of the Board of Trustees; • reports to the Board on the status of the Institute; • recommends student fees to the Board of Trustees; • recommends to the Board awarding of faculty tenure; and • recommends to the Board an annual operating budget for the Institute.
Notes	

Section number(s)	3.18.02
Date of approval	May Institute and Board meetings
Approved by	
Previous text	<p>3.18.02 Eligibility</p> <p>Any member of the faculty (other than the President, the Dean of the Faculty, and Department Heads) holding the rank of full professor, with tenure, and having at least three years of service at the Institute is eligible for membership on the Committee. A member of the committee may be re-elected to succeed him or herself.</p>
Updated text	<p>3.18.02 Eligibility</p> <p>Any member of the faculty (other than the President, Vice President of Academic Affairs, Dean of the Faculty, Associate Deans, and Department Heads) holding</p>

	the rank of full professor, with tenure, and having at least three years of service at the Institute is eligible for membership on the Committee. A member of the committee may be re-elected to succeed him or herself.
Notes	

Section number(s)	3.18.05
Date of approval	May Institute and Board meetings
Approved by	
Previous text	<p>3.18.05 Functions and Responsibilities</p> <p>Each year the Committee meets separately with the Department Heads and the Dean of the Faculty to discuss promotions, tenure, and retention of the faculty. In years 2 and 4 of a faculty member's probationary period, the Committee reads the faculty member's PTR Portfolio and PTR File and sends a review of his or her progress to the faculty member with a copy to the Department Head. In a year when the faculty member is being considered for a change in status, the Committee will send a recommendation to the President .</p> <p>The committee attempts to ensure uniform and equitable consideration of all members of the faculty. The duties of the Committee do not include matters of salary.</p> <p>The Committee shall select a subcommittee of two to supervise the annual evaluation of the administrators as described in Section 5.</p> <p>The Committee has other responsibilities as specified in Section 4.</p>
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Notes	

Section number(s)	5.08 Leaves
Date of approval	May Institute and Board meetings
Approved by	
Previous text	
	5.08. LEAVES

5.08.01. Introduction

Faculty members are strongly encouraged to take periodic leaves of absence for research, writing, additional graduate study, practical experience in industry, travel abroad, public service, or any other activity that will promote excellent teaching and increase professional competence. The funding of leaves is an investment in the Institute's most valuable asset, its faculty, and should be recognized as an essential academic expense. Faculty members on leave should spread knowledge of Rose-Hulman and advance its reputation as they complete their work in collaboration with industry, the government, another university, research institute, etc. Participation in activities of the host institution should serve the same purpose.

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Leaves are of three types: sabbatical leaves, mini-leaves, and special leaves.

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2. The *mini-leave* is granted for one quarter and provides a faculty member with the opportunity to accomplish certain professional development goals that require less time to accomplish than those undertaken during a traditional sabbatical leave.
3. A *special leave* may be one, two, or three quarters in duration. It allows a faculty member to capitalize on a special opportunity or respond to a special circumstance. However, special leaves are normally fully funded from an external source. The Institute may provide supplemental funding if appropriate or may attempt to ensure that the individual's benefit package remains roughly equivalent to what he or she would have if he or she remained on campus. However, these considerations and the renewal of any special leave are at the discretion of the administration.

A faculty member granted any leave must devote his or her full time to the activities specified in the leave application. Although the faculty member may accept a special grant or employment during the summer preceding or following a leave, no full or part-time employment of any kind may be undertaken unless specified in the leave proposal and approved by the administration. A faculty member receiving a leave is expected to return to service at Rose-Hulman for a minimum of one academic year.

5.08.03. Leave Compensation for Sabbaticals and mini-leaves

Compensation for the academic year in which a standard leave occurs is based on the type and duration of the leave. Special leaves are not typically funded by the Institute. Compensation rates for the academic year in which a standard leave is taken are:

- full base annual salary for a one-quarter sabbatical leave,
- three quarters of base annual salary for a two-quarter sabbatical leave,

- one half of base annual salary for a three-quarter sabbatical leave, and
- five sixths of base annual salary for those on a nine-month contract or seven-eighths of base annual salary for those on a twelve month contract, for a mini-leave.

