Preface

THE HANDBOOK FOR TEACHING FACULTY is designed, first and foremost, for the teaching faculty of Calvin University (i.e., for those Calvin employees who hold the rank of instructor, assistant professor, associate professor, or professor at Calvin University). Although part-time instructors, assistant instructors, librarians, administrators who have faculty status, and other Calvin employees may find the information and policies included herein useful, the intended audience is the teaching faculty.

The handbook serves the members of the teaching faculty in a number of ways. Its most immediate function is to provide them with information which will facilitate their work as teachers and scholars and which will set forth their personal and professional expectations and obligations as members of the Calvin teaching faculty.

The handbook also contains the most important educational and administrative practices and policies of Calvin University.

For the most part, information is not included in this handbook if it is included in other official university publications, such as the University Catalog, the Staff Handbook, or the Student Handbook. Rather, certain subjects are simply identified in this handbook and reference is made to the university document in which detailed information about the subjects can be found.

Information that is obsolete probably is worse than no information at all; hence, careful and continuing efforts will be made to maintain the information in the handbook on a current status. Between revisions of the handbook, changes in policy and procedures that have faculty, administrative, or Board of Trustees approval will supersede the policies stated in this handbook. Such changes will be incorporated into the next revision.
## Contents

Preface ........................................................................................................................................................................................... i

Chapter 1: Organization ...................................................................................................................................................... 11

1.1 / The Mission of Calvin University ..................................................................................................................... 11

*Vision* ........................................................................................................................................................................... 11

*Purpose* .......................................................................................................................................................................... 11

*Commitment* ............................................................................................................................................................... 11

1.2 / ARTICLES OF INCORPORATION ....................................................................................................................... 12

1.3 / BOARD OF TRUSTEES .......................................................................................................................................... 12

1.4 / ADMINISTRATIVE DIVISIONS........................................................................................................................... 13

1.4.1 / Academic Affairs Division .......................................................................................................................... 13

1.4.2 / Administration and Finance Division .................................................................................................... 13

1.4.3 / Advancement Division .................................................................................................................................. 13

1.4.4 / Enrollment and External Programs Division ...................................................................................... 13

1.4.5 / Information Services Division .................................................................................................................. 13

1.4.6 / Student Life Division .................................................................................................................................... 13

1.5 / THE PRESIDENT ..................................................................................................................................................... 14

1.5.1 / Appointment of the University President ............................................................................................ 14

1.5.2 / Responsibilities .............................................................................................................................................. 14

1.6 / ADMINISTRATIVE APPOINTMENTS .............................................................................................................. 16

1.6.1 / Selection ............................................................................................................................................................ 16

1.6.2 / Administrators with Faculty Status without Rank .................................................................................. 16

1.6.3 / Appointment and Reappointment Procedures for Administrators with Faculty Status .......................................................................................................................... 17

1.7 / BINDING NATURE OF HANDBOOK ................................................................................................................. 19

Chapter 2: Faculty Bylaws .................................................................................................................................................. 20

2.1 / FACULTY SENATE BYLAWS ........................................................................................................................... 20

2.1.1 / The Faculty Senate ........................................................................................................................................ 20

2.1.2 / Faculty Assembly and Faculty Meetings .............................................................................................. 26

2.1.3 / Meeting by Communication Equipment (Electronic Meetings) .......................................................... 27

2.1.4 / Amendments ................................................................................................................................................... 27

2.2 / DEPARTMENTS ....................................................................................................................................................... 27

2.2.1 / Organization ................................................................................................................................................... 27

2.2.2 / Functions ........................................................................................................................................................ 29
2.3 / DIVISIONS ................................................................................................................................................................. 29
  2.3.1 / Organization .................................................................................................................................................... 30
  2.3.2 / Functions of the Division ............................................................................................................................ 30
  2.3.3 / Functions of the Chairperson ................................................................................................................... 30
2.4 / FACULTY GOVERNANCE, COMPLIANCE, AND ADVISORY COMMITTEES ....................................... 31

Chapter 3: Faculty Personnel Policies ........................................................................................................................... 32
  3.1 / DEFINITION OF FRANCHISED FACULTY AND TEACHING STAFF ...................................................... 32
  3.2 / TYPES OF POSITIONS ........................................................................................................................................... 33
    3.2.1 / Regular Teaching Positions ........................................................................................................................ 33
    3.2.2 / Contingent Teaching Positions .................................................................................................................. 34
    3.2.3 / Special Positions ............................................................................................................................................ 34
    3.2.4 / Emeriti ............................................................................................................................................................ 35
    3.2.5 / Administrators with Faculty Status ....................................................................................................... 35
  3.3 / VARIATIONS ON REGULAR APPOINTMENTS ............................................................................................. 35
    3.3.1 / Reduced-Load Appointments ................................................................................................................... 35
    3.3.2 / Shared Appointments .................................................................................................................................. 38
    3.3.3 / Joint Appointments ....................................................................................................................................... 38
  3.4 / RECRUITMENT AND APPOINTMENT OF TEACHING STAFF ................................................................ 40
    3.4.1 / Determination of Departmental Staffing Needs ................................................................................ 40
    3.4.2 / Recruitment of Faculty Candidates Who Would Enhance Cultural, Ethnic, or Racial Diversity ........................................................................................................................................................... 41
    3.4.3 / Responsibilities in Recruitment and Appointment of Regular Teaching Faculty ................ 41
    3.4.4 / Recruitment and Appointment of Contingent Faculty ................................................................... 43
    3.4.5 / Appointment Letters .................................................................................................................................... 44
  3.5 / FACULTY RESPONSIBILITIES, EXPECTATIONS, AND ACADEMIC FREEDOM ................................ 45
    3.5.1 / Commitment to the Mission of the University ................................................................................... 45
    3.5.2 / Faculty Conduct .............................................................................................................................................. 49
    3.5.3 / Specific Responsibilities ............................................................................................................................. 50
    3.5.4 / Academic Freedom ........................................................................................................................................ 52
  3.6 / REAPPOINTMENT ................................................................................................................................................. 57
    3.6.1 / Evaluation and Reappointment of Regular Teaching Faculty: Policies........................................ 57
    3.6.2 / Evaluation and Reappointment of Regular Faculty: Procedures ....................................................... 59
    3.6.3 / Failure to Receive Tenure or Non-renewal of Tenure-Track Appointment ........................................ 72
3.6.4 / Failure to Receive Five-Year Renewable or Non-renewal of Renewable-Term Appointment .......................................................... 72
3.6.6 / Evaluation and Reappointment of Contingent Faculty ................................................. 73
3.7 / RANK AND PROMOTION .............................................................................................................. 74
3.7.1 / Regular Faculty .......................................................................................................................... 74
3.7.2 / Contingent Faculty ...................................................................................................................... 75
3.8 / POST-TENURE AND FIVE-YEAR-TERM APPOINTMENT REVIEW ........................................ 75
3.8.1 / Purpose ................................................................................................................................. 75
3.8.2 / Components of Six-Year Review of Tenured Faculty ......................................................... 75
3.8.3 / Components of Five-Year Review of Five-Year Term Faculty ........................................... 76
3.8.4 / Evaluation Guidelines ............................................................................................................. 76
3.9 / COMPLETION OF SERVICE OF REGULAR FACULTY .......................................................... 76
3.9.1 / Retirement ............................................................................................................................ 76
3.9.2 / Loss of Appointment for Tenured Faculty or Five-Year Term Faculty .................................. 77
3.10 / LEAVES OF ABSENCE ............................................................................................................ 78
3.10.1 / Unpaid Leaves of Absence ............................................................................................... 78
3.10.2 / Paid Leaves of Absence ....................................................................................................... 79
3.10.3 / Leaves for Certain Family or Medical Reasons ................................................................. 79
3.10.4 / Combined Support Leaves ............................................................................................... 79
3.10.5 / Counting Leave as Years of Service ................................................................................. 80
3.11 / FACULTY PERSONNEL RECORDS ...................................................................................... 81
3.11.1 / Personnel File (Provost’s Office) ................................................................................... 81
3.11.2 / Teaching Evaluation File (Provost’s Office) ................................................................. 82
3.11.3 / File Maintained in the Human Resources Office ........................................................... 82
3.11.4 / Appointment, Reappointment, and Promotion Dossiers ................................................ 82
3.11.5 / Departmental Records ..................................................................................................... 83
Chapter 4: Instructional and Related Policies ............................................................................. 84
4.1 / TEACHING ASSIGNMENTS ................................................................................................. 84
4.1.1 / Course Assignments and Teaching Schedules ............................................................... 84
4.1.2 / Standard Teaching Loads ............................................................................................... 84
4.1.3 / Reductions in Teaching Load ........................................................................................... 84
4.1.4 / Teaching Overloads .......................................................................................................... 85
4.1.5 / Summer School Teaching and Faculty Load .................................................................... 85
4.1.6 / Independent Studies and Tutorial Projects .................................................................... 85
4.1.7 / Regular Course on a Tutorial Basis ........................................................................................................ 86
4.2 / CLASSROOM POLICIES AND PROCEDURES ........................................................................................................ 86
4.2.1 / Admission of Students to Class ................................................................................................................ 86
4.2.2 / Schedule and Classroom Changes ........................................................................................................... 87
4.2.3 / Faculty Class Attendance ............................................................................................................................ 87
4.2.4 / Student Class Attendance ........................................................................................................................... 87
4.2.5 / Test Schedule ................................................................................................................................................... 88
4.2.6 / Final Examinations and Examination Schedule ................................................................................ 88
4.2.7 / Grading Policies .............................................................................................................................................. 88
4.2.8 / Academic Dishonesty ................................................................................................................................... 89
4.2.9 / Classroom Prayer ........................................................................................................................................... 89
4.2.10 / Office Hours ................................................................................................................................................... 89
4.3 / OTHER ACADEMIC POLICIES ............................................................................................................................ 89
4.3.1 / Cancellation of Classes ................................................................................................................................ 89
4.3.2 / Conflicts between the Schedules of Music Ensembles and Natural Science Laboratories ...................... 90
4.3.3 / Preparation of Classroom Materials ...................................................................................................... 90
4.3.4 / Faculty Access to Student Records ......................................................................................................... 91
4.3.5 / Faculty Absence from Campus ................................................................................................................. 91
4.3.6 / Complimentary Textbooks ......................................................................................................................... 91
4.3.7 / Use of Student Assistants ........................................................................................................................... 91
4.3.8 / Facility-Related Policies ............................................................................................................................ 92
4.3.9 / (Reserved for future use) ........................................................................................................................... 92
4.3.10 / Clarification of Policy regarding Early Departures for Academic Break Trips .................................... 92
4.3.11 / Guidelines for Summer Music Ensemble Tours .............................................................................. 93
4.4 / MISCELLANEOUS POLICIES RELATED TO FACULTY RESPONSIBILITIES ...................................... 93
4.4.1 / Campus Calendar and Room Use ............................................................................................................ 93
4.4.2 / Academic Procession and Dress .............................................................................................................. 94
4.4.3 / Office and Space Assignment .................................................................................................................... 95
4.4.4 / Budget Requests ............................................................................................................................................. 95
4.4.5 / Purchasing Supplies and Equipment ..................................................................................................... 95
4.4.6 / Access Control Devices .............................................................................................................................. 95
4.4.7 / Parking ............................................................................................................................................................... 95
4.4.8 / Chapel Attendance ........................................................................................................................................ 95
Chapter 5: Faculty Development

5.1 / PROGRAMS FOR THE DEVELOPMENT OF TEACHING ................................................................. 100
  5.1.1 / Faculty Orientation Workshops .......................................................................................... 100
  5.1.2 / Summer Seminars on Teaching ......................................................................................... 100
  5.1.3 / Mentoring ....................................................................................................................... 100
  5.1.4 / Grants for Innovations in Teaching .................................................................................. 100
  5.1.5 / Presidential Award for Exemplary Teaching ................................................................. 100
  5.1.6 / Sabbatical Projects ........................................................................................................ 100

5.2 / RESOURCES TO SUPPORT FACULTY RESEARCH AND SCHOLARSHIP ........................ 100

5.3 / SABBATICAL LEAVES ........................................................................................................... 101
  5.3.1 / Definition ........................................................................................................................ 101
  5.3.2 / Requirements Relating to Sabbatical Leaves ............................................................... 101
  5.3.3 / Eligibility for a Sabbatical Leave .................................................................................. 101
  5.3.4 / Conditions Pertaining to the University ......................................................................... 102
  5.3.5 / Application Procedures for Sabbaticals ...................................................................... 102
  5.3.6 / Grantee Obligations Following a Sabbatical Leave ................................................... 102

5.4 / CALVIN RESEARCH FELLOWSHIPS ..................................................................................... 103
  5.4.1 / The Nature of the Fellowship ....................................................................................... 103
  5.4.2 / Requirements Relating to Calvin Research Fellowships ........................................... 103
  5.4.3 / Eligibility for a Calvin Research Fellowship ............................................................... 103
  5.4.4 / Conditions Pertaining to the University ................................................................... 104
  5.4.5 / Application Procedures for Calvin Research Fellowships ...................................... 104
  5.4.6 / Obligations Following a Calvin Research Fellowship .............................................. 104

5.5 / ATTENDANCE AT PROFESSIONAL CONFERENCES ......................................................... 105
5.5.1 / Membership in Professional Societies............................................................................................................. 105
5.5.2 / Travel Allowance.................................................................................................................................................. 105
5.5.3 / Administration of Departmental Funds ................................................................................................................ 105
5.5.4 / Supplemental Travel Funds .................................................................................................................................. 106
5.5.5 / Travel Policies ........................................................................................................................................................ 106
5.6 / SUMMER STUDY AID ............................................................................................................................................... 106
5.7 / ASSISTANCE IN SEEKING OUTSIDE SUPPORT ............................................................................................... 106
5.8 / GUIDELINES FOR ENDOWED CHAIR PROPOSALS......................................................................................... 106
5.8.1 / Purposes ............................................................................................................................................................ 106
5.8.2 / Categories of Endowed Positions ...................................................................................................................... 107
5.8.3 / Budget ............................................................................................................................................................... 108
5.8.4 / Expectations for Endowed Position Holders ................................................................................................... 109
5.8.5 / Qualifications for Appointment ....................................................................................................................... 109
5.8.6 / Appointment and Renewal Protocols ............................................................................................................... 109
5.8.7 / Procedures for Revisions ....................................................................................................................................... 110
5.8.8 / Initiation of Endowed Position Proposals ......................................................................................................... 110
5.8.9 / Deviation from Proposal Guidelines .................................................................................................................. 111
5.8.10 / Criteria for Evaluation ........................................................................................................................................ 111
5.9 / GUIDELINES FOR ESTABLISHMENT OF CENTERS AND INSTITUTES ......................................................... 111
5.9.1 / Exploration of Centers or Institutes .................................................................................................................... 111
5.9.2 / Further Development of Idea ............................................................................................................................ 112
5.9.3 / Formal Approval .................................................................................................................................................. 113
5.9.4 / Procedures for Revisions ...................................................................................................................................... 113
5.9.5 / Deviation from Proposal Guidelines .................................................................................................................. 113
5.9.6 / Criteria for Evaluation ........................................................................................................................................... 113
Chapter 6: Faculty Policies and Standards ......................................................................................................................... 114
6.1 / PROCEDURES FOR ADDRESSING ALLEGATIONS OF MISCONDUCT AND UNSATISFACTORY JOB PERFORMANCE .............................................................................................................. 114
6.1.1 / Definitions ........................................................................................................................................................ 114
6.1.2 / Safer Spaces Disclaimer ...................................................................................................................................... 116
6.1.3 / Suspension with Pay ........................................................................................................................................... 116
6.1.4 / Initial Handling of Allegations ............................................................................................................................ 116
6.1.5 / Preliminary Inquiry Procedures .......................................................................................................................... 117
6.1.6 / Investigation Procedures ....................................................................................................................................... 118
6.16.1 / Overview

6.16.2 / Policy

6.16.3 / Disciplinary Action

6.17 / POLICY ON CONSENSUAL ROMANTIC RELATIONSHIPS

6.17.1 / General Rationale

6.17.2 / Definition of Romantic Relationships

6.17.3 / Types of Relationships

6.17.4 / Exceptions

6.17.5 / Complaints

6.18 / POLICY ON RESPONSIBLE USE OF TECHNOLOGY

6.18.1 / Overview

6.18.2 / Scope

6.18.3 / Consequences for Policy Violations

6.18.4 / Policy

6.18.5 / Statement on Wireless Networking Devices

6.18.6 / Information Security: Ownership, Right to Use and Protection of Information

6.18.7 / CIT Management of Calvin-Owned Computers

Chapter 7: Faculty Compensation and Benefits

7.1 / SALARY

7.1.1 / Compensation Philosophy

7.1.2 / The Salary Scale

7.1.3 / Initial Placement

7.1.4 / Progression through the Scale

7.1.5 / Salary for Reduced-Load Appointees

7.1.6 / Planned Medical and Family Care Leave

7.2 / BENEFITS

7.3 / COMPENSATION FOR OTHER SERVICES

7.3.1 Summer School Teaching

7.3.2 / Independent Studies and Tutorials

7.3.3 / Administrative or Other Non-teaching Assignments

7.3.4 / Non-teaching Duties during an Approved Family Care Leave

7.4 / VOLUNTARY PHASED RETIREMENT PROGRAM

7.4.1 / Eligibility
Chapter 1: Organization

1.1 / The Mission of Calvin University

Vision

*Calvin University is a comprehensive liberal arts university in the Reformed tradition of historic Christianity. Through our learning, we seek to be agents of renewal in the academy, church, and society. We pledge fidelity to Jesus Christ, offering our hearts and lives to do God’s work in God’s world.*

Purpose

*To engage in vigorous liberal arts education that promotes lifelong Christian service.*

- We offer education that is shaped by Christian faith, thought, and practice. We study and address a world made good by God, distorted by sin, redeemed in Christ, and awaiting the fullness of God’s reign.