For example, for the academic year in which a standard leave is taken, a faculty member with a \$60,000 base annual salary for a nine-month contract will earn: \$60,000 with a one-quarter sabbatical leave; \$45,000 with a two-quarter sabbatical leave; \$30,000 with a three-quarter sabbatical leave; or \$50,000 with a mini-leave.

Note: Any earnings from grants, summer programs or other activities not part of the faculty member's normal responsibilities are to be paid in addition to the adjusted annual salary. In all cases complete fringe benefits consistent with full salary compensation will be continued by the Institute. Adjustments of the foregoing guidelines required by special circumstances may be proposed by the applicant for consideration by the Institute. If accepted, the conditions agreed on will be stated in the contract letter.

5.08.04. Leave Eligibility

1. A sabbatical leave is earned after completing six full academic years of service. However, years credited toward sabbatical eligibility cannot accrue beyond six and a faculty member must serve an additional six years following the year in which a sabbatical is taken, to become eligible for another sabbatical leave.

2. A mini-leave is earned after completing three full academic years of service. Following the year in which a mini-leave is taken, a faculty member must complete an additional three full academic years of service to become eligible for another mini-leave. The year in which a mini-leave is taken counts as a full year of credit toward sabbatical leave eligibility. However, a faculty member must complete at least two full academic years of service, after the year in which a mini-leave is taken, to become eligible for a sabbatical leave.

3. Special leave eligibility is determined on a case-by-case basis. However, time on special leave does not count toward the six full academic years of service required for sabbatical eligibility or the three full academic years of service required for mini-leave eligibility. In addition, a sabbatical leave is not normally granted until a faculty member has consecutively completed three full academic years of service following the year in which a special leave is taken.

5.08.05. Leave Application Process and Deadlines

November 1: Faculty members intending to apply for leave should notify the Dean of the Faculty of their intentions, with copies to the Leaves Committee and the appropriate Department Head.

December 1: Faculty members interested in having their draft leave applications reviewed by the Leaves Committee should submit a copy to the Committee. The Committee will return the draft application within two weeks with suggestions for revision and improvement.

Second day of classes after winter break: Completed leave applications must be submitted to the Dean of the Faculty and the Leaves Committee.

January 25: The Leaves Committee submits its recommendation to the Dean of the Faculty.

February 1: The Dean of the Faculty submits the Leaves Committee recommendation and his or her recommendation to the President.

5.08.06. Leave Application Criteria

An applicant should describe his or her plans for the leave in the context of the following criteria:

1. Scholarship immersion, time for focused work or for learning current practices
2. Innovation creativity, cutting edge inquiry, exposure to new things trying new things
3. Professional Growth broadening your perspective, networking, contacting
4. Pedagogy course enrichment, how others do it
5. Rejuvenation a change of pace, perspective, restoration

The following supplementary material should also be included with the application: a description of sources of funding for salary, residency or extensive travel if applicable; the site(s) of residency during the leave; a letter of support from the faculty member's Department Head; a letter of support from the sponsoring organization or individual with whom the faculty member plans to work, if applicable. The faculty member should also indicate any potential conflict of interest that might arise from the work he or she plans to undertake during the leave.

Note: Applicants planning an on-campus or local leave will want to stress the strengths of their proposed leave in the areas of innovation, professional growth, and rejuvenation. Furthermore, the availability of Rose-Hulman space, equipment, or staff support is not guaranteed to any leave recipient during the time of a leave. Therefore, any expectations of such must be explicitly stated in the leave application, and must be approved by the appropriate Department Head and the Dean of the Faculty.

5.08.09. Evaluation of Leave Applications

The Leaves Committee meets as necessary to evaluate, based on the above criteria, all applications received by the second day of classes after winter break, and to prepare its assessment for submission to the Dean of the Faculty no later than January 25. The Dean then consults with the appropriate Department Head regarding the leave proposal and replacement of the faculty member, as appropriate. After receiving input from both the Leaves Committee and the Department Head, the Dean of the Faculty submits his or her recommendation to

the President no later than February 1. The President makes the final approval and presents his or her recommendation to the Board of Trustees for approval.

Note: Departments should ensure that required courses are offered as needed during the absence of a faculty member during leave so that the granting of a leave should not postpone the date of graduation of any degree candidate. In addition, the number of persons from a Department who may be on any types of leave during a given academic year may have to be limited. Budgetary considerations may also limit the total number of faculty members who can be granted leave.