- We aim to develop knowledge, understanding, and critical inquiry; encourage insightful and creative participation in society; and foster thoughtful, passionate Christian commitments.

- Our curriculum emphasizes the natural, cultural, societal, and spiritual contexts in which we live; our teaching respects diverse levels, gifts, and styles of learning; and our learning proceeds as a shared intellectual task.

*To produce substantial and challenging art and scholarship.*

- We pursue intellectual efforts to explore our world’s beauty, speak to its pain, uncover our own faithlessness, and proclaim the healing that God offers in Jesus Christ.

- We strive to embrace the best insights of Christian life and reflection, engage issues in the intellectual and public spheres, and enrich faith by the heritage of the past and the discoveries of today.

- Our faculty and staff are committed to keen and lively work in their chosen fields and to sharing its fruits with others.

*To perform all our tasks as a caring and diverse educational community.*

- We undertake our tasks in response to a divine calling. Together we challenge ourselves to excellence as we acquire knowledge, cultivate aspirations, and practice lives of service.

- We seek to gather diverse people and gifts around a common pledge and purpose; pursue justice, compassion, and discipline; and provide a training ground for the life of Christian virtue.

- Our classrooms embody a community of faith and learning extended across campus and beyond.

Commitment

- *We profess the authority of scripture and the witness of the ecumenical creeds. We affirm the confessions and respect the rich traditions of Reformed believers worldwide and, in particular, those of the Christian Reformed Church. We aim to enhance the cultural life about us and to*
address local needs. In all we say and do, wherever we may be, we hope to follow and further the ways of God on earth.

1.2 / ARTICLES OF INCORPORATION

Article I  The name of the corporation is Calvin University.

Article II  The purpose or purposes, for which the corporation is organized, either directly or indirectly, are as follows:

1. To provide students courses in the liberal arts including, but not limited to, the sciences, history, philosophy, professional, and pre-professional disciplines, and in theology, which are of a positively Reformed character entirely in accord with the doctrinal standards of the Christian Reformed Church in North America;

2. To enrich the education experiences of its students by offering exposure to a variety of disciplines, all from a distinctly Reformed perspective;

3. To grant to students Associates’, Bachelors’ and Master’s degrees based on completion of the requirements as shall be determined by the Board of Trustees;

4. To do all things necessary or incidental to or usually done by similar types of institutions;

5. The corporation shall not discriminate on the basis of race, color, sex, age, national or ethnic origin, or disability.

1.3 / BOARD OF TRUSTEES

The Board of Trustees’ basic function is to ensure that the university accomplishes its mission. The Board does this primarily through its role in determining policies, strategies, and budgets. In this process trustees must consider the special mission of Calvin University and be aware of the trends and challenges in higher education in general.

The Board evaluates and sets educational policy by acting upon recommendations of the faculty as brought to the Board by the administration; makes appointments to the university faculty and administration upon recommendation by the faculty and the president, subject to the ratification of synod; and determines financial policy by approving the budget and building plans recommended by the administration. The Board of Trustees is a legislative body whose primary responsibility is determining policy; it is not an administrative body. The Board articulates policies intended to guide the administration, but it does not itself execute the policies of the university. Calvin trustees are charged with the overall care and direction of the institution, but they do not “run” the school.

The authority of trustees rests in the Board as a whole, not in individual trustees. Trustees may initiate individual action affecting the university only when specifically commissioned to do so by the Board. The Board thus functions as a group, as a corporate body, with a view toward the enhancing of the institution as an educational agent of the church and an effective agency in the kingdom of God.

Policies concerning the operation of the Board may be found in the Board of Trustees Handbook.
1.4 / ADMINISTRATIVE Divisions

Calvin University is organized into six major administrative divisions: Academic Affairs, Administration and Finance, Advancement, Enrollment and External Programs, Information Services, and Student Life. The heads of these divisions (provost and vice presidents) report directly to the president. See the chart of organization in appendix A. The following is a brief summary of the responsibilities of each division.

1.4.1 / Academic Affairs Division
The Academic Affairs Division is responsible for all aspects of the academic program of the university. This includes planning, development, leadership, and evaluation of the curriculum and the faculty.

1.4.2 / Administration and Finance Division
The primary function of the Administration and Finance Division is to protect, maintain, and expand Calvin assets for the purpose of promoting the educational objectives of Calvin University. The Administration and Finance Division is responsible for all matters related to facility planning, financial services, food service, human resources, physical plant, support and auxiliary services, and conferences and campus events.

1.4.3 / Advancement Division
The primary focus of the Advancement Division is to develop understanding and support for the institution’s mission, programs, and activities.

1.4.4 / Enrollment and External Programs Division
The primary focus of the Enrollment and External Programs Division is to provide institutional leadership in undergraduate and graduate enrollment. This focus is represented in promoting of Calvin University to prospective students, setting pricing policies that ensure fairness and serve to meet institutional enrollment objectives, developing institutional retention programs, promoting graduate programs and enrollments, and promoting summer school.

1.4.5 / Information Services Division
The Information Services Division provides a single administrative unit that is responsible for providing information content and services to the university community. The purpose of this division is to manage the four major information functions (information discovery, information access, information organization, and information delivery) that support the academic and administrative departments as they carry out the mission of Calvin University.

1.4.6 / Student Life Division
The purpose of the Student Life Division is to advance the mission of the university by promoting educational programming and educational services to students which will help them integrate their in- and out-of-class experiences. The partnership between the Academic Affairs and Student Life divisions of the university reflects the institutional commitment to developing the whole person in service to God.

The Student Life Division is guided by its mission statement: “As servants of God and partners in education, we challenge and support students as they seek meaning in their university experiences.”
With delight and anticipation, we present them to the world as people who are learning to love the things that God loves, so that the world is blessed by their leadership.”

Areas of educational programming and services within the Student Life Division include student government and chartered student organizations, student leadership development, new student orientation, student activities programming, multicultural student development, service-learning, residence life, dining services, personal and career counseling, career services, health services, campus ministries programming, worship planning and coordination, campus safety, and student discipline.

1.5 / THE PRESIDENT

1.5.1 / Appointment of the University President

The procedures for the appointment of the university president are set forth in a document which has been approved by the university faculty, the Board of Trustees, and Synod. A copy of the document may be found in the Office of the President. This procedure includes a search committee that has representation from the faculty as well as other important community groups.

1.5.2 / Responsibilities

1.5.2.1 / General

The president is the chief executive officer of the university. The president is the one officer with an overview of the entire enterprise as a whole and, as such, must promote the mission and purpose of the university in its broadest dimensions. The maintenance and enhancement of the general welfare of the university is the direct responsibility of the president.

One of the ways the president maintains an overview of the entire enterprise is by regular meetings of the President’s Cabinet. The Cabinet is composed of the vice presidents and the provost. It meets biweekly throughout the year, with regularly scheduled all-day planning sessions to chart the course of the university into the years ahead. This Cabinet is primarily a discussion and advisory group; it does not make policy.

Another way in which the president maintains an overview of Calvin University is through membership on the Planning and Priorities Committee. This committee is a standing committee of the faculty and administration; its mandate is to conduct studies of the larger aspects of university functions in order to determine the appropriate emphasis to be placed on each function in its interaction with other functions. It is concerned primarily with the long-range plans of the university. Its purview is as broad as the university itself; its scope of activity overlaps areas covered by other committees and administrators.

1.5.2.2 / In Relation to the Board of Trustees

Inasmuch as the Christian Reformed Church owns and supports the university, and through its synod delegates control to the Board of Trustees, the president and faculty are, in final analysis, subject to the authority of the Board and of the Executive Committee, as representatives of the Board.

The Board of Trustees is a legislative body whose primary responsibility is the determination of policy. The Board is not an administrative body. The execution of policies should be left in the hands of the president.
The president is the administrative head of the university, with duties and powers defined in appropriate board-approved documents. This does not mean that the president is the autocrat of the institution with the faculty having only advisory powers nor is the president merely the presiding officer and executive of the faculty. Rather, the president takes the initiative with the Board in all important matters and consults and cooperates with the faculty in the manner prescribed in the faculty bylaws.

The president promotes the mission and purpose of the university at all times and is the principal representative of the university in external relations.

Except by special decision of the Board of Trustees, the president acts as the medium of communication between the Board of Trustees (or its Executive Committee) and the faculty, and between the Board (or its Executive Committee) and the students. The president is also a medium of communication between the university and the constituency. The interpretation and presentation of policy and major proposals to the Board of Trustees belongs preeminently to the Office of the President; it is the president's duty to submit all recommendations on these matters to the Board for final decision.

The president attends every regular meeting of the Board and its Executive Committee in order to report on significant events at the university, to consult with the Board on problems, and to bring appropriate agenda items for Board action. In the absence of the president, a designated vice president or the provost performs these functions on the president's behalf.

The president presents to each member of the Board a full report on the state of the university at least ten days before each plenary session. This report includes all necessary agenda items for action by the Board at each session.

Along with the Vice President for Development, the president acts as advisor to the Board Development Committee. In this capacity the president can help assure servant partnerships that are appropriate for the institution's growth and leadership in the years to come.

1.5.2.3 / In Relation to the Faculty
The president is the chairperson of the university Faculty Senate and holds the responsibilities, duties, and powers of that office as outlined in the faculty bylaws.

The president ensures that the faculty continually and diligently work at defining and developing the Reformed principles in the various disciplines, at shaping educational policy of the institution, at integrating faith and learning in the disciplines, and at promoting the educational and spiritual welfare of the student body.

Termination, dismissal, and discipline of individual faculty members, when necessary, is the administrative responsibility of the president in accordance with the procedures outlined in this faculty handbook.

The president's work in relation to the faculty is carried out mainly through the work of the Professional Status Committee and selectively by ex officio membership on all faculty committees. The president maintains oversight of the educational policy of the university through regular and continuing consultation with the provost on all educational policy matters.
1.5.2.4 / In Relation to the Students
The president, both personally and through the administrative staff, and together with the faculty, must promote in the university a Christian academic community in which a love of learning is instructed by the desire for a deepened and enriched knowledge of God’s work in creation, in Scripture, and in Christ. Toward that end, the president shall foster amicable relationships among the administration, faculty, and students.

When necessary, the president shall carry out responsibilities for student conduct and discipline as outlined in “The Student Conduct Code” (see the Student Handbook).

1.6 / ADMINISTRATIVE APPOINTMENTS

1.6.1 / Selection
The president has a significant role in the selection of the members of his or her own administrative team. The following procedure is designed to accomplish that end while assuring the involvement of the faculty and the Board of Trustees.

1. The president selects the name(s) of the candidate(s) whom he or she would like appointed. Normally, the president appoints a search committee to assist in this task. When the appointment of an administrator includes granting faculty status, the search committee includes representation from the faculty.

2. The name(s) of such candidate(s) are submitted to the Professional Status Committee for screening and approval. When faculty status is included, the considerations and procedures outlined in section 1.6.2 should be followed.

3. The name(s) of the candidate(s) are then presented by the president to the Executive Committee or the Board for appointment. It is assumed that, as a rule, a single candidate is recommended to the Board for a given position.

4. If the Executive Committee or Board rejects the nomination presented, the matter is referred back to the president through the above channel. If the Board deems it advisable, it may propose candidates for the president’s consideration.

1.6.2 / Administrators with Faculty Status without Rank
Appointment of administrative officers is accompanied by faculty status in those cases in which the administrative office includes responsibilities for developing and implementing curricular policy and educational standards, or administering faculty development, including faculty status.

Persons who hold administrative positions with faculty status are subject to the same expectations as the teaching faculty, as follows:

1. education, experience, and professional activity commensurate with the requirements and demands of the position;

2. subscription to the forms of unity of the Reformed Churches;

3. membership in good standing and active participant in the life, worship, and activities of a Christian Reformed church or any church in ecclesiastical fellowship with the Christian Reformed Church, as defined by Synod;
4. promotion of Christian education at all levels, including providing any children of school age with Christian schooling; and

5. support for the mission of Calvin University.

The Professional Status Committee (PSC) is responsible for recommending appointment and/or reappointment with faculty status to the president. The primary PSC responsibility is to address all-university interests that relate to faculty status rather than specific qualifications necessary for the position. There is one exception: professional librarians’ initial appointments and/or reappointments shall be handled by the Library Committee, according to the procedures outlined below for PSC.

Before such faculty status is granted to newly established or redefined administrative positions by the Professional Status Committee, the position description with appropriate rationale for granting faculty status is reported to the Faculty Senate for information.

Although faculty status may be granted, appointment of administrators to such positions does not carry a regular faculty rank or eligibility for tenure consideration. For salary and seniority purposes, such positions are assigned an appropriate administrative classification. The terms of appointment of such administrative officers proceed in the following order: two years, two years, four years, and continuing appointment.

Full-time administrative officials appointed directly from the faculty normally shall vacate their regular faculty ranks and positions while they hold administrative positions.

1.6.3 / Appointment and Reappointment Procedures for Administrators with Faculty Status

1.6.3.1 / Appointment

The process for appointment of administrators with faculty status parallels the process for appointment of new faculty, as outlined in section 3.4.3. In general, the immediate supervisor of the new administrator fulfills the responsibilities assigned to the department chair, and the divisional vice president fulfills the responsibilities assigned to the academic dean. The Professional Status Committee interviews each administrator appointed for a term of two or more years.

Because administrators with faculty status are expected to comply with the faculty membership requirements, it is essential that the recruiting supervisor clearly present the college’s expectations in this regard during the recruitment process. An indication of willingness to comply with the faculty membership requirements is requested from each candidate as part of the application dossier.

Resources to aid supervisors in the recruitment process as well as a checklist of materials required for the candidate’s appointment dossier are available from the Provost’s Office.

1.6.3.2 / Reappointment

1.6.3.2.1 / CRITERIA

The candidate for reappointment and the candidate’s supervisor will address the following criteria for reappointment in the review process outlined in section 1.6.3.2, especially in the candidate’s self-evaluation summary of activities and accomplishments, and goals for next appointment; and in the supervisor’s summary and the evaluations by colleagues.
1. Evidence of administrative skills, supervision of people, program implementation, and development and enhancement in keeping with the mission of the university;

2. Evidence of continued professional development as both participant and/or leader in the area of expertise as seen by:
   - contributions to the field through written or oral presentations
   - contributions to the field in planning or organizing professional conferences or seminars
   - membership in regional or national associations
   - continued reading in the field;

3. Evidence of work with students as seen by
   - actual classroom teaching
   - the mentoring of individual students
   - the advising of student groups or individuals
   - effective programming for students;

4. Evidence of service to the university and service to the community;

5. Commitment to the mission of Calvin University as evidenced in the stated faculty religious requirements: adherence to the creeds and confessions of the church, membership in good standing in a Reformed body of believers, and support for Christian schooling.

The relevant vice president shall establish the details of these criteria for each administrative position bearing faculty status, according to the nature of each position and the responsibilities and capacities demanded of each in its position description. Supervisors will communicate these norms and standards to administrators, normally at the beginning of each appointment.

1.6.3.2.2 / PROCESS

The process for reappointment of administrators with faculty status is similar to the process for teaching faculty reappointment, as outlined in section 3.6.2. Evaluation resources and checklists of materials required for the candidate’s reappointment dossier are available from the Provost’s Office.

The candidate for reappointment shall prepare the following items:

1. Current curriculum vita

2. Self-evaluation, based on norms for evaluation determined by the departmental supervisor and divisional vice president. The self-evaluation should include areas of professional engagement and community service as well as traditional administrative areas.

3. Summary of activities and accomplishments of past appointment

4. Goals for duration of next appointment

5. 750- to 1250-word statement on the integration of faith and work
6. Statement of compliance with the faculty membership requirements for signing the *Covenant for Faculty Members*, church membership, and Christian schooling.

The candidate’s supervisor shall prepare the following items:

1. A copy of the candidate’s position description.
2. Written summary of the dossier, evaluation of the candidate, and recommendation for reappointment.
3. Summary of evaluations by colleagues, including comments, written to preserve anonymity.
4. If the candidate is affiliated with an academic department, the supervisor shall solicit an evaluation and recommendation from the department chair.

The supervisor’s review and recommendation shall be shared with the candidate.

The candidate’s divisional vice president shall review the reappointment dossier and prepare on one page a recommendation for reappointment and summary of the candidate’s employment history. The vice president shall be present at the meeting of the Professional Status Committee in which the candidate’s reappointment is considered.

1.6.3.3 / Board Interviews of Candidates for Reappointment

The Board of Trustees shall interview administrative candidates for reappointment after an initial (normally two-year) appointment. The Board of Trustees may interview such candidates at subsequent reappointments upon its request.

1.6.3.4 / Periodic Reviews

Administrators with faculty status on continuing appointment shall be reviewed every six years by their supervisor and divisional vice president. These reviews shall be conducted in accordance with departmental norms for evaluation established by the supervisor and vice president.

1.7 / BINDING NATURE OF HANDBOOK

To the extent consistent with University’s Articles of Incorporation and the Bylaws of Calvin University, the rules and regulations set forth in this handbook shall be binding on the University, its Board of Trustees, officers, and faculty. Changes may be made to this handbook by the Board of Trustees in consultation with the Faculty Senate and the president. (Changes to the Faculty Bylaws, section 2.1 of this handbook, also require a ⅔ vote of the enfranchised faculty.) Unless otherwise specified in the handbook, changes are effective upon approval of the Board of Trustees.
Chapter 2: Faculty Bylaws

2.1 / FACULTY SENATE BYLAWS

2.1.1 / The Faculty Senate

The normal business of the faculty shall be conducted at Faculty Senate meetings.

The essential functions of the Faculty Senate meetings shall be deliberation and action on policy as well as review of policy implementation. As part of this latter function the chairperson shall schedule regular presentations from each of the administrative divisions of the university by the President’s Cabinet. These presentations (which normally should not exceed 10 minutes, except at the discretion of the Executive Committee) shall be preceded by a written report, submitted on deadline with other Senate materials. The Planning and Priorities Committee and the President’s Cabinet shall also regularly provide written summaries of their minutes to the Faculty Senate.

Though normally the Faculty Senate shall act only upon the recommendations of faculty committees and of appropriate administrators, the chair may also schedule discussions of policy matters relating to the mission, purpose, and curriculum of the university even before such matters have been referred to committees of the faculty. In extraordinary cases, senators may also place items for consideration on the agenda. Senators proposing items to be added to the agenda must submit their request in writing to the Executive Committee ten days in advance of the scheduled Faculty Senate meeting.

If, after seeing the published agenda, senators wish to add an item or change the status of an item (e.g., from “for information” to “for approval”), they should gather the signatures of the appropriate number of colleagues (as outlined below) and submit their request in writing to the Senate Executive Committee before noon on the day of the Senate meeting.

- Upon the request of 10% of senators, an item will be placed on the agenda “for discussion and input.”
- Upon the request of 10% of senators, an item will be placed on the agenda “for information.”
- Upon the request of 30% of senators, an item will be moved from “for information” to “for approval.”
- Upon the request of 30% of senators, an item will be placed directly on the agenda “for approval.”
- Any item brought through these means directly to Senate “for approval” must be passed by a ⅔ majority.

Finally, in accordance with Robert’s Rules of Order Newly Revised (11th ed., p. 373, lines 1–8), members of Senate can make a motion to change the agenda at the meeting, before the agenda has been approved. Such changes require a majority.

2.1.1.1 / Senate Executive Committee and Its Duties

The Executive Committee members of Faculty Senate are the President, Provost, Vice Chair, and Secretary.
The Executive Committee of Faculty Senate, in consultation with faculty committees and the administrative team of the university, shall propose the agenda for Faculty Senate meetings. The agenda shall be adopted by the Senate, which may also propose changes in the order of business for that meeting. The agenda shall include an item called Question Period. During this period senators may direct questions to any committee or official regarding their work or regarding reports that have been distributed to the faculty.

The Executive Committee will ensure that all faculty members will be given a copy of the detailed Senate agenda no later than seven calendar days before the meeting. Full documentation will be available to each department from its senator. In addition, all Faculty Senate documents (the detailed Senate agenda with its full documentation) and some committee documents, as selected by the officers of the Senate, should ordinarily be posted to a local campus intranet at least seven calendar days prior to Senate deliberation about them. An exception to the seven-day rule may be made if the Senate officers agree to it and no three senators protest the exception.

2.1.1.1.1 / CHAIR
The president of the university shall serve as the non-voting chair of the Senate.

2.1.1.1.2 / VICE CHAIR
A. **Eligibility.** All persons with faculty status who are serving in at least their fourth consecutive year of employment at Calvin University shall be eligible for election as vice chair of the Faculty Senate.

B. **Term.** The vice chair of the Senate shall serve for no more than three 3-year terms (running for election each time) and shall be a voting member of Faculty Senate while holding office.

C. **Election.** The election of vice chair shall occur at the same time as the Faculty Senate elections.
   - The Committee on Governance shall solicit nominations for vice chair. Each division shall be asked to nominate one of its members. At its discretion the Committee on Governance shall solicit additional nominations and add no more than two additional nominees to make up a slate of four to six nominees.
   - The vice chair shall be elected by majority vote.
   - If vice chair is a sitting senator, his or her Senate seat shall be considered vacant and shall be filled following the bylaws for vacant Senate seats.

D. **Duties.** Duties of the vice chair include the following:
   - Taking the chair at Faculty Senate meetings at the request of the president.
   - Serving *ex officio* as a voting member on the Committee on Governance.
   - Providing a concise digest of matters coming before Faculty Senate to all colleagues prior to each Senate meeting, and a prompt summary of what occurred at Faculty Senate following each Senate meeting.
   - Pairing each newly elected senator with a second- or third-year senator in his/her division.
• In conjunction with the other members of the Executive Committee of Faculty Senate, organizing an orientation and welcome session early in the fall semester for new senators.

• Participating in orientation meetings for all governance committee chairs.

• Facilitating Senate’s relationship with Chimes, as per appendix F.

E. **Compensation.** The vice chair of Faculty Senate will normally receive one course release per academic year as compensation for these responsibilities.

2.1.1.1.3 / **SECRETARY**

A. **Eligibility.** The secretary of the Senate shall be an elected member of the Senate.

B. **Term.** The secretary shall be elected by the Faculty Senate for a two-year term.

C. **Election.** The election of secretary shall take place at the last spring meeting of Faculty Senate.

D. **Duties.** Duties of the secretary include the following:

   • Conducting official correspondence,
   
   • Recording the minutes of the Faculty Senate meetings
   
   • Maintaining an agenda of unfinished Senate business
   
   • Classifying all reports to be considered by the Senate
   
   • Supervising the permanent files of all faculty committees.

2.1.1.1.4 / **PARLIAMENTARIAN**

A. **Eligibility.** The parliamentarian shall be an elected member of the Senate.

B. **Term.** The parliamentarian shall serve a one-year, renewable term and shall be a voting member of Faculty Senate while holding the office of parliamentarian.

C. **Selection.** The Senate parliamentarian shall be appointed by the other Senate officers, subject to confirmation by Faculty Senate.

D. **Duties.** Duties of the parliamentarian include the following:

   • Ensuring that faculty bylaws are followed
   
   • Serving as the authority to whom questions regarding parliamentary procedure may be referred by the chair during meetings of the Senate.

2.1.1.2 / **Eligibility for Election to the Senate**

All persons with faculty status who are serving in at least their fourth consecutive year of employment at Calvin University shall be eligible for election to the Faculty Senate, except persons of color, who are eligible to be nominated in their third consecutive year of employment.

Senators normally will not be eligible for immediate reelection; eligibility for election will resume after a one-year hiatus.
2.1.1.3 / Senate Terms and Committee Service
Under the supervision of the Committee on Governance, senators will be elected to a three-year term.

During their term of Senate service, faculty senators may be asked to serve as members, but normally not as chairs, of university committees. Normally, faculty senators may not be asked to serve on intensive governance committees during their terms of office on Faculty Senate.

2.1.1.4 / Senate Composition and Election Procedures
One-third of the Senate shall be elected each year. Prior to an election, a demographic profile of the previously elected Senate membership should be distributed.

To be elected, a candidate must win a majority of the ballots cast.

The Senate shall have the following composition, elected as follows:

A. Academic Departments
   • Each of the academic departments will elect one of its members to the Senate.
   • Each year the academic departments whose senators are retiring will elect replacements from their respective departments by the end of February for three-year terms, which begin on September 1.

B. Academic Divisions
   • Each of the three academic divisions will elect two at-large senators.
   • Whenever necessary, each academic division will elect a replacement for its retiring senator from a slate for which each department in that division may submit one nominee from any department in its division. This election will take place by the end of March, for three-year terms, which begin on September 1. Prior to this election, a demographic profile of the current Senate membership should be distributed to each department chair along with the request for nominations.

C. Non-Teaching with Faculty Status
   • Persons with faculty status who are not members of academic departments (the staff of the library, Broene Center, and Student Academic Services, as well as administrators with faculty status) will elect two senators.
   • Whenever necessary, the non-teaching members of the faculty will elect a replacement for their retiring senator by the end of March, for a three-year term, which begins on September 1.

D. At Large Representation
   • The entire faculty electorate will also elect six at-large senators.
   • Each year the entire faculty electorate will elect replacements for retiring at-large senators from a slate for which each department may submit one nominee from any department in the university (non-teaching members of the faculty will be regarded as one department for this purpose). This election will take place by the end of April, for
II. Faculty Bylaws

three-year terms, which begin on September 1. Prior to this election, a demographic profile of the current Senate membership should be distributed to each department chair along with the request for nominations.

E. Ex Officio. The provost and academic deans will be voting members *ex officio*. The other vice presidents may attend and participate in discussions when appropriate.

F. Student Representation

- The president and a vice president of Student Senate will sit on Faculty Senate, along with an at-large student senator chosen from among the current student senators by Student Senate during the time of student appointments to faculty governance committees each spring. The at-large senator must have completed at least one year at Calvin University.
- Student members of Faculty Senate shall not have the right to vote or to make motions, and they shall be excused from the Faculty Senate meeting room during an executive session.

2.1.1.5 / Senator Absence and Replacement Between Elections

Attendance of senators at Senate meetings shall be considered an integral part of their professional duties. As members of a deliberative body, it is expected that senators will be in attendance at each meeting of Senate. In the case of a necessary absence, senators must inform the Senate secretary. A senator may send a replacement colleague for one meeting, but, as mandated by *Robert’s Rules of Order*, this colleague may not vote.

Whenever a Senate seat is vacant for two or more meetings before the expiration of a term (through, e.g., illness, leave of absence, retirement, or death), a replacement will be appointed. Replacements for academic department representatives will be appointed by the department chair; replacements for academic division representatives will be appointed by the division chair; replacements for representatives of persons who are not members of an academic department and replacement for faculty at-large representatives will be appointed by the Committee on Governance. Such replacements will serve for the duration of the vacancy, and if that period of service is no more than one year, the replacement will be eligible for immediate reelection.

2.1.1.6 / Senate Meetings

A. Schedule of Meetings. The Faculty Senate shall normally meet at least once a month during the academic year. Additional meetings may be called when formally requested by at least 10 senators or at the discretion of the Senate officers, who may also cancel a regularly scheduled meeting should the lack of a full agenda warrant it.

B. Quorum. The presence of $\frac{2}{3}$ of the voting membership constitutes a quorum. Senators are expected to be in attendance.

C. Voting Rights. Voting rights shall be held by all duly elected senators and *ex officio* members.

D. Robert’s Rules of Order. *Robert’s Rules of Orders* shall be used to govern the procedures followed at meetings of the Senate. See appendix B for some procedures which are particularly applicable to Senate business.
E. **Minutes.** All faculty members shall be given a copy of the summary minutes of Senate meetings. The President’s Office will make full minutes available to all faculty members.

F. **Postponing Agenda Items.** Upon request by 20% or more of persons with faculty status, Faculty Senate action upon any agenda item will normally be postponed pending formal discussion by the full faculty. Such requests must be submitted to the president at least one class day prior to the scheduled Faculty Senate meeting. The president shall then schedule a meeting for this discussion prior to the next regularly scheduled Senate meeting.

G. **The Rights of Non-senators.** The following members of the university community may attend Senate meetings as visitors, except in executive sessions, without the right to vote but with the privilege of the floor as granted at the discretion of the chair or a majority of the Senate:

- All non-senators with faculty status.
- Members of the Board of Trustees.
- Administrators and staff members whose role in the educational activities of the university is enhanced by attendance at Senate meetings.
- Members of the Student Senate, students serving on faculty committees, and student representatives of *Chimes* and other campus media.
- Members of the Alumni Association Board.

Non-senators may request the privilege of the floor and be invited by either the chair or a majority of the Senate to speak to the Senate when appropriate; otherwise, only senators and officers have the privilege of the floor. When committee reports are presented to the Senate, the committee chair or a representative designated by the committee shall present the report.

H. **Student Media Coverage of Senate Meetings.** Student media coverage of Faculty Senate meetings shall comply with the approved policy (see appendix F).

2.1.1.7 / Reports and Communications to the Faculty Senate

A. **Action Items.** All faculty committees shall make their recommendations for action to the Senate.

B. **Schedule of Committee Deadlines.** The Executive Committee of Faculty Senate shall call a meeting of all committee chairs by October 1 to provide an orientation for chairs regarding committee mandates, important agenda items for the year, areas of overlap and common concern, and proper procedures for sharing committee minutes. By the November meeting of the Faculty Senate, the major items of the year’s agenda for each committee shall be posted on the Calvin intranet. By June 30, committees shall file a report with the Senate regarding their activities for the academic year.

C. **Reports from Committees**

- Written reports to the Faculty Senate shall conform to a standard form prepared by the secretary of the Senate (see appendix C). This format shall include a reference key (committee name, subject, sequence number, date, etc.), a descriptive title, the
membership of the committee, the name of the reporter, a statement of the problem or explanation of the mandate, a justification for the action proposed, and the formal resolutions proposing action.

- A written report to be considered for Senate action must be delivered to senators not later than seven calendar days before the meeting of the Senate. The reproduction and distribution of committee reports is the responsibility of the administrative representative on the committee or, in cases in which there is no administrator on the committee, the Provost’s Office.

- Written reports of administrators or senators calling for deliberation or decision shall conform to the general rules concerning committee reports.

- Reports which have been distributed in advance in accordance with the above guidelines shall not be read unless requested by a vote of the Faculty Senate. A brief written digest shall be given to the secretary for inclusion in the minutes.

D. **Reports from Standing Committees, Task Forces, & Governing Boards.** Standing committees, task forces and governing boards of the university may also bring to Faculty Senate items for discussion and input even before any decision has been taken at the committee level. Items for discussion shall be ones of concern to the whole university, and shall be submitted to the President’s Office at least ten days before Faculty Senate meetings. The request to have the item included on the agenda shall provide a concise overview of the issue and a set of questions on which the committee, task force, or governing board would like Faculty Senate’s feedback. Members of the committee, task-force, or governing board shall be in attendance at the relevant Faculty Senate meeting to gather feedback and answer any questions. Items for discussion shall be submitted on a standard form (see Appendix C).

E. **Reports from Student Senate.** All communications from the Student Senate to the faculty shall be presented to the secretary of the Faculty Senate, who shall determine if they are properly the immediate business of a particular committee, or a council, or the Faculty Senate. Furthermore, whatever the recommendation of the faculty committee or council, it shall be accompanied by the original communication from the Student Senate, unless officially withdrawn by that body. The Student Senate resolution shall have the status of a minority report if it differs from the faculty committee’s recommendation.

2.1.2 / Faculty Assembly and Faculty Meetings

The full faculty will meet early in the fall semester for a Faculty Assembly, organized by the Senate Executive committee, to address matters pertinent to the university community. The agenda shall always include an item called Question Period. During this period faculty members may direct questions to any committee or official regarding matters of all-university concern.

If by majority vote the Faculty Senate decides that a special meeting of the full faculty should be called to consider an urgent item or a major item that affects the whole of the faculty, the Faculty Senate chair, vice chair, and secretary shall organize such a meeting. By majority vote, the Faculty Senate can also authorize that a given faculty meeting have the Senate’s governance authority over some or all of the issues presented at the meeting. The agenda shall consist of items authorized by the Faculty Senate for action and/or discussion at the full faculty meeting.
2.1.3 / Meeting by Communication Equipment (Electronic Meetings)

Enfranchised members of the Calvin University faculty may participate in meetings of the faculty assembly, Faculty Senate, governance committees, compliance committees, center or institute advisory councils, or department/program meetings using a conference telephone or similar communications equipment, electronic video screen communications, or electronic transmission, provided that all persons participating in the meeting have been given notice of the means of remote communication and are able to access the names of the participants during the meeting, and provided that all the participants in the meeting can communicate with each other. Participation in a meeting pursuant to this paragraph shall constitute presence in person at the meeting. During electronic meetings, it shall be permissible for votes to be taken using features of the electronic meeting service.