5.08.10. Report on Leave Activities

A written record describing the activities and accomplishments of the person on sabbatical or mini-leave should be submitted to the President, the Dean of the Faculty, and the Leaves Committee during the quarter following the conclusion of the leave. This report must include a detailed description of activities and an evaluation of the results.

In the year following a sabbatical leave, the faculty member is required to present a faculty/student seminar, open to the Institute community, on some aspect of his or her sabbatical work.

Copies of writings and research reports must be deposited in the Library. Reprints of published articles or research reports should be submitted to the office of the Dean of Faculty for inclusion in the individual's file.

Updated text

5.08. LEAVES

5.08.01. Introduction

Faculty members are strongly encouraged to take periodic leaves of absence for research, writing, additional graduate study, practical experience in industry, travel abroad, public service, or any other activity that will promote excellent teaching and increase professional competence. The funding of leaves is an investment in the Institute's most valuable asset, its faculty, and should be recognized as an essential academic expense. Faculty members on leave should spread knowledge of Rose-Hulman and advance its reputation as they complete their work in collaboration with industry, the government, another university, research institute, etc. Participation in activities of the host institution should serve the same purpose.

5.08.02. Leave Types

Leaves are of three types: sabbatical leaves, mini-leaves, and special leaves.

1. A *sabbatical leave* may be one, two, or three quarters in duration and will provide faculty with the opportunity to improve teaching skills, uplift morale, increase competence, and keep abreast of new developments in their field.

2. The *mini-leave* is granted for one quarter and provides a faculty member with the opportunity to accomplish certain professional development goals that require less time to accomplish than those undertaken during a traditional sabbatical leave.

3. A *special leave* may be one, two, or three quarters in duration. It allows a faculty member to capitalize on a special opportunity or respond to a special circumstance. However, special leaves are normally fully funded from an external source. The Institute may provide supplemental funding if appropriate or may attempt to ensure that the individual's benefit package remains roughly equivalent to what he or she would have if he or she remained on campus. However, these considerations and the renewal of any special leave are at the discretion of the administration.

A faculty member granted any leave must devote his or her full time to the activities specified in the leave application. Although the faculty member may accept a special grant or employment during the summer preceding or following a leave, no full or part-time employment of any kind may be undertaken unless specified in the leave proposal and approved by the administration. A faculty member receiving a leave is expected to return to service at Rose-Hulman for a minimum of one academic year.

5.08.03. Leave Compensation for Sabbaticals and mini-leaves

Compensation for the academic year in which a standard leave occurs is based on the type and duration of the leave. Special leaves are not typically funded by the Institute. Compensation rates for the academic year in which a standard leave is taken are:

- full base annual salary for a one-quarter sabbatical leave,
- three quarters of base annual salary for a two-quarter sabbatical leave,
- one half of base annual salary for a three-quarter sabbatical leave, and
- five sixths of base annual salary for those on a nine-month contract or seven-eighths of base annual salary for those on a twelve month contract, for a mini-leave.

For example, for the academic year in which a standard leave is taken, a faculty member with a \$60,000 base annual salary for a nine-month contract will earn: \$60,000 with a one-quarter sabbatical leave; \$45,000 with a two-quarter sabbatical leave; \$30,000 with a three-quarter sabbatical leave; or \$50,000 with a mini-leave.

Note: Any earnings from grants, summer programs or other activities not part of the faculty member's normal responsibilities are to be paid in addition to the adjusted annual salary. In all cases complete fringe benefits consistent with full salary compensation will be continued by the Institute. Adjustments of the foregoing guidelines required by special circumstances may be proposed by the applicant for consideration by the Institute. If accepted, the conditions agreed on will be stated in the contract letter.

5.08.04. Leave Eligibility

1. A sabbatical leave is earned after completing six full academic years of service. However, years credited toward sabbatical eligibility cannot accrue beyond six and a faculty member must serve an additional six years following the year in which a sabbatical is taken, to become eligible for another sabbatical leave.