Each member is responsible for his or her audio and Internet connections; no action shall be invalidated on the grounds that the loss of, or poor quality of, a member’s individual connection prevented participation in the meeting.

When in-person meetings are held, it is expected that participants attend in person unless the Faculty Senate Executive Committee has given permission for an alternate choice.

2.1.4 / Amendments

Bylaws governing faculty meetings may be amended by a ⅔ majority vote of the enfranchised faculty. Such a vote shall be taken by mail ballot.

2.2 / DEPARTMENTS

2.2.1 / Organization

2.2.1.1 / Establishment and Termination

A department may be established by the provost in consultation with the president and the academic deans and with the concurrence of the Educational Policy Committee, whenever six courses are offered in a given discipline or program and at least three full-time persons are teaching these courses.

The existence of a department may be terminated by the provost in consultation with the president and the academic deans and the concurrence of the Educational Policy Committee, whenever six or fewer courses are offered in a given discipline or program or when fewer than three full-time persons are teaching these courses.

2.2.1.2 / Membership and Franchise

All persons appointed to a position with the rank of instructor or higher, including those with reduced-load or shared appointments, are members of the department to which they are appointed and are eligible to vote on all matters which shall be transmitted to faculty committees or the administration for action with the exception of personnel matters. Eligibility to vote on personnel matters depends on the nature of the recommendation and is described in chapter 3.

Part-time teachers and appointees with a rank lower than that of instructor may attend departmental meetings at the discretion of the department chair, but they shall not be eligible to vote on matters which shall be transmitted to faculty committees or the administration for action.
2.2.1.3 / Chairperson

2.2.1.3.1 / Appointment and Term of Office
Each department shall have a chairperson appointed for a three-year term by the provost, in consultation with the president and the academic deans. Before the expiration of the chairperson’s term, and in the event of a vacancy, the appropriate academic dean shall inform the department members that an appointment is pending and shall solicit their recommendations. The chairperson shall be eligible for a second successive term of three years.

2.2.1.3.2 / Compensation
The chairperson shall receive compensation for this additional assignment in the form of released time from teaching, non-assignment to other institutional and committee assignments, financial remuneration, or a combination of these.

2.2.1.3.3 / Qualifications
Department chairpersons shall have the rank of associate professor or higher and be either tenured or in a 5-year renewable-term appointment, except in those situations where the provost, in consultation with the president and the appropriate divisional dean, judges that there is a valid reason for an exception. The appointee shall ordinarily have served on the Calvin University faculty for two years and shall have demonstrated administrative ability.

2.2.1.3.4 / Responsibilities
The department chairperson shall be the official representative and spokesperson for the department both with respect to the internal administration of the university and with respect to the public at large. The chairperson shall give leadership in the development and implementation of departmental programs. He or she shall supervise the academic and non-academic personnel in the department, and shall encourage scholarly activity and effective teaching on the part of departmental members.

The chairperson is directly responsible to the academic dean of the division in which the department is lodged for the performance of his or her duties and the functioning of his or her department. Annually he or she shall submit to this dean an evaluation of the state of the department, including projections for future needs and changes. The chairperson shall also work closely with the relevant members of the Academic Administration Division in the implementation of program and personnel policies.

The chairperson is also a member of the executive committee of the division of which his or her department is a part.

2.2.1.4 / Secretary
Each department shall have a faculty secretary, appointed for a one-year term from members of the department by the chairperson of the department, subject to reappointment. The secretary shall keep minutes of the departmental meetings and assume responsibility for departmental records assigned to his or her custody by the chairperson of the department.

The secretary shall send copies of the departmental minutes to the provost, the department’s respective dean, and the president throughout the year and shall place a complete set of department minutes in Heritage Hall at the end of each academic year. The secretary shall transmit
II. Faculty Bylaws

departmental decisions to appropriate administrators and committees when requested to do so by the chairperson.

2.2.1.5 / Department Meetings
Department meetings shall be held on a regular basis, ordinarily at least once a month, to transact departmental business. Meetings may be called by the chairperson or, in his or her absence, by the secretary of the department. Meetings must be called by the officers upon request of any two members of the department.

2.2.1.6 / Committees
Each department chairperson shall appoint such departmental committees as necessary to discharge the responsibilities of the department. The following are illustrative of committees the department may appoint: Curriculum, Personnel, Library, Seminar or Colloquium, Publicity, and Student Development and Services.

Departments are encouraged to appoint students to departmental committees as voting members.

2.2.2 / Functions
The primary functions and responsibilities of a department are to develop and implement the curriculum of the department; to contribute to the advancement of scholarship in the department’s area of specialty, particularly scholarship that is uniquely Christian; to maintain contact with Christian colleagues at other institutions; and to promote the professional teaching competence and Christian esprit de corps of the department. The activities of the department should contribute to the achievement of these goals and the overall goals of the institution. Although the department chairperson should give leadership in the development and implementation of the department’s programs, members of the department shall take an active part in formulating the department’s policies and in assisting the department chairperson in the implementation of these policies.

Several specific functions assigned to departments and department chairpersons are

- to review and develop department curriculum and programs;
- to coordinate faculty recruitment and development;
- to prepare faculty and class schedules and assignments;
- to oversee employment and supervision of non-teaching personnel;
- to engage in student development and services;
- to advise regarding publicity;
- to recommend facilities and equipment development;
- to prepare and monitor the departmental budget; and
- to conduct all of these functions within the requirements set forth in *From Every Nation* for just and reconciling relationships regarding matters of race and ethnicity.

2.3 / DIVISIONS

Academic divisions exist to integrate the work of the departments within the broader educational objectives of the university as a whole.
2.3.1 / Organization

2.3.1.1 / The Academic Divisions

The academic departments are organized into three academic divisions:

- **Division of Arts, Languages, and Education:** The departments of Art and Art History; Classical Languages; Communication Arts and Sciences; Education; English; French; Germanic and Asian Languages and Literature; Music; and Spanish
- **Division of Natural Sciences and Mathematics:** The departments of Biology; Chemistry and Biochemistry; Computer Science; Engineering; Geology, Geography, and Environmental Studies; Mathematics and Statistics; Nursing; Physics and Astronomy; and Psychology
- **Division of Social Sciences and Contextual Disciplines:** The departments of Business; Congregational and Ministry Studies; Economics; History; Kinesiology; Philosophy; Political Science; Religion; and Sociology and Social Work.

2.3.1.2 / Membership

A person appointed to the faculty with the rank of instructor or higher is a member of the academic division of which his or her department is a part.

2.3.1.3 / Chairperson

The chairperson of an academic division is either the academic dean of that division or a faculty member appointed by the provost.

2.3.1.4 / Executive Committee

The executive committee of a division shall be composed of the chairperson of the division plus the chairpersons of the departments within the division. The Science Division Executive Committee also includes a secretary elected from division members.

2.3.2 / Functions of the Division

The functions of the division shall include, but not be limited to, the following:

- reviewing new course and program proposals emanating from the departments within the division prior to recommending them to the appropriate academic affairs committee;
- coordinating departmental endeavors within the division;
- providing advice to division departments concerning matters of common interest and to the academic dean concerning interdisciplinary programs falling, in part or in whole, within the division; and
- providing advice to the academic dean on building needs and allocation of space.

Each division, with its chair, determines how it performs these functions (e.g., through meetings of the whole division, executive committee, or virtual meetings).

2.3.3 / Functions of the Chairperson

Each division chairperson is responsible for providing the administrative services necessary for proper functioning of the division. The academic dean is responsible for the educational articulation of the university's ideals in the division under his or her jurisdiction. Annually he or she shall
II. Faculty Bylaws

submit to the provost an evaluation of the state of the division, including projections for future needs and changes.

2.4 / FACULTY GOVERNANCE, COMPLIANCE, AND ADVISORY COMMITTEES

The mandates and compositions of the standing committees and councils of the faculty are posted online and also are available from the Office of the Provost.
Chapter 3: Faculty Personnel Policies

3.1 / DEFINITION OF FRANCHISED FACULTY AND TEACHING STAFF

The enfranchised faculty consists of the regular teaching faculty (as defined in section 3.2.1), the professional librarians, and those members of the administrative staff who are given faculty status by the procedure of section 1.6.2. (See section 2.2.1.2 for further description of enfranchised faculty.)

Contingent faculty (as defined in section 3.2.2), although members of the teaching staff, are not franchised members of the faculty.

The teaching staff includes everyone teaching one or more classes at Calvin University. This includes not only all faculty but also all staff members teaching courses and faculty of cooperating high schools teaching dual-enrollment courses. The teaching faculty includes only regular and contingent faculty.

All members of the teaching staff must possess an academic degree at least one level above the level at which they teach or must possess equivalent experience. For instruction at the baccalaureate level, teaching staff must hold one of the following:

- A master's degree or an equivalent or higher degree. If the master's degree is not in the area being taught, the teaching staff member should have at least 18 hours of graduate credit hours in the discipline being taught.
- A bachelor's degree, professional licensure in the relevant area (e.g., RN, CPA or PE), and at least three years of experience in an area directly related to the subject matter being taught.
- A bachelor's degree and at least five years of experience in an area directly related to the subject matter being taught.

For instruction at the master's level, teaching staff must hold one of the following:

- A Ph.D. or other terminal degree in the field.
- A master's degree, professional licensure in the relevant area, and at least three years of experience in an area directly related to the subject matter being taught.
- A master's degree and at least five years of experience in an area directly related to the subject matter being taught.

The above definitions of equivalent experience are intended to be minimums and are not necessarily sufficient. In all cases of teaching staff who are qualified by experience rather than degree, at the time of initial appointment as well as at each change in teaching assignment the department chair must address in writing the nature of the experience that the candidate has and how it is directly related to the teaching assignment of the candidate.

The above requirements are for anyone teaching any course for credit. Requirements for an appointment to a regular faculty position, for the attainment of each rank, and for appointment with tenure, are detailed in chapter 3 of this handbook.
3.2 / TYPES OF POSITIONS

3.2.1 / Regular Teaching Positions

Faculty in regular teaching positions are faculty whose assignments normally include teaching, scholarship, advising, and service. There are two types of regular teaching positions: tenure-track and renewable term.

- **Tenure-Track.** A tenure-track position is a regular faculty position that will not be eliminated in the foreseeable future. Normally a tenure-track appointment leads to consideration for tenure within seven years. However, a tenure-track position may be made non-tenure-track because of, *inter alia*, enrollment shifts or decline.

- **Renewable Term.** A renewable term position is a regular faculty position that is offered when a department has an anticipated long-term need for teaching or some other professional activity (e.g. coaching, supervising students in internship settings, conducting). This position may be skill-related, and persons holding the position need not have a terminal degree. A renewable term appointment does not lead to tenured status, although in some cases a renewable term position may be converted to tenure-track. Note: After seven years of full-time service, faculty in renewable term positions are eligible to receive five-year renewable term appointments. Five-year appointments are made for ease of administration and do not imply *de facto* tenured status.

Faculty holding regular positions normally have full-time appointments. The standard full teaching load for a full-time regular faculty member is 21–24 semester hours (see section 4.1.2). Reduced-load, shared, or joint appointments also exist for regular faculty (see section 3.3). In some cases, renewable term faculty may have higher teaching loads and reduced expectations in scholarship, advising, or service. Such alternate arrangements will be made in consultation with the appointee, the departmental chair, the relevant dean, the provost, and the Professional Status Committee.

3.2.1.1 / Conversion of Regular Positions

In some cases, renewable term positions may be converted to tenure-track/tenure positions, and tenure-track/tenure positions may be converted to renewable term positions.

3.2.1.1.1 / CRITERIA FOR CONVERSION OF RENEWABLE TERM TO TENURE TRACK

A renewable term position may be converted to a tenure-track/tenure position when:

- the faculty member meets the criteria for a tenure-track/tenure position (e.g., holds a Ph.D. or terminal degree in the field);

- the faculty member’s scholarship aligns with the university's expectations for a tenure-track/tenure position;

- the department’s needs are better met through a tenure-track/tenure position; and

- when an analysis of resource implications supports the conversion

3.2.1.1.2 / CRITERIA FOR CONVERSION OF TENURE TRACK TO RENEWABLE TERM

A tenure-track/tenure position may be converted to a renewable term position in cases where the faculty member holding the position is an exceptional teacher or professional in the area in which
III. Faculty Personnel Policies

he or she was hired, and the department’s needs are primarily for teaching or some other professional activity, in contrast to scholarship.

3.2.1.3 / PROCESS FOR CONVERSIONS

With the approval of the faculty member and in consultation with the relevant academic dean, a department must request that the Professional Status Committee convert the faculty member’s position from a renewable term position to a tenure-track/tenure position (or vice versa). Normally, such requests will occur during the reappointment or promotion process. Dossiers sent to the Professional Status Committee should indicate what position the faculty member was assigned to at initial appointment and, as part of the department chair’s recommendation, request conversion of the position, along with a rationale.

The Professional Status Committee will consider all requests in two steps: (1) it considers whether to approve the department’s request for a conversion of the position; (2) it then considers whether to reappoint the faculty to the recommended position. In cases where the relevant academic dean recommends that conversion of the position be considered outside the reappointment process, the department shall send to the Professional Status Committee only a request for conversion of the position, along with a rationale, and the Professional Status Committee will consider only step #1.

3.2.2 / Contingent Teaching Positions

Faculty in contingent teaching positions are hired to teach specific courses for a designated period of time. They do not normally bear other responsibilities of faculty in tenure-track or tenured teaching positions (i.e., scholarship, advising, service); however, such duties may be approved by the academic dean for affiliated faculty, and corresponding semester-hour credit will be awarded. Although contingent faculty may be welcome at department meetings, they are not enfranchised.

- **Affiliated Faculty.** Normally, an affiliated faculty appointment is a one- to two-year teaching appointment contingent on enrollment and/or short-term teaching or professional needs in a department. Affiliated faculty teach at least 9 hours per semester or 18 or more hours per academic year. An affiliated faculty appointment does not lead to tenured status.

- **Adjunct.** Normally, an adjunct appointment is a one-semester appointment to teach one or more particular courses. The maximum adjunct load is 17 semester hours over the course of an academic year, with no more than 8 hours per semester. There are no expectations for scholarship. Adjunct faculty may not be assigned responsibilities such as committee work or advising (beyond being available for office hours related to the courses being taught). An adjunct appointment does not lead to tenured status.

Ordinarily, affiliated appointments are made on an annual (or two-year) basis and adjunct appointments are made on a semester-by-semester basis. An unanticipated mid-year increase or decrease in teaching load does not result in a change from an adjunct to an affiliated position or vice versa.

3.2.3 / Special Positions

Faculty holding the following positions do not have faculty franchise and are not members of the teaching faculty, but may do limited teaching. Although there are no faculty membership requirements, conduct must be consistent with Christian faith (per section 3.5.2). These positions may be paid or unpaid.
• **Visiting Faculty.** Visiting faculty appointments are for persons who wish to teach or do research on the Calvin University campus for a limited time period. They are usually at Calvin because of resources on this campus or because of funding designated for these positions. Persons in visiting faculty positions may be post-doctoral students, lecturers, research fellows, or visiting scholars. In some cases, research fellowships are created by the Calvin Center for Christian Scholarship and by the Governing Board of the H. H. Meeter Center for Calvin Studies.

• **Honorary Faculty.** Honorary faculty appointments are created for distinguished emeriti faculty from other institutions who wish to teach or do research on the Calvin University campus for a limited time period.

• **Cooperating Staff.** Cooperating staff appointments are for those persons who have contact with students in such contexts as, for example, private lesson instructors, assistant coaches, clinical instructors, and lab assistants. Cooperating staff must hold at least a bachelor’s degree in a related field. They work under the supervision of a faculty member and are hourly-wage rather than salaried employees.

Cooperating staff appointments can also be for those persons who direct or coordinate programs with which Calvin University is affiliated. Appointments to these positions are extended to persons by virtue of their positions in the affiliated programs. Persons who hold these positions are not members of the teaching faculty. An example of a person holding such a position is the director of the AuSable Institute of Environmental Studies.

3.2.4 / Emeriti
The Board of Trustees confers emeritus status on retiring regular faculty members and administrators with faculty status. Emeritus status is an honor for meritorious service with respect to the norms for teaching faculty or administration. This status is not automatic, but is awarded by an act of the Board of Trustees. Nominations for emeritus status come from the president of the university. In the case of teaching faculty, these nominations normally come in response to advice from the academic deans and the provost in consultation with the relevant department; and in the case of administrators, with advice from the relevant divisional vice president. (See section 3.10 for more detail)

3.2.5 / Administrators with Faculty Status
Procedures and policies related to the appointment and reappointment of administrators with faculty status are described in section 1.6. Administrators with faculty status include the president, provost, vice presidents, deans, chaplains, registrar, librarians, academic or psychological counselors, and academic program or center/institute directors.

3.3 / VARIATIONS ON REGULAR APPOINTMENTS
3.3.1 / Reduced-Load Appointments
3.3.1.1 / Defined
A reduced-load appointment is a regular appointment that involves teaching on a less than full-time basis but not less than 50% of a full load. Such an appointment differs from a contingent position appointment in that the reduced-load appointment is an appointment to the teaching faculty that, in
addition to teaching, carries other faculty responsibilities of scholarship, advising, and service in proportion (roughly) to their teaching load. Assignments may vary from year, in order to reach the desired average proportion.

3.3.1.2 /Rank
Faculty in reduced-load regular teaching positions hold one of the following ranks: instructor, assistant professor, associate professor, professor. The assignment of rank is commensurate with the expectations for full-time regular appointments.

3.3.1.3 /Franchise
Reduced-load appointees shall have the franchise in both the department and the faculty. Their vote shall not be pro-rated.

3.3.1.4 /Appointment
The procedures for new appointments with reduced-load status are the same as those for full-time regular appointments. Moreover, the expected credentials and qualifications for reduced-load appointees shall be the same as those for full-time appointees.

3.3.1.5 /Change in Status from Full-Time to Reduced-Load
Faculty in full-time appointments may request reduced-load appointments either for a designated period of time or indefinitely; such requests are addressed to the department chair and the academic dean. Before granting or denying the request, the president and Board of Trustees shall seek the advice of the appropriate department and its chairperson, the academic deans and provost, and the Professional Status Committee. If a request for a reduced-load appointment for a designated period of time is granted, and if the employment of the person making the request is continued beyond that period (as in the case of tenure or successful, renewable term appointments), full-time employment will resume at the end of the period. If a request for indefinite reduced-load status is granted, reappointments or, in the case of tenure or five-year term appointments, continuous employment will involve a teaching-load of not less than 50% of a full load. No changes in the percentage of load may be made without the consent of the faculty member and the provost.

3.3.1.6 /Change in Status from Reduced-Load to Full-time
A reduced-load appointment does not in itself imply any special consideration toward future full-time reappointment. In particular, if a full-time regular position opens in a department that has a person on a reduced-load, the reduced-load appointee shall have no special rights to fill the full-time position.

Faculty on a reduced-load appointment may, upon the recommendation of the appropriate department, its chairperson, and the academic dean and provost and with the advice of the Professional Status Committee, be reappointed with full-time status.

3.3.1.7 /Tenure for Reduced-Load Appointees
Reduced-load appointees with tenure-track appointments may be considered for tenure to a reduced-load position after seven years of teaching. Tenure to a reduced-load position does not preclude annual appointments that exceed reduced load.
III. Faculty Personnel Policies

3.3.1.8 / Five-Year Term Appointments for Reduced-Load Appointees
Reduced-load appointees with regular renewable term appointments may be considered for five-year term appointments to a reduced-load position after seven years of teaching. Five-year, reduced-load term positions do not preclude annual appointments that exceed reduced load.

3.3.1.9 / Tenure to Full-Time Positions for Reduced-Load Appointees
Persons whose teaching career is a combination of full-time and reduced-load regular appointments may be considered for tenured appointment to a full-time position after the equivalent of seven years of full-time teaching and completion of three years of full-time service which must immediately precede the year of eligibility for appointment with tenure (the year in which the review occurs plus two years).

3.3.1.10 / Five-Year Term Appointments to Full-Time Positions for Reduced-Load Appointees
Persons whose teaching career is a combination of full-time and reduced-load regular appointments may be considered for a five-year term appointment to a full-time position after the equivalent of seven years of full-time teaching and completion of three years of full-time service which must immediately precede the year of eligibility for appointment with tenure (the year in which the review occurs plus two years).

3.3.1.11 / Change in Reduced-Load Tenured Positions to Full-Time Tenured Positions
Persons tenured in reduced-load positions who at a later date wish to have a tenure appointment to a full-time position will be eligible for consideration for appointment to a full-time position, provided the conditions in section 3.3.1.9 are met and a full-time tenure-track position is open.

3.3.1.12 / Change in Reduced-Load Five-Year Term Positions to Full-Time Five-Year Term Positions
Persons in reduced-load five-year term appointments who at a later date wish to have a five-year term appointment to a full-time position will be eligible for consideration for appointment to a full-time position, provided the conditions in 3.4.1.8 are met and a full-time five-year term position is open.

3.3.1.13 / Salary and Benefits
Faculty with reduced-load appointments may be eligible for some benefits, pro-rated, depending on FTE load. Details are found in chapter 7.

3.3.1.14 / Sabbatical
Reduced-load regular faculty with rank of assistant professor or higher are eligible to apply for sabbatical leave after six years of teaching. The sabbatical salary shall be prorated according to the average teaching load in the previous six years. For faculty members who have taken a family care leave during the preceding six years, this average will be calculated using only the years that did not include the leave. (See section 5.3).

3.3.1.15 / Travel
Reduced-load and full-time regular faculty are treated equally with regard to university funding for travel to professional conferences (or analogous professional development).
3.3.2 / Shared Appointments

3.3.2.1 / Defined

Two persons may be appointed to share a single regular faculty position. For most purposes (salary, benefits, evaluation, etc.), each person is considered to have a reduced-load appointment and the conditions of section 3.3.1 apply to each. However, the following special conditions apply:

3.3.2.2 / Conditions

1. It is not required that each of two persons have at least a 50% teaching load if they share at least a full teaching load.

2. Faculty sharing a single faculty position will be provided with the facilities and technical support necessary to carry out their teaching, research, and advising as effectively as possible, within the budgetary restraints of a single position. These restraints could mean sharing of facilities or technology in cases where this would be feasible and when space and budget limitation make it necessary.

3. In assigning student advisees and forming departmental and university committees, expectations for two persons sharing one position should not exceed those for one person holding the same position. Additional assignments may be made, however, at the request of the individuals. Department chairs should take particular care to limit university expectations in non-teaching as well as teaching assignments so as not to exceed the proportion of fulltime work assigned to each individual.

4. Each appointee to the shared position is considered a voting member of the department and the university, but must observe the university’s policy on employment of relatives, section 6.7.

If an additional opening is declared in the department in which two individuals currently share a single position, the usual procedures for the conduct of a national search will be followed. Individuals holding reduced-load appointments may apply for such an opening, but they will receive no special preference over others, and the university will be under no obligation to add to their teaching assignment rather than hire another candidate. Selection from among the pool of applicants will be made by the department, the dean, and the Professional Status Committee on the basis of departmental needs and candidate qualifications.

3.3.3 / Joint Appointments

3.3.3.1 / Defined

A joint appointment is a formal arrangement between two academic departments that specifies the terms under which a member of one department also works within another department. The primary department is where the faculty member's tenure or five-year term status resides and the "secondary department" receives some portion of the faculty member's work.

3.3.3.2 / Declaration of Joint Appointment

Normally, joint appointments shall be made when at the time of hire a faculty member serves or is expected to serve two departments for an academic year or longer and provide at least 6 hours of teaching (or commensurate service) to the secondary department.
3.3.3.3 / Memorandum of Understanding
The conditions of an individual joint appointment must be detailed at the time of initial joint appointment in a written Memorandum of Understanding (MOU) between the primary and secondary departments and the faculty member. The MOU shall address the following:

1. expectations for teaching, scholarship, advising, and service in each department to which the faculty member is jointly appointed;
2. the criteria by which a faculty member's professional work will be evaluated, by whom that work will be evaluated, and the extent to which the faculty member's productivity will be evaluated differently from that of others because of the specific nature of the joint appointment;
3. how the primary and secondary departments will divide responsibilities according to the proportion of the faculty member's FTE assigned to each department. Specifically, three kinds of considerations need to be addressed in this determination:
   a. the definition and weighting of professional performance factors (teaching, scholarship, advising, and service) that will apply to the individual on joint appointment;
   b. the manner in which the evaluation will be divided among the departments performing the evaluation; and,
   c. for new faculty, how mentoring and other aspects of faculty development will be handled;
4. clear assignment of work effort in both departments (e.g., number of courses taught, obligations for advising students, committee work, expectations for attending department or other meetings, etc.);
5. a requirement that the chairs of constituent departments will confer at least annually to coordinate teaching and service responsibilities of jointly-appointed faculty to ensure that the overall load of teaching and service obligations does not exceed that of comparable faculty with appointments wholly in one department;
6. requests for various types of leave. Although leaves of absences are eventually approved (or denied) by the president, such requests begin in departments with a request to the chair. With joint appointments, chairs and deans of the departments involved with the appointment will provide assessments of the requested leave before the provost recommends and the president makes a decision;
7. voting rights on non-personnel matters (e.g., voting on curricular decisions, allocations of department/program resources, etc.);
8. the joint appointee's representational rights in the faculty governance system; and
9. the proportion of the joint appointee's time that will be spent in each department.

3.3.3.4 / Approvals
The MOU must be approved and signed by the chairs of the involved departments, the faculty member, the dean(s), and the provost before a joint appointment takes effect. In the case of a new
faculty member being jointly appointed, the Professional Status Committee must also approve the joint appointment in the course of the standard initial appointment process.

3.3.3.5 / Primary Department
The department where tenure or the five-year term appointment resides will be identified as the faculty member's primary department for purposes of reappointment, tenure, and promotion. These personnel actions will be governed by the written procedures of the primary department; however, it is understood that the secondary department shall also be providing information about the performance of the joint appointee.

3.3.3.6 / Status Changes
A joint appointee is eligible to be considered for tenure, promotion, salary increases, sabbatical, grants, and research funding in the same manner as faculty members not jointly appointed. The primary department is responsible for initiating and carrying through the procedures leading to those changes in status; the secondary department is likewise expected to give due and regular consideration to the joint appointee's qualifications for these advancements. With regard to personnel matters, a joint appointee will have full voting rights in the primary department, regardless of the percentage of service in that unit. Normally, the joint appointee shall have the same rank in all units to which he or she is assigned.

3.3.3.7 / Search Process
If recruiting for a joint appointment, the primary and secondary departments shall be represented on the search committee.

3.3.3.8 / Revisions and Termination
The joint appointment is subject to renewal, revision, or termination by either the primary or secondary department, subject to approval by the dean(s) and provost. Normally changes in the MOU would be accomplished during the time that new appointments and teaching allocations for the next year are being considered. If the joint appointment is terminated or not renewed, the faculty appointment will revert to the primary department. Neither the primary department nor the university is obligated to provide a full-time appointment if the initial hire was as a joint appointment.

3.4 / RECRUITMENT AND APPOINTMENT OF TEACHING STAFF

3.4.1 / Determination of Departmental Staffing Needs
Each department needs a core group of regular faculty to best serve students, colleagues, and the university. Hiring regular faculty is done in response to demonstrated need and consideration of budgetary and operational constraints. Normally, the process for declaring a search for a regular open position is as follows:

Department chairs review teaching needs of their departments each summer and submit a written request, in response to criteria identified by the academic deans, to the academic deans. Chairs must also submit the department’s plan for recruiting a diverse pool of candidates at the same time.

The academic deans, the dean for academic administration, and the provost will review requests for hiring and will, if possible, give permission to some departments to initiate searches, pending administrative approval.
The Planning and Priorities Committee will meet in September to approve the number of positions that can be officially declared. The Professional Status Committee decides, based on the chair requests submitted in the summer, which departments may pursue searches.

The provost and academic deans make decisions about hiring contingent faculty later in the academic year, for the subsequent year, after more information is available about enrollment projections. Department chairs may submit their requests to their academic dean for consideration; the academic deans and the provost prioritize these requests. The academic dean must approve all requests for contingent faculty.

3.4.2 / Recruitment of Faculty Candidates Who Would Enhance Cultural, Ethnic, or Racial Diversity

Calvin University is committed to recruiting and retaining a culturally, ethnically, and racially diverse campus community, including faculty. When requesting positions, chairs also submit the department’s plan for recruiting a diverse pool of candidates. The executive associate to the president for diversity and inclusion and the associate dean for diversity and inclusion can assist chairs and direct them to current resources.

3.4.3 / Responsibilities in Recruitment and Appointment of Regular Teaching Faculty

3.4.3.1 / Responsibilities of the Department and Department Chairperson

The recruitment of new faculty members is one of the most important responsibilities of departments, and particularly, of department chairpersons.

For regular faculty appointments, the department will conduct a thorough examination of candidates, including an intensive on-campus interview of all candidates it wishes to consider for a particular appointment. Each examination must address the particular candidate’s Reformed Christian commitment, teaching ability, promise of scholarship, and overall potential for positive contributions to the department and the university as a whole. Departments are therefore expected, as part of the examination, to ask candidates to (1) teach under observation a class in the discipline, (2) meet with students, and (3) make a scholarly presentation. It is very important that candidates be aware of, and likely be able to satisfy, the expectations for Calvin University faculty members (i.e., church membership policy, Christian day school policy, and signing the covenant for faculty members). Each candidate must also meet with an academic dean while on campus. Additional information regarding recruitment process requirements and best practices, as well as about current dossier requirements, is available from the Provost’s Office and should be consulted prior to any hiring process.

As part of the application process, regular teaching faculty candidates shall submit an original written statement (250–500 words) addressing the following topics:

- description and affirmation of the candidate’s Christian faith
- description of how the candidate envisions that faith will influence the candidate’s work as a faculty member at Calvin University
- confirmation of the candidate’s support of the stated mission of Calvin University as a Reformed Institution.
Following departmental consideration of the candidate(s), the department chairperson shall solicit, by vote, the advice of the members of the department on regular appointment. The chair will then provide a written recommendation to the academic dean as to which candidate will be recommended to the PSC for an interview. The department chair’s written recommendation shall include at least the following:

1. a description of the procedures that were followed to recruit a diverse pool of candidates;
2. a record of challenges, if any, faced by the department in the hiring process;
3. a list of the persons considered for the position(s), and the names of those interviewed by the department;
4. a summary of the reasons for the recommendation;
5. a record of the departmental vote on the recommendation;
6. a summary of significant dissenting opinion, if any.

The above criteria relate to and emphasize the chair’s responsibilities in obtaining information from a candidate. The chair has a parallel and equally significant responsibility, however, for clearly and systematically presenting to the candidate critical information about the Reformed and liberal arts character of the university, as well as about the university's requirements for faculty membership, tenure, and continuing appointment. The provost's office will provide guidelines and materials to aid chairs in this task.

3.4.3.2 / Responsibilities of the Provost and Academic Deans
The appropriate academic dean shall interview all candidates who come to campus for an interview. The provost and a member of the PSC shall interview the recommended candidate(s) prior to the candidate’s PSC interview. The academic deans and provost bear the ultimate leadership responsibility in ensuring that university mission interests are considered in the appointment of new faculty. These mission interests include effective teaching, appropriate scholarship, academic advising, and service, the Reformed and liberal arts character of the university, and special interests that are or may become part of the goals of the university. The deans and provost may, if warranted, refuse to accept the department’s recommendation.

3.4.3.3 / Responsibilities of the Professional Status Committee (PSC) and the president
The Professional Status Committee, after interviewing the candidate, shall make a recommendation on the appointment to the president who shall make a decision. All faculty appointments are reported to the board for endorsement. If the president decides against the Professional Status Committee’s recommendation, the president will explain the reasons to the Professional Status Committee.

The provost shall recommend to the Professional Status Committee the term of any such appointment (which will typically be three years for an initial tenure-track or renewable term appointment). The Provost’s Office will also establish the initial rank of a new faculty member as well as an expected timeline for tenure or five-year appointment, promotion, and sabbatical eligibility. All such details shall be set forth in the appointment letter issued to and signed by the faculty member. A department may petition the provost for an exception to the agreed-upon
schedule, asking either that the schedule be delayed or advanced. Such petitions will be granted only for good cause shown.

3.4.4 / Recruitment and Appointment of Contingent Faculty

3.4.4.1 / Responsibilities of the Department Chairperson

The department chair, in consultation with colleagues, functions as the primary recruiter of contingent faculty. The department chair is expected to seek qualified candidates who are orthodox Christians and who affirm the Reformed nature and mission of the university. The chair also is expected to ensure that the department considers the university's diversity policies and hiring initiatives in recruiting and hiring contingent faculty. The chair will maintain files on applicants and arrange interviews for those who hold promise.

Additional information regarding contingent recruitment and best practices is available from the provost's office.

3.4.4.2 / Appointment of Affiliated Faculty

Affiliated faculty appointments should be advertised as widely as possible as time and circumstances permit. Searches for affiliated faculty are typically conducted by the department chair.

As part of the application process, affiliated faculty candidates shall submit an original written statement (250–500 words) addressing the following topics:

- description and affirmation of the candidate’s Christian faith
- description of how the candidate envisions that faith will influence the candidate's work as a faculty member at Calvin University
- confirmation of the candidate's support of the stated mission of Calvin University as a Reformed institution.