2. A mini-leave is earned after completing three full academic years of service. Following the year in which a mini-leave is taken, a faculty member must complete an additional three full academic years of service to become eligible for another mini-leave. The year in which a mini-leave is taken counts as a full year of credit toward sabbatical leave eligibility. However, a faculty member must complete at least two full academic years of service, after the year in which a mini-leave is taken, to become eligible for a sabbatical leave.

3. Special leave eligibility is determined on a case-by-case basis. However, time on special leave does not count toward the six full academic years of service required for sabbatical eligibility or the three full academic years of service required for mini-leave eligibility. In addition, a sabbatical leave is not normally granted until a faculty member has consecutively completed three full academic years of service following the year in which a special leave is taken.

5.08.05. Leave Application Process and Deadlines

November 1: Faculty members intending to apply for leave should notify the Dean of the Faculty of their intentions, with copies to the Leaves Committee and the appropriate Department Head.

December 1: Faculty members interested in having their draft leave applications reviewed by the Leaves Committee should submit a copy to the Committee. The Committee will return the draft application within two weeks with suggestions for revision and improvement.

Second day of classes after winter break: Completed leave applications must be submitted to the Dean of the Faculty and the Leaves Committee.

January 25: The Leaves Committee submits its recommendation to the Dean of the Faculty.

February 1: The Dean of the Faculty submits the Leaves Committee recommendation and his or her recommendation to the Vice President of Academic Affairs. The Vice President of Academic Affairs reviews and submits a recommendation to the President.

February 15 : The President makes final determination on proposed leaves.

5.08.06. Leave Application Criteria

An applicant should describe his or her plans for the leave in the context of the following criteria:

1. Scholarship: immersion, time for focused work or for learning current practices

2. Innovation: creativity, cutting edge inquiry, exposure to new things trying new things

3. Professional Growth: broadening your perspective, networking, contacting
4. Pedagogy: course enrichment, how others do it
5. Rejuvenation: a change of pace, perspective, restoration

The following supplementary material should also be included with the application: a description of sources of funding for salary, residency or extensive travel if applicable; the site(s) of residency during the leave; a letter of support from the faculty member's Department Head; a letter of support from the sponsoring organization or individual with whom the faculty member plans to work, if applicable. The faculty member should also indicate any potential conflict of interest that might arise from the work he or she plans to undertake during the leave.

Note: Applicants planning an on-campus or local leave will want to stress the strengths of their proposed leave in the areas of innovation, professional growth, and rejuvenation. Furthermore, the availability of Rose-Hulman space, equipment, or staff support is not guaranteed to any leave recipient during the time of a leave. Therefore, any expectations of such must be explicitly stated in the leave application, and must be approved by the appropriate Department Head and the Dean of the Faculty.

5.08.09. Evaluation of Leave Applications

The Leaves Committee meets as necessary to evaluate, based on the above criteria, all applications received by the second day of classes after winter break, and to prepare its assessment for submission to the Dean of the Faculty no later than January 25. The Dean then consults with the appropriate Department Head regarding the leave proposal and replacement of the faculty member, as appropriate. After receiving input from both the Leaves Committee and the Department Head, the Dean of the Faculty submits his or her recommendation to the Vice President of Academic Affairs no later than February 1. The Vice President of Academic Affairs reviews and submits a recommendation to the President. The President makes the final determination by February 15.

Note: Departments should ensure that required courses are offered as needed during the absence of a faculty member during leave so that the granting of a leave should not postpone the date of graduation of any degree candidate. In addition, the number of persons from a Department who may be on any types of leave during a given academic year may have to be limited. Budgetary considerations may also limit the total number of faculty members who can be granted leave.

5.08.10. Report on Leave Activities

A written record describing the activities and accomplishments of the person on sabbatical or mini-leave should be submitted to the Vice President of Academic Affairs, the Dean of the Faculty, and the Leaves Committee during the quarter following the conclusion of the leave. This report must include a detailed description of activities and an evaluation of the results.