The chair is responsible for clearly communicating to the candidate about the Reformed and liberal arts character of the university and should provide for the candidate written resources that will support effective teaching.

For one-year affiliated appointments, the chair is encouraged to consult with regular faculty in the department, but departmental approval of the candidate is not required. For appointments longer than one year, the chosen candidate must have the support of the tenured and five-year term regular faculty.

Upon selecting a candidate to recommend, the chair shall submit to the academic dean a recommendation letter that will include at least:

1. a statement of process followed in the search, including other candidates seriously considered;
2. a statement of the extent of departmental support for the recommendation;
3. a statement indicating discussion with the candidate of his or her faith statement, and discussion of the chair’s perception of the candidate’s fit for the university;
Additional dossier requirements for affiliated faculty as well as information regarding the required components of the chair’s recommendation letter are available from the Provost’s Office. Following submission of the chair’s recommendation letter, an academic dean shall interview the affiliated faculty candidate. The final decision on hiring the recommended contingent faculty candidate will be made by the provost following consultation with the academic dean.

Affiliated faculty members may continue their service after three years using the following process. Specifically, prior to a third year of affiliated service, the candidate shall submit an updated written statement (500–1,000 words) that includes a description of how the candidate’s faith influences the candidate’s work as a faculty member at Calvin University. The candidate will discuss this statement with the department chair and other department members that the chair may select. In addition, each such candidate will be interviewed by three representatives of the Professional Status Committee, including at least one academic dean and at least one PSC faculty member. The interview is intended to assess the quality of the faculty member’s teaching, to ensure continued commitment to the mission of the university, and to encourage and thank the faculty member for his or her contributions. If after this interview the PSC does not find the affiliate faculty member to be a good fit for Calvin, they shall make their recommendation to the provost, who will decide.

3.4.4.3 / Appointment of Adjunct Faculty

In the case of adjunct appointments, the department chair, in consultation with department faculty, will make a written recommendation to the appropriate academic dean who in turn will interview the candidate and make an offer to the candidate, to be memorialized in an appointment letter as set forth in section 3.4.5 below. Information regarding dossier requirements for adjunct faculty, as well as information about required components of the chair’s written recommendation memo, is available from the provost’s office.

3.4.5 / Appointment Letters

All faculty appointment letters, both with regard to initial appointments and also those memorializing reappointment, tenure, and promotion, shall be issued and signed by the provost or a designee. Appointment letters shall set forth the terms and conditions of the appointment, including details relating to reduced-load, shared, joint or administrative appointments. Any modifications of standard timelines or requirements (such as accelerated consideration for tenure) must be clearly stated in the initial appointment letter. Any digressions from what is normally considered to be a regular appointment should also be stated in the appointment letter. All understandings and agreements between an appointee and the university are merged into the written appointment letter. No oral or written commitment, communication or understanding that precedes the formal offer of appointment shall constitute a commitment on the part of the university unless it is set forth specifically in the appointment letter. Only the provost or designee has authority to extend offers of appointment to Calvin University faculty.

An appointment letter must be signed not only by the university but also by the faculty member accepting the appointment and no appointment takes effect unless and until it has been mutually agreed in writing.
3.5 / FACULTY RESPONSIBILITIES, EXPECTATIONS, AND ACADEMIC FREEDOM

3.5.1 / Commitment to the Mission of the University
Calvin University has a long tradition of thought and exposition concerning its mission. In its briefest form, the university’s mission statement reads as follows:

    Calvin University equips students
to think deeply,
to act justly,
and to live wholeheartedly
as Christ's agents of renewal in the world.

Beyond this and other concise mission statements, the university community has published comprehensive statements of purpose, most notably the *Expanded Statement of Mission* (1992, rev. 2004), *From Every Nation: The Revised Comprehensive Plan for Racial Justice, Reconciliation and Cross-Cultural Engagement at Calvin College* (2004), and *Academic Freedom and Confessional Commitment: Principles and Practices at Calvin College* (2010). Faculty members of the university are expected to become familiar with the content of these documents and to accept and work in accordance with these statements of the university’s commitments, outlook and aims. These documents are important to any faculty member seeking to know the current collective mind of the university and to commit to Calvin’s mission. They are attempts to interpret the Word of God, the ecumenical creeds and the Reformed confessions and apply their truths to contemporary educational purposes. These documents therefore are derivative in nature, subject to revision or replacement, and are not confessional.

More foundational to the university’s mission is its identity as a confessional Christian institution. It seeks to carry out its mission in fidelity to the Word of God as interpreted in the ecumenical creeds and the Reformed confessions. Membership in the Calvin University teaching faculty therefore requires adherence to these standards of faith and engagement in the ministry of God’s people who gather under them. This adherence serves not only as a bond in forming the academic community but also as a basis for the responsibilities of the faculty. This adherence is part of what is expected of faculty in the Reformed Christian Commitment category of reappointment but is elaborated here, given its foundational nature.

3.5.1.1 / Signing the Covenant for Faculty Members
Calvin University faculty members on regular appointments are required to sign a synodically approved *Covenant for Faculty Members* in which they affirm the three historic Reformed forms of unity—the *Belgic Confession*, the *Heidelberg Catechism*, and the *Canons of Dort*—and pledge to teach, speak, and write in harmony with the confessions.

The current *Covenant for Faculty Members* reads as follows:

    We, [the undersigned], believe the Holy Scriptures of the Old and New Testaments to be the inspired Word of God, which proclaims the good news of God’s creation and redemption through Jesus Christ. Acknowledging the authority of God’s Word, we submit to it in all matters of life and faith.
We affirm three creeds—the *Apostles’ Creed*, the *Nicene Creed*, and the *Athanasian Creed*—as ecumenical expressions of the Christian faith. In doing so, we confess our faith in unity with followers of Jesus Christ throughout all ages and among all nations.

We also affirm three confessions—the *Belgic Confession*, the *Heidelberg Catechism*, and the *Canons of Dort*—as historic Reformed expressions of the Christian faith, whose doctrines fully agree with the Word of God. These confessions continue to define the way we understand Scripture, direct the way we live in response to the gospel, and locate us within the larger body of Christ.

Grateful for these expressions of faith, we promise to be formed and governed by them. We heartily believe and will promote and defend their doctrines faithfully, conforming our preaching, teaching, writing, serving, and living to them.

Along with these historic creeds and confessions, we also recognize the witness of *Our World Belongs to God: A Contemporary Testimony* as a current Reformed expression of the Christian faith that forms and guides us in our present context.

We also promise to present or receive confessional difficulties in a spirit of love and fellowship with our brothers and sisters as together we seek a fuller understanding of the gospel. Should we come to believe that a teaching in the confessional documents is not the teaching of God’s Word, we will communicate our views to the Board of Trustees, according to the procedures prescribed by the *Handbook for Teaching Faculty*. If the board asks, we will give a full explanation of our views. Further, we promise to submit to the board’s judgment and authority.

We honor this covenant for the well-being of the church to the glory of God the Father, Son, and Holy Spirit.

This *Covenant for Faculty Members* is based on the *Covenant for Officebearers* in the Christian Reformed Church adopted by Synod in 2012,¹ but clearly spells out that the university’s Board of Trustees, rather than a faculty member’s church council, is the body charged with confessional oversight for teaching, scholarly activities, and other university-related work.

Faculty members who are also church officebearers sign a slightly different covenant with respect to their service as officebearers which names the church council as the oversight body. In this situation, the faculty member serves under the authority of two complementary oversight bodies: the university’s Board of Trustees provides oversight for the teaching, scholarly activities and other university-related work of the faculty member; the congregation’s council provides oversight for service related to the life of the local congregation. At the same time, the university recognizes that while these functions may be distinguished, they are also difficult to separate. For this reason, the Board of Trustees requests that when a faculty member who is also an officebearer has “a difficulty with these doctrines or reaches views differing from them,” that this concern be disclosed both to

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¹ [http://www.crcna.org/resources/church-resources/liturgical-forms-resources/ordination-installation/covenant-officebearers](http://www.crcna.org/resources/church-resources/liturgical-forms-resources/ordination-installation/covenant-officebearers)
the church council and to the Board of Trustees. The board commits to work with the church council to maintain the authority that is appropriate to each body.

For the work of the university, the meaning of affirming the confessions shall be determined according to the church order of the Christian Reformed Church (e.g., *Church Order*, Article 5, and its supplements), which currently reads:2

The person signing the *Covenant for Faculty Members* affirms without reservation all the doctrines contained in the standards of the church as being doctrines that are taught in the Word of God.

The signatory does not by affirming the confessions declare that these doctrines are all stated in the best possible manner, or that the standards of our church cover all that the Scriptures teach on the matters confessed. Nor does the signatory declare that every teaching of the Scriptures is set forth in our confessions, or that every heresy is rejected and refuted by them.

A signatory is bound only to those doctrines that are confessed, and is not bound to the references, allusions, and remarks that are incidental to the formulation of these doctrines, nor to the theological deductions that some may draw from the doctrines set forth in the confessions. However, no one is free to decide for oneself or for the church what is and what is not a doctrine confessed in the standards. In the event that such a question should arise, the decision of the assemblies of the church shall be sought and acquiesced in.

The confessions are documents that belong to the church. For the ongoing life and work of the CRC and its agencies and educational institutions, the authority to make binding judgments about the meaning and implications of the confessions is assigned to synod. Under the authority of synod, the church assigns authority for the life of the university to the Board of Trustees. The Board of Trustees, in turn, assigns authority within the university’s governance system, in which decisions about personnel and confessional interpretation are assigned to the Professional Status Committee (PSC).

When the Synod of the Christian Reformed Church has issued a formal interpretation of the confessions, that interpretation shall be binding for Calvin University. When a disagreement about confessional interpretation arises, PSC may, after reviewing prior synodical action on the topic and in consultation with experts in confessional interpretation, theology and church polity, recommend to the Board of Trustees (a) that the board issue a judgment about the meaning and implications of the confessions for the work of the university on the topic in question, and (b) what that judgment should be. PSC shall seek to make a recommendation that is consistent with the Christian Reformed Church’s approach to affirming the confessions in general and to the issue at hand. Any judgment of the Board of Trustees is in turn subject to the judgment of the synod of the Christian Reformed Church.

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3.5.1.1.1 / PROCEDURE FOR EXPRESSING CONFESSIONAL DIFFICULTIES

The Covenant for Faculty Members specifies that faculty members who do not agree with a portion of the confessions are required to communicate their views in writing to the Board of Trustees, either at the time they sign the Covenant for Faculty Members or at any later time when a disagreement arises. The Board of Trustees assigns to PSC the duty to receive these communications, following appropriate consultation with the faculty member, and to advise the board about the appropriate action. PSC will ordinarily include a member of the Board of Trustees in its deliberations on these communications.

PSC will normally make a recommendation to the board about the faculty member’s correspondence. PSC may recommend, for example, (1) that the faculty member’s disagreement is within the bounds of affirming the confessions as described by the CRC’s view on such confessional affirmation, (2) that the disagreement is acceptable, provided that the faculty member not teach or write to promote his or her views, (3) that the disagreement is acceptable, given that the matter in question is not directly related to the faculty members’ work at the university and is not sufficiently weighty, or (4) the position proposed by the faculty member is unacceptable for a faculty member at Calvin University. PSC may also take note of the disagreement and ask the board for permission to table the matter for the purpose of engaging in a period of study. PSC may also request the faculty member to develop a confessional difficulty or revision gravamen through the approved ecclesiastical channels.

PSC will inform the faculty member and the department chair of its recommendation. Once PSC has communicated its recommendation to the faculty member, faculty members are expected to conduct their teaching and research in compliance with the recommendation until the board has taken action on PSC’s recommendation.

Faculty members who disagree with PSC’s recommendation may (a) request that PSC reconsider or clarify its recommendation in light of additional information, or (b) request that the Board of Trustees not accede to PSC’s recommendation.

If the president disagrees with PSC’s recommendation, the president may (a) request that the board ask PSC to reconsider its recommendation in light of additional information, or (b) ask the Board of Trustees not to accede to the recommendation.

If the Board of Trustees disagrees with PSC’s recommendation, the board may (a) request PSC to reconsider its recommendation in light of additional information, or (b) decline to accede to its recommendation. If the board does not accede to the recommendation of PSC, the matter may be referred back to PSC for PSC to develop an alternate recommendation prior to the next regularly scheduled board meeting. If an alternate recommendation is not subsequently approved by the board or if PSC does not offer an alternative recommendation, the board could choose to develop its own judgment for the topic or position at hand.

The board shall communicate both its decisions and supporting rationale to PSC and to the faculty member in question. During all deliberations, the president and provost serve the Board of Trustees by ensuring the best possible expertise is available to the board and by being present during its deliberations.
If the faculty member disagrees with the board’s decision, he or she may (a) request that the board reconsider or clarify its decision in light of additional information, or (b) appeal the board’s decision to the synod of the Christian Reformed Church, through the appropriate procedures described in the *Rules for Synodical Procedure*.

Copies of both the original communication related to the confessional disagreement and the board’s response shall be retained in the faculty member’s personnel file.

In all these matters, PSC and the Board of Trustees should be governed by a desire to promote confessional integrity, due process, and the kind of constructive engagement with difficult issues that will serve the Christian community at large.

In addition to these university procedures, faculty members may use the formal procedures designated by the Christian Reformed Church for expressing a difficulty with the confessions (a confessional difficulty gravamen) or proposing a change to the confessions (a confessional revision gravamen) as described in the church order of the Christian Reformed Church. Faculty members who do so should inform PSC of their intent. In some circumstances, PSC may also request that a faculty member pursue these processes.

3.5.2 / Faculty Conduct

Calvin University expects every employee to become part of a Christian community in which we are accountable to and responsible for each other. An essential element of our responsibility to the community and to one another is to strive always to “lead a life worthy of God, who has called you into his own kingdom and glory” (1 Thess. 2:12).

Theological affirmation entails moral commitment. The *Heidelberg Catechism*, which is formally endorsed by each member of the regular faculty, describes the normal rhythm of Christian life as “dying away” and “coming to life.” When our old self dies away, we grieve our sin, hate it, and flee from it. When our new self comes to life, we take wholehearted joy in God through Christ, and we delight to do every kind of good as God wants us to. The good that God wants has been expressed in the moral teachings of the Scriptures, explained in the Catechism’s elaboration of the Ten Commandments, epitomized in the words and deeds of our Savior, and taught to the church by the apostles and by the theologians who have served the church in every age.

Faculty members at Calvin University are therefore expected to exemplify personal integrity, honesty, respect, humility, courage, liberality, gratitude, gentleness, kindness, patience and self-control in their words and actions. Many of these qualities are identified by the apostle Paul as the “gifts of the Spirit” (Col. 3; Gal. 5), and faculty members strive with God’s help to demonstrate these virtues both in their professional activities and in their personal lives. In this way they invite others to know the reconciliation that is offered by God in Christ and to live up to God’s demand for justice in society. It is part of the calling of the faculty to speak out against wickedness and injustice in society and in the world and to be agents of God’s righteousness and peace. Members of the Calvin faculty are called to build one another up in faith and in virtue and to serve others as citizens of God’s kingdom.

Implementation of these standards and expectations is both a communal and an individual responsibility, and each member of the Calvin faculty is accountable to his or her colleagues in matters of ethical conduct no less than in scholarship and teaching.
3.5.3 / Specific Responsibilities
The expectations and responsibilities which are specifically assigned to the regular teaching faculty are those of Reformed Christian commitment, teaching effectiveness, scholarship and research, and service.

The following statements in each of these areas are intended to guide the faculty in understanding the community expectations of the faculty. The statements are meant to give guidelines to faculty members in selecting appropriate ways to fulfill their responsibilities as faculty members.

To encourage professional development and to provide an opportunity for input, feedback, and encouragement, the Professional Status Committee and Provost’s Office provides for meetings between faculty members and the department chair. Pre-tenure faculty complete an annual review, and post-tenure faculty complete an annual check-in. These meetings occur annually except during years of reappointment, promotion, or post-tenure review. Department chairs meet with their academic dean.

When an annual check-in has been completed, the department chair will indicate in writing to the academic dean that the annual check-in has occurred. When an annual review has been completed, copies of the completed annual review forms are provided to the faculty member, department chair, and the academic dean. No copies are kept of the annual check-in form. A copy of the completed annual review form is added to the faculty member’s personnel file and is included in reappointment and tenure dossiers (see section 3.6).

3.5.3.1 / Reformed Christian Commitment
Faculty are expected to be committed to and enact the university’s Reformed Christian mission. Calvin’s mission is rooted in its identity as a confessional Christian institution in the Reformed tradition that is invigorated by a global vision of Reformed Christianity and welcomes dialogue with diverse trusted partners. Calvin University draws upon historic ecumenical creeds and Reformed confessions to understand and shape its participation in God’s ongoing redemptive work. Because Reformed Christianity influences all aspects of the life and work of the university, faculty members affirm these creeds and confessions even as they continue to deepen their understanding of essential Reformed Christian theological ideas and values; they participate in a Calvin-supporting Christian congregation; and they demonstrate their commitment to a transformational vision of the world by integrating their Reformed Christian faith with their teaching, scholarship, service, and community life (see section 3.6.2.3 for reappointment criteria).

3.5.3.2 / Teaching Effectiveness
Teaching is the primary vocation and responsibility of the Calvin University faculty. At Calvin, teaching is the intentional and systematic engagement of students in vigorous liberal arts and professional education. Effective teaching of university students includes exploring, transmitting, assessing, preserving, transforming, and shaping the intellectual, artistic, and moral achievements of human culture. Effective teaching also includes developing competencies expected of university-educated persons in society. The aims of teaching include developing knowledge, understanding, and critical inquiry; encouraging insightful and creative participation in society; and to foster thoughtful, passionate commitments to do God’s work in God’s world (see section 3.6.2.3 for reappointment criteria).
3.5.3.2 / Scholarship and Research

Calvin University's *Expanded Statement of Mission* defines scholarship as “persistent intellectual endeavor, the results of which are communicated to an audience within appropriate conventions” (p. 41). In their work as scholars, Calvin University faculty fulfill an important part of their responsibility to the Christian community and beyond.

Tenured and tenure-track faculty are expected to be engaged in scholarship, which includes the study, critical assessment, and creation of concepts, practices, perspectives, and theories. One distinctive area of study for Calvin faculty is perspectival scholarship, which is the intellectual work of exploring and articulating points of connection between Reformed Christian theological ideas and the presuppositions, theoretical bases, methods, and practices of an academic discipline or field of study. Perspectival scholarship is communicated to Calvin University audiences and, as appropriate, to external audiences. Applied scholarship is intellectual work that faculty share with audiences beyond the university or outside one's academic guild. It can include such work as consulting, counseling, or clinical practice to the extent that these are informed by reading, research, and reflection in the faculty member's scholarly expertise. Advanced scholarship is the generation, interpretation, and evaluation of knowledge, performance, or creative activity for one's professional peers in order to advance current knowledge and understanding in a faculty member's discipline or area of scholarly expertise. Scholarship also includes study of how to teach more effectively and how to better understand and implement practices related to how students learn.

Several types of scholarly competency are expected of tenured and tenure-track Calvin faculty at each stage of a faculty member's career. Faculty members should look to their department's scholarship statement for a description of the particular types of scholarly activity and the levels of achievement expected of faculty by the department and the university at reappointments, tenure, and promotion. These departmental scholarship statements are reviewed and approved by the Professional Status Committee and serve as an important tool by which faculty members' scholarship is evaluated.

Underlying specific departmental guidelines are two general principles: all members of the Calvin faculty are expected to be actively engaged in the scholarly or professional work of their discipline, and all faculty members are expected to demonstrate that their scholarly work forms part of an appropriate plan for professional development (see section 3.6.2.3 for reappointment criteria).

**Note:** Faculty on renewable term appointments are usually not expected to engage in scholarship, beyond personal scholarship that keeps one current in one's field. Exceptions to this are noted in writing in appointment letters.

3.5.3.4 / Service

Faculty members are expected to be collegial, professional, and engaged participants in the life of the communities in which they work and live. Through service, faculty members demonstrate the conviction that their intellectual abilities and advanced education are not possessions to be exploited for personal benefit but rather are talents to be used for the benefit of others. Service is an essential part of the work of the faculty because through their service, faculty demonstrate a Reformed understanding of vocation as the development of an individual's gifts for the good of all.
Faculty meet the university’s expectations for service in four distinct but related areas: advising and mentoring students, serving one’s department, serving the university, and serving a broader community. Effectively advising and mentoring students, serving one’s department, and serving the university are expected of all faculty; service to a broader community must be evaluated in light of other aspects of a candidate’s work. Over the course of their career, faculty will serve in these areas to differing degrees. For example, in a period of time of heavy university service, a faculty member might serve the department less (see section 3.6.2.3 for reappointment criteria).

3.5.4 / Academic Freedom

Every faculty member on a regular appointment shall be entitled to the right of academic freedom in the performance of his or her duties. The faculty member shall be judged only by the confessional standards of Calvin University, and by the professional standards appropriate to his or her role and discipline. A faculty member shall not be expected or required to retract or modify his or her utterances merely because a complaint against them has been received. Only complaints which allege a violation of confessional or professional standards shall be considered, and then only when the evidence supporting the allegation is more substantial than rumor or hearsay. By making this commitment to its entire faculty, Calvin University seeks to implement the Christian principles of justice and charity in its own community.

The faculty, administration, and Board of Trustees at Calvin University work to promote a common understanding of confessional subscription and academic freedom through regularly scheduled board-faculty workshops led by the Professional Status Committee through its designated subcommittee.

A faculty member is entitled to academic freedom as defined above. It extends to the discipline in the classroom, to research, writings, and other public utterances in the field of professional competence. It does not extend to the expression in the classroom of opinions on controversial and partisan issues which have no relationship to his or her discipline or teaching subject. The classroom may not serve the teacher as a platform for causes unrelated to his or her profession as a Christian teacher of a discipline.

The Calvin University teacher is a citizen, a member of a learned profession, and a representative of Calvin University. When speaking as a citizen, the teacher should be free from institutional censorship or discipline unless his or her Christian character is compromised or Christian witness impaired. However, a special position in the church and in the community imposes special obligations. The Calvin University faculty member should remember that the public will tend to judge the profession and the institution by his or her utterances. Therefore, he or she should be accurate at all times, exercise proper restraint, and respect the rights of others to express their opinions. The faculty member shall not attempt to politicize the institution in purely partisan matters, and shall dissociate the university from political activities.

Faculty members are permitted and, normally, even encouraged to run for political office or hold memberships on civic commissions. Should faculty members be elected or appointed to such positions which necessitate either partial reduction in or complete separation from service to Calvin University, they may retain their position on the faculty, but then under the terms of the leave of absence policy.
3.5.4.1 / Controversial Topics and Confessional Interpretation

3.5.4.1.1 / A Common Set of Questions to Guide Informal and Formal Work on Controversial Issues

The university’s policies on confessional subscription and academic freedom naturally lead to a set of common questions of central concern for the faculty, administration, board, and constituency when facing any difficult, controversial, or misunderstood topic. When controversial topics arise, the university encourages each relevant entity (e.g., the Board of Trustees, PSC, academic administrators, the faculty senate, and individual departments or faculty members) to ask the following guiding questions:

1. **Scriptural, Theological, Confessional Resources.** How can work on the topic in question be subject to and illuminate scriptural teaching? What scriptural texts and themes are relevant to the discussion? What are the most significant historical resources on and interpretations of those texts and themes? What theological resources does the Reformed tradition offer on this topic? What specific confessional claims are relevant to the discussion? What particular positions on a given topic may be inconsistent with the confessions? What wisdom do various positions that may not be consistent with the confessions still offer? Are there aspects of the topic that are scripturally and confessionally clear, about which Calvin faculty are not free to express contrary positions? How can work on the topic promote the integrity of confessional subscription (whether by working in ways that are consistent with the confessions, by seeking to clarify their meaning, or—when necessary—working through the approved channels to change or augment them)?

2. **Christian Community.** How could work on a given topic promise to strengthen the church and the broader Christian community? What are the particular insights or strengths that the Reformed tradition and Calvin University bring to this topic? What are potential weaknesses in Reformed approaches? What marginalized or disenfranchised members of the community could be intentionally brought into the conversation? What particular wisdom do they offer? How can work on the topic be done to minimize unnecessary and unhealthy consequences? What individuals or other institutional structures could best promote transparency and accountability for all members of the community while the work is being done? Are proactive external communications needed while the work on this topic is being done?

3. **Peer Review.** How can work on the topic benefit from collegial peer review both within and beyond the Calvin community, from those with expertise on the topic and from those with expertise in scriptural and confessional interpretation? What is the best current work on this topic in various Christian communities? Which disciplines have insights to offer? How might the Holy Spirit be using insights gained from scholarship in the disciplines to prompt the church to either strengthen or reconsider its approach on an issue, and how do we distinguish the promptings of the Holy Spirit from our own fallen desires?

4. **Cultural Awareness.** How can different cultural perspectives shape insight on the topic? What challenges regarding cross-cultural or intercultural communication are present in work on this topic? How might the Holy Spirit be using insights from cross-cultural communication to prompt the church to either strengthen or reconsider its approach on an
issue, and how do we distinguish the promptings of the Holy Spirit from our own fallen desires?

5. **Transparent Communication.** How can work on a given topic be explained in a transparent and constructive way to students and other stakeholders, including concerned ones?

These questions offer a constructive, confessionally grounded way for the university community to engage difficult and controversial topics.

### 3.5.4.1.2 / COLLABORATIVE WORK ON CONTROVERSIAL TOPICS

At times, a specific topic may warrant special consideration for reasons such as:

- the prominence of the topic in cultural or church discussions,
- the frequency or quality of constituent complaints related to the topic, or
- substantive differences of approach to the topic in the Christian community.

When it judges that collaborative, proactive reflection on a given topic would strengthen the mission of the university, PSC may initiate a process for proactive reflection. PSC may do so by requesting the Calvin Center for Christian Scholarship or another appropriate organization or entity to organize a study group. Or PSC may commission a task-force to gather relevant information, identify the best resources for addressing the topic, clarify various positions on the topic within the Christian community, clarify any academic freedom issues involved in consultation with the academic freedom sub-committee of PSC, and describe the particular contribution Calvin University could make to the topic, normally using the questions found in section 3.5.4.1.1. The task force will ordinarily include members of the faculty, administration, and Board of Trustees, and may also include additional experts on the subject from beyond faculty, administration, and the board. PSC will include information about any of these actions in its regular reports to the academic affairs committee of the Board of Trustees.

Collaborative reflection on controversial topics should not be a disciplinary process but rather a learning process. PSC should exercise care in discerning whether such a task force is necessary. This process should be reserved for significant topics worthy of the time that will be required for the work. The commissioned work should not duplicate past work. Processes commissioned by PSC should emphasize broad consultation within the Calvin community, including consultation with Faculty Senate and Board of Trustees.

### 3.5.4.1.3 / RESPONDING TO CONSTITUENT CONCERNS

Throughout Calvin's history, the board, administration, and faculty have regularly received commendations and complaints from constituents. At its best, this pattern of communication is a healthy sign of the covenantal commitment to the university's mission by its stakeholders. The university views these complaints, commendations and expressions of concern as a significant opportunity for teaching and learning—to listen to its stakeholders, to learn from their responses and questions, to communicate the nature of the university's mission, and to hone understanding on challenging topics in the broader Christian community.

Complaints about matters of confessional integrity, whether they arise from within or outside the university, should first be directed to the Provost’s Office. The dean conveys the concern to the
faculty member, obtains relevant information, and clarifies any misunderstanding that may have led to the complaint. If the complaint raises a substantive issue, the dean, in consultation with the provost, works first through informal procedures, using the questions in section 3.5.4.1.1 as guide. When these informal procedures do not achieve a satisfactory resolution, the dean, the faculty member in question, or other members of the Calvin community may request that PSC engage in a formal process for review (section 3.5.4.2.2). In cases of non-compliance with confessional subscription, the university shall follow the process described in section 6.3.

In all personnel cases and in all matters regarding academic freedom and confessional subscription, it is the responsibility of all faculty members and especially all administrators (department chairs, academic deans, the provost, and the president) to (a) work to ensure that all parties have a common and correct understanding of the university’s governance structures, policies, and procedures, (b) help faculty members work collegially toward the best articulation of their views in light of a set of common questions (as specified in section 3.5.4.1.1), (c) promote the integrity of confessional subscription and academic freedom according to Calvin's stated academic freedom policy. No individual faculty member or administrator is in a position to issue a presumptive assurance about the eventual outcome of any judicial procedures, should they be necessary. Any request for an interpretation of the confessions should be directed to PSC. Any provisional judgment about the confessions offered by PSC is subject, in turn, to the judgment of the Board of Trustees and, ultimately, the synod of the Christian Reformed Church.

3.5.4.2 / Procedures for Clarifying the Meaning of Calvin’s Policies of Confessional Commitment and Academic Freedom

3.5.4.2.1 / INFORMAL PROCEDURES

Members of the Calvin community with questions or concerns about the implications of Calvin's policies of confessional subscription and academic freedom for any specific topic or position are encouraged to discuss the matter with their colleagues, department chair, and academic dean, using the questions in section 3.5.4.1.1 as a guide to collegial inquiry. In most circumstances, informal collegial work carried out in harmony with the Reformed confessions should be sufficient to ensure that the faculty is serving the Christian community with timely and faithful teaching and learning on difficult and challenging topics.

3.5.4.2.2 / FORMAL PROCEDURES

If any administrator, faculty member, academic department, or the Board of Trustees as a whole has weighty concerns related to the implications of Calvin's policies of confessional subscription and academic freedom for any specific topic or position, they should address their concern to PSC. The request should be accompanied by an explanation of the issue and an explanation of the reasons that warrant formal action. Whenever possible, the request should be accompanied by preliminary responses to the pertinent questions in section 3.5.4.1.1. Additional communications from faculty colleagues and collaborators are also encouraged.

After deciding whether the request is sufficiently weighty to warrant formal review, PSC shall gather information necessary to make an informed judgment, through appropriate processes, including, for example:

- commissioning an academic dean or other designated expert to gather relevant information,
III. Faculty Personnel Policies

- consulting with relevant departments,
- consulting with experts in biblical and confessional interpretation, and/or
- consulting with Faculty Senate.

PSC should engage in as much consultation as is reasonable for the situation in question, preparing its response in both a consultative and timely manner. PSC will ordinarily include a member of the Board of Trustees in its deliberations on these topics.

PSC may respond to the request for clarification in several ways, including (1) asking the correspondent for more information or a clarification of the request, (2) requesting that the communication be withdrawn, (3) offering encouragement about how Calvin faculty can serve the larger Christian community with respect to the issue or position in question, or (4) recommending that the Board of Trustees issue a judgment about the implications of Calvin’s policies of confessional subscription and academic freedom with respect to the topic or position at hand. For especially challenging topics, PSC may recommend that a statement on the topic be prepared for inclusion in the Handbook for Teaching Faculty (e.g., the current statement on faith and science) according to the appropriate procedures for amending the handbook.

PSC shall communicate its response, along with accompanying grounds, to the correspondent, and provide copies of the communication to the Board of Trustees. The president ordinarily presents this communication to the Board. If the president does not concur with PSC’s response, the provost will present this communication to the Board. If neither the president nor the provost concurs with the response of PSC, PSC may appoint a faculty member to represent PSC at deliberations of the Board of Trustees.

When necessary, PSC will advise the president and provost about ways to communicate to the media and other audiences.

Faculty members who disagree with PSC’s response may (a) request that PSC reconsider or clarify its response in light of additional information, or (b) request that the Board of Trustees not accept PSC’s recommendation regarding a judgment about the implications of Calvin’s policies of confessional subscription and academic freedom for the topic or position at hand.

If the president disagrees with PSC’s response, the president may (a) request that the board ask PSC to reconsider the position in light of additional information or considerations not reflected in the grounds or explanation for the decision, or (b) request that the Board of Trustees not accept PSC’s recommendation regarding a judgment about the implications of Calvin’s policies of confessional subscription and academic freedom for the topic or position at hand.

If the Board of Trustees disagrees with PSC’s response, the board could (a) request PSC to reconsider the position in light of additional information or considerations not reflected in the grounds or explanation for the decision, or (b) decline to accede to PSC’s recommendation regarding a judgment about the implications of Calvin’s policies of confessional subscription and academic freedom for the topic or position at hand. If the board does not accede to PSC’s recommendation, the matter may be referred back to PSC for PSC to develop an alternate recommendation prior to the next scheduled board meeting. If an alternate recommendation is not subsequently approved by the board or if PSC does not offer an alternative recommendation, the
board could choose to develop its own judgment about the meaning and implications for Calvin's policies of confessional subscription and academic freedom for the topic of position at hand.

During these deliberations, the president and provost serve the Board of Trustees (a) by ensuring that the best expertise on both the topic and on the confessional interpretation is available to the board and (b) by being present during all board discussions of the topic. The board would communicate its decision, along with its rationale, to PSC and the members of the community who made the original request.

Faculty members or administrators who disagree with the board’s decision may (a) request that the board reconsider or clarify its decision in light of additional information, or (b) appeal the board’s decision to the synod of the Christian Reformed Church, through the appropriate channels described in the Rules for Synodical Procedure.

In all these matters, PSC and the Board of Trustees should be governed by a desire to promote confessional integrity, due process, mutual trust and the kind of constructive engagement with difficult issues that will serve the Christian community at large.