In the year following a sabbatical leave, the faculty member is required to present a faculty/student seminar, open to the Institute community, on some aspect of his

	<p>or her sabbatical work.</p> <p>Copies of writings and research reports must be deposited in the Library. Reprints of published articles or research reports should be submitted to the office of the Dean of the Faculty for inclusion in the individual's file.</p>
Notes	

Section number(s)	5.06
Date of approval	May Institute and Board meetings
Approved by	
Previous text	<p>5.06. EVALUATION OF ADMINISTRATION</p> <p>The Faculty evaluate the President of the Institute, the Dean of the Faculty, and their respective Department Heads annually in the spring. The evaluation instruments are prepared by the Faculty Affairs Committee in consultation with the officers involved. The completed evaluations of the President are provided to the President and the Chair of the Board of Trustees. The completed evaluations of the Dean of the Faculty are provided to the Dean, the President, and to the Chair of the Board of Trustees. The completed evaluations of the Department Heads go to the Department Head under evaluation, the Dean of the Faculty, and the President.</p>
Updated text	<p>5.06. EVALUATION OF ADMINISTRATION</p> <p>The Faculty evaluate the President of the Institute, the Vice President of Academic Affairs, the Dean of the Faculty, the Associate Dean of Faculty, and their respective Department Heads annually in the spring. The evaluation instruments are prepared by the Faculty Affairs Committee in consultation with the officers involved.</p> <p>The completed evaluations of the President are provided to the President and the Chair of the Board of Trustees.</p> <p>The completed evaluations of the Vice President of Academic Affairs are provided to the Vice President of Academic Affairs, the President, and to the Chair of the Board of Trustees.</p> <p>The completed evaluations of the Dean of the Faculty are provided to the Dean, the Vice President of Academic Affairs, the President, and to the Chair of the Board of Trustees.</p> <p>The completed evaluations of the Associate Dean of Faculty go to the Dean of the Faculty and the Vice President of Academic Affairs.</p> <p>The completed evaluations of the Department Heads go to the Department Head under</p>
Notes	

Section number(s)	Entire Section 4 and Appeals Process
Date of approval	May Institute and Board meetings
Approved by	

Previous text	
Updated text	From Buckley Committee
Notes	
Section number(s)	Section 2.02.12
Date of approval	June 2011 – Update to current structure
Approved by	
Previous text	Delete section on RHV Affairs Committee, RHV reports under Academic Affairs Committee
Updated text	
Notes	
Section number(s)	Section 3.18.4
Date of approval	August 2012
Approved by	Institute vote
Previous text	Vacancies created by such resignations will be filled for the remainder of the resignee's term by election.
Updated text	term by election <u>or appointment, as appropriate.</u>
Notes	
Section number(s)	Section 5.01
Date of approval	August 2012
Approved by	Institute vote
Previous text	Policy requires that when a group activity will cause students to be absent from class, a notice must be circulated to the Faculty at least one week in advance of the scheduled activity giving the activity, days and times to be missed, and names of students involved. Faculty advisors are responsible for preparing these notices, having them approved by the Dean of Students, and seeing to their distribution.
Updated text	“When more than one student will miss class because of a scheduled school activity, school policy requires that those students’ instructors be notified not later than one week prior to the anticipated absence. The faculty sponsor (instructor, student organization advisor, etc.) for the activity must submit a roster of students involved, stating the purpose, time(s), and date(s) of absence, to the Dean of Students for approval, and ensure that written notice is delivered to affected faculty members. The faculty sponsor may use an automatic notification system provided by the Institute. The automatic notification system may require the sponsor to make the entry eight days in advance to allow time for the Dean of Students to approve the activity in time for the affected professors to get the required one-week notice.”

Section number(s)	Section 6.05
Date of approval	August 2012
Approved by	New Institute policy
Previous text	None
Updated text	Add new smoking policy (add link to HR site)
Notes	
Section number(s)	2.04.05.
Date of approval	May 2013 Institute meeting
Approved by	Institute vote
Previous text	<p>2.04.05. Department Heads have the following responsibilities within their respective departments:</p> <ul style="list-style-type: none"> • make recommendations to the President concerning new Faculty appointments; • make recommendations concerning promotions and tenure in accordance with the procedures described in Section 4 of the Faculty Handbook; • make recommendations to the President concerning physical facilities and equipment needs; • oversee the maintenance and allocation of space, facilities, and equipment; • oversee the curriculum, especially to ensure its meeting standards of accreditation; • prepare the schedule of classes for submission to the Registrar; • prepare the Department budget for submission to the Dean of the Faculty; • supervise the disbursement of funds; • supervise students majoring in the curricula within the Department, assigning them faculty advisers and reviewing their academic progress to assure that they will meet graduation requirements; and • assist in placement by establishing contacts with appropriate business and professional groups.
Updated text	<p>2.04.05. Department Heads shall be responsible to the Dean of the Faculty for the following:</p> <ul style="list-style-type: none"> • academic leadership of the Department including <ul style="list-style-type: none"> ○ playing a leading role in the formulation of academic strategy, policy, and planning for the Department; ○ maintaining academic standards in the Department; ○ coordinating the efforts of Department faculty to improve curriculum; • the quality of education and educational support for students taking courses from the Department including <ul style="list-style-type: none"> ○ overseeing the curriculum, especially to ensure it is meeting standards of accreditation; ○ preparing the schedule of classes for submission to the Registrar; ○ supervising students majoring in the Department, assigning them faculty advisers and reviewing their academic progress to assure that they will meet graduation requirements; • hiring, supervision, development and support of all Department faculty and staff including <ul style="list-style-type: none"> ○ making recommendations to the Dean concerning new faculty

	<ul style="list-style-type: none"> appointments; ○ making recommendations concerning promotions and tenure in accordance with the procedures described in Section 4 of the Faculty Handbook; ○ assigning mentors to all new faculty members; • management of the Department including <ul style="list-style-type: none"> ○ making recommendations to the Dean concerning physical facilities and equipment needs; ○ overseeing the maintenance and allocation of space, facilities, and equipment; ○ preparing the Department budget for submission to the Dean of the Faculty; ○ supervising the disbursement of funds; • occupational health and safety in the Department; • assistance in placement by establishing contacts with appropriate business and professional groups; and • other matters as the Dean shall direct
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<p>Notes</p> <p>Section number(s) Date of approval Approved by Previous text</p> <p>Updated text</p> <p>Notes</p> <p>Section number(s) Date of approval Approved by Previous text</p> <p>Updated text</p>	<p>3.01.02 March 2014 Institute Meeting Institute Vote 3.01.02. The Faculty shall consist of the following:</p> <ul style="list-style-type: none"> • The President of the Institute; • Professors of all ranks who hold full-time contracts from the Institute, except adjunct professors; • Part-time tenure-track professors; • The Professor(s) of Military Science and of Air Science; • Director of the Library and Institute Librarian • Instructors who hold full-time positions at the Institute and who are not working for advanced degrees at Rose-Hulman. <p>3.01.02. The Faculty shall consist of the following:</p> <ul style="list-style-type: none"> • The President of the Institute; • Professors of all ranks who hold full-time contracts from the Institute. This includes visiting full-time professors but not adjunct faculty or visiting part-time professors; • Part-time tenure-track professors; • The Professor(s) of Military Science and of Air Science; • Director of the Library and Institute Librarian • Instructors who hold full-time positions at the Institute and who are not working for advanced degrees at Rose-Hulman. <p>3.24. March 2013 Institute Meeting Institute Vote 3.24. PATENTS, LICENSING, AND COPYRIGHTS COMMITTEE</p> <p>3.24. INTELLECTUAL PROPERTY COMMITTEE</p>
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<p>Notes</p> <p>Section number(s) Date of approval Approved by Previous text</p>	<p>3.24.01 March 2013 Institute Meeting Institute vote 3.24.01 Membership</p> <ul style="list-style-type: none"> • Vice President of Academic Affairs (Chair, ex-officio) • Vice President and Chief Administrative Officer (ex-officio) • two members of the Board of Trustees appointed by the chair of the Board • two tenured faculty members elected by vote of faculty to two-year terms. <p>Faculty terms shall be staggered.</p>
<p>Updated text</p>	<p>3.24.01 Membership</p> <ul style="list-style-type: none"> • Vice President of Academic Affairs (Chair, ex-officio) • Vice President and Chief Administrative Officer (ex-officio) • Dean of Innovation (ex-officio) • Vice President of Rose-Hulman Ventures (ex-officio) • Institute Library Director (ex-officio) • Two members of the Board of Trustees appointed by the chair of the Board • Two tenured faculty members elected by vote of faculty to two-year terms (staggered). All tenured members of the faculty are eligible for this position except the President, Vice-Presidents, Deans, Associate Deans, and Department Heads, except as indicated above.
<p>Notes</p>	