Note: Section 3.5.4 describes Calvin University’s expectations for engaging confessional difficulties and controversial issues. Holding a view that appears to contradict Calvin’s policies of confessional subscription and academic freedom for any specific topic or position is not necessarily grounds for dismissal. Engaging the controversy in ways that are inconsistent with the expectations set forth in this section, however, may be grounds for investigating unsatisfactory job performance (section 6.1).

At times it might be the case that a decision is made that the faculty member’s views do not align with the Reformed Christian commitments of the university; in such cases the faculty member will be dismissed from the faculty (section 6.3).

3.6 / REAPPOINTMENT

3.6.1 / Evaluation and Reappointment of Regular Teaching Faculty: Policies

3.6.1.1 / Normal Appointment Schedule

Normally, faculty on regular tenure-track or renewable term appointments receive an initial three-year appointment and two subsequent appointments, each for two years. Modifications to this schedule are possible for those with prior teaching experience at Calvin University or at other institutions. Formal evaluation with respect to the norms for reappointment occurs in the academic year prior to reappointment.

3.6.1.2 / Eligibility for Consideration for Tenure

A faculty member must have a tenure-track appointment to be considered for tenure. A faculty member must also hold the appropriate terminal degree (PhD, MFA, MBA plus CPA or CMA, MSE plus State licensure). Some departments have alternative requirements for tenure for certain positions. Detailed policy descriptions for these positions may be found in the Provost's Office.

A teacher shall have taught full-time at Calvin University for seven full years in a series of appointments with the rank of instructor or above before he or she is eligible for tenure. In the case of teaching appointments where new faculty members have significant prior experience at the college level as a full-time professor, exceptions to this stipulation may be made by the provost in
consultation with the department. These exceptions must be made according to the following stipulations:

1. They may allow for tenure reviews sooner than the seven-year norm but no sooner than the third year of employment at Calvin University.

2. Tenure reviews may occur no sooner than the seventh year of total full-time university experience.

3. If a professor comes to Calvin already tenured by another institution, he or she may be reviewed for tenure at the end of the initial three-year appointment.

4. If a professor comes to Calvin with prior experience but not tenure, he or she must have at least one review and reappointment before a tenure review.

Any further foreshortening of the tenure review process or the granting of tenure upon appointment must be made by the Board of Trustees upon recommendation of the president.

A faculty member may request that the timetable for tenure consideration be extended beyond the seventh year to take account of specific personal or family circumstances. Exceptions may be made for faculty who are granted Family Medical Leave during their first six years of service or for other good cause shown, as determined by the provost in consultation with the department chair or dean. This exception must be requested in writing, and a revised schedule will be placed in the faculty member’s personnel file. In the case of a medical leave of 6 weeks or more, a faculty member will automatically receive a one-year extension for each leave, unless he or she chooses to decline it.

Reduced-load appointees or those whose service have been a combination of full-time and reduced-load should refer to section 3.3.1.7 for modifications to this schedule.

3.6.1.3 / Eligibility for Consideration for a Five-Year Term Appointment

A faculty member must have a renewable term appointment to be considered for a five-year term appointment. A faculty member must also hold the appropriate terminal degree (PhD, MFA, MBA plus CPA or CMA, MSE plus State licensure). Some departments have alternative requirements for five-year term appointment for certain positions. Detailed policy descriptions for these positions may be found in the Provost’s Office.

A teacher shall have taught full-time at Calvin University for seven full years in a series of appointments with the rank of instructor or above before he or she is eligible for a five-year term appointment. In the case of teaching appointments where new faculty members have significant prior experience at the college level as a full-time professor, exceptions to this stipulation may be made by the provost in consultation with the department. These exceptions must be made according to the following stipulations:

1. They may allow for five-year term reviews sooner than the seven-year norm but no sooner than the third year of employment at Calvin University.

2. Five-year term reviews may occur no sooner than the seventh year of total full-time university experience.

3. If a professor comes to Calvin already tenured by another institution, he or she may be reviewed for five-year term appointment at the end of the initial three-year appointment.
4. If a professor comes to Calvin with prior experience but not tenure, he or she must have at least one review and reappointment before a five-year term review.

Any further foreshortening of the five-year term review process or the granting of a five-year term upon appointment must be made by the Board of Trustees upon recommendation of the president.

A faculty member may request that the timetable for a five-year renewal consideration be extended beyond the seventh year to take account of specific personal or family circumstances. Exceptions may be made for faculty who are granted Family Medical Leave during their first six years of service or for other good cause shown, as determined by the provost in consultation with the department chair or dean. This exception must be requested in writing, and a revised schedule will be placed in the faculty member’s personnel file. In the case of a medical leave of 6 weeks or more, a faculty member will automatically receive a one-year extension for each leave, unless he or she chooses to decline it.

Reduced-load appointees or those whose service have been a combination of full-time and reduced-load should refer to section 3.3.1.8 for modifications to this schedule.

3.6.2 / Evaluation and Reappointment of Regular Faculty: Procedures

Each year the president is required to present to the Board of Trustees a recommendation in support of all the regular faculty members who are up for reappointment or reappointment with tenure or five-year term status. To assist the president in making an evaluation, each department chair concerned is to submit, in accord with the procedures noted below, a recommendation for those faculty members in his or her department who are up for reappointment and/or promotion.

As the university transitions to schools, the deans of the schools will assume responsibilities assigned to chairs. Faculty in such schools will be apprised of this change as it occurs.

3.6.2.1 / Reappointment Procedure

The list of persons who are to be considered for reappointment shall be compiled by the Provost’s Office. Persons in regular positions who are to be considered for reappointment (and their department chairs) shall be informed of this by May 1 in the academic year preceding the year in which they are to be considered for reappointment. These notices are to be sent by the provost.

In the event that a renewable-term or five-year term position will not be renewed because the department or university no longer needs the position, the person currently in that position shall be informed of this by May 1 in the academic year preceding the year in which the current appointment is scheduled to conclude; the reappointment process will not be followed for persons in positions that are ending. (See section 3.9.2 for processes regarding positions that are ended mid-term.)

The provost shall send a letter each fall to all members of the faculty, listing candidates for reappointment and tenure/five-year term and inviting personal letters of recommendation citing the candidate’s fulfillment of university expectations in the areas of Reformed Christian commitment, teaching effectiveness, scholarship and research, and service. These letters will be made available to the Professional Status Committee, and the dean will inform the candidate of the general contents of any such letters. Anonymity of these letters cannot be guaranteed if the letter creates a personnel situation that must be addressed, or if candidates ever sue or file an agency action.
The chair of the department shall compile the reappointment dossier (as described in section 3.6.2.2) and send it to the academic dean by October 15 of the year in which a person is eligible to be considered for reappointment. The chair should meet with the candidate prior to this date and provide the candidate with a written copy of the chair’s summary of the dossier. The candidate may examine the dossier (except for confidential documents) before the chair forwards it to the dean. In the case of schools, the dean of the school shall compile the reappointment dossier, meet with the candidate prior to the October 15 date, and provide the candidate with a written copy of the dean’s summary of the dossier.

After consulting with the provost, the dean shall submit his or her recommendation to the Professional Status Committee. Decisions made by the department or by the dean to reappoint or not reappoint are forwarded to the Professional Status Committee for review.

The Professional Status Committee shall make a recommendation to the president.

The dean shall summarize the recommendation of the Professional Status Committee and send it to the president. This shall be in the form of a written recommendation and summary evaluation.

The president will make the final decision concerning all reappointment recommendations and shall convey them, along with the recommendations of PSC and the deans, to the Board of Trustees. Normally the president will affirm the decisions of the Professional Status Committee. In the unusual case where this is not so, the president will report this to the Professional Status Committee and the department with an explanation. Recommendations for reappointment with tenure or five-year term positions shall be conveyed to the Board of Trustees normally at the February meeting of the Board.

Persons who have been considered for reappointment shall be informed of the president’s recommendation prior to the publication of the President’s Report to the Board of Trustees. They shall receive a copy of the dean’s written recommendation to the PSC and the dean’s written summary of the PSC discussion that was given to the president.

3.6.2.2 / The Reappointment Dossier

The department chair should provide the information listed below to the academic dean when recommending a person for reappointment. In the case of schools, the dean shall gather the information.

3.6.2.2.1 / The Chair’s Written Summary of the Dossier

The chair or dean shall provide a written evaluation of the candidate with respect to the norms for evaluation (section 3.6.2.3); this should include a summary of the department recommendation.

In the case of reappointment with promotion, tenure, or to a five-year term, this summary should include a statement as to whether a majority of tenured and five-year term colleagues (a majority of full professors in the case of promotion to professor) support reappointment with promotion or tenure or five-year term status.

This summary must be shared with the candidate and so should be written so as to preserve the anonymity of the evaluators mentioned in section 3.6.2.3 below.
III. Faculty Personnel Policies

3.6.2.2 / RESULTS FROM STUDENT EVALUATION OF TEACHING AND ADVISING

The Provost’s Office will assemble all of the available numerical summaries of student course evaluations for the previous five years and copies of the student comments from the course evaluation forms for the period under review (normally the previous four semesters). The assembled numerical summaries and comments will be supplied to the chair and the candidate and should be added to the dossier for departmental review. Advising evaluations shall also be provided to the chair and the candidate and should be added to the dossier for departmental review.

3.6.2.2.3 / CONFIDENTIAL EVALUATIONS OF THE CANDIDATE

3.6.2.2.3.1 / EVALUATION BY COLLEAGUES

1. An evaluation by colleagues in the department, including the chair.

   In the case of reappointment without tenure or to a renewable term appointment, the chair should include written evaluations from no fewer than three members of the department on regular appointment who are familiar with the candidate’s work. If there are fewer than three members on regular appointment, including the chair, the dean and chair may solicit additional evaluations from professors outside the department who are familiar with the candidate’s work. The chair should provide information on how these evaluations were solicited.

   In the case of reappointment with tenure or to a five-year term appointment, the chair should obtain written evaluations from each tenured and five-year term colleague. If the chair is tenured or holds a five-year renewable term appointment, the chair also provides a written evaluation, distinct from the chair’s written summary of the dossier described above. These evaluations must include a clear statement as to whether the colleague supports the reappointment for which the candidate is applying and must include an evaluation of the candidate in each of the four areas: Reformed Christian commitment, teaching, research and scholarship, and service. Colleagues should provide evidence to support the recommendation.

   If there are fewer than three tenured and five-year term professors in the department—including the chair—the dean and the chair may solicit additional recommendations from tenured and five-year term professors in other departments who are familiar with the candidate’s work.

2. A written report on the assessment of teaching, coordinated by the chair or by a colleague appointed by the chair or a staffing committee of the department. The assessment should include multiple visits by several colleagues to the classroom of the candidate. Colleagues should consult the Provost’s Office web site for guidelines for how to conduct and report on class observations.

3. A written report by the chair or designated colleague on the department’s discussion with the candidate addressing that candidate’s written essays related to Reformed Christian commitments and integration of faith and learning. The report should include, at minimum, the date of the discussion, members present, a summary of strengths and suggested areas for growth, and any recommendations the department made to the candidate.
4. Copies of all departmental explanations of faculty expectations (e.g., the departmental statement on scholarship).

3.6.2.2.3.2 / Evaluation by Students and Alumni

1. Alumni

At the time of the tenure/five-year term review and promotion, the chair or school dean should solicit feedback from a minimum of five alumni who have majored in the department, using the Alumni Feedback Form available on the provost’s website. In programs where there are many alumni, the chair/dean shall randomly select the alumni.

2. Advising evaluation report

The provost’s office will coordinate an advising evaluation review at each reappointment. The review will occur in the spring or summer, and results will be shared with the candidate and the chair/dean by September 1 so that the results can be part of the evaluation process.

3.6.2.2.3.3 / Evaluation by External Referees

An evaluation by external reviewers will occur when departmental scholarship statements indicate that such is needed. Chairs/dean will facilitate this process.

3.6.2.2.3.4 / Evaluation by Colleagues from Other Departments

The academic dean shall include any signed comments received in response to the invitation to all members of the faculty to submit personal recommendations citing the candidate’s fulfillment of university-expectations.

3.6.2.2.4 / Copies of the Dean’s Recommendation for Each Previous Appointment

These statements may be obtained from the Provost’s Office.

In cases where the appointment history is atypical, please consult with the academic dean.

It is also possible that not all of these categories of information will apply to each candidate. For example, the candidate may not yet have had advisees. Chairs/deans should provide as much information as they can and indicate why some of the information requested may be missing.

3.6.2.2.5 / Copies of the Annual Reviews from the Current Appointment

These statements may be obtained from the Provost’s Office.

3.6.2.2.6 / Evaluation by the Candidate

At each reappointment, faculty will be expected to address the evaluative areas in these categories:

- Reformed Christian commitment
- Teaching effectiveness
- Scholarship and research
- Service

Sections 3.5.3 and 3.6.2.3 provide context and criteria for the candidate’s dossier. More specificity about the contents of the dossier will be shared with candidates in May of the year prior to the year of their evaluation. The PSC expects that the content (e.g., prompts for essays) will be modified based on feedback from the experiences of candidates, department chairs, deans, faculty
development initiatives (e.g., the de Vries Global Faculty Development; Teaching and Learning Network), and the PSC.

Faculty development opportunities through the Teaching and Learning Network and the Global Faculty Development will be aligned with dossier expectations to support faculty members as they seek reappointment, tenure/five-year renewable term positions, and promotion.

In addition to addressing the four evaluative categories, faculty will be asked to provide a recent curriculum vitae, using the template provided by the provost’s office.

3.6.2.3 / Evaluation Guidelines

At times of reappointment and promotion, Calvin University faculty are evaluated in four categories: Reformed Christian Commitment, Teaching Effectiveness, Research and Scholarship, and Service, using identified areas of evaluation in each category. These categories are described in section 3.5.3.

The following principles should be used when evaluating candidates:

1. No faculty member is likely to be strong in all areas, and only a few can be strong in most of them.

2. Individual differences among faculty members as well as different expectations for faculty work by different departments make it inevitable that evaluation will vary somewhat across the university. However, all faculty must demonstrate competence in all four areas and effectiveness in teaching.

3. Evaluators must use evidence to support their recommendations.

4. With the category of Reformed Christian Commitment emphasis, the university does not aim for any sort of institutional or canonized set of fixed theories to be known as the Calvin position. Calvin faculty should work faithfully toward a rich integration of the various disciplines with a Reformed Christian view of God, people, and the world. At the least, this entails progress by faculty members and departments in defining crucial faith-and-learning questions, in testing answers to them, and in disseminating the results of this work in their classrooms and, as appropriate, in scholarly venues.

Many variables enter into the evaluation process, and some are difficult to specify and measure precisely. Evaluators at each stage of the process should be fully aware of the human fallibility which enters into these decisions, but also recognize that judgments can and must be made. Continuing efforts will be made to sharpen the evaluation process.

3.6.2.3.1 / CRITERIA FOR REAPPOINTMENT: 3RD, 5TH, AND TENURE/FIVE-YEAR REVIEW

The expectations noted below in each area of evaluation are for reappointment with tenure or a five-year renewable term. Developmental expectations for the 3-year and 5-year review are described in the matrices tool, available from the provost’s office. Expectations for promotion to full professor are described in section 3.6.2.3.6 and also in the matrices.

The evaluation criteria and processes may be revised in renewable term appointments where a faculty member’s responsibilities might not align with the evaluative criteria, or where unusual circumstances attach to an appointment. In such cases, the department chair and dean, with the approval of the provost, may adapt the criteria or procedures as appropriate. If this occurs, the
III. Faculty Personnel Policies

variance should be stated in writing, with copies provided to the candidate and his/her colleagues. The dean will include a copy of the variance as part of the candidate’s dossier.

3.6.2.3.2 / REFORMED CHRISTIAN COMMITMENT

The following expectations pertain to tenure and five-year renewable term appointments:

1. Calvin University faculty are expected to understand and affirm the historical creeds and Reformed confessions contained in the Covenant for Faculty Members.

The Covenant for Faculty Members consists of three ecumenical creeds that express the Christian faith (the Apostles’ Creed, the Nicene Creed, and the Athanasian Creed) and three historic Reformed forms of unity (the Belgic Confession, the Heidelberg Catechism, and the Canons of Dort). Faculty members pledge to teach, speak, and write in harmony with these statements. Faculty members are expected to affirm the Covenant for Faculty Members in their first year of their employment by signing the Covenant document. As part of their tenure or five-year renewable term review, faculty are expected to articulate a Christian commitment and demonstrate an understanding and affirmation of essential Reformed Christian theological ideas by re-affirming their commitment to the Covenant for Faculty Members in writing.

For further discussion of what it means to affirm the Covenant for Faculty Members or to express a confessional difficulty with the covenant, see sections 3.5.1.1 and 3.5.1.1.1 in the Handbook for Teaching Faculty.

2. Calvin University faculty are expected to engage in Christian practices that are sustained by membership in a congregation of the CRCNA, a church in ecclesiastical fellowship with the CRCNA, or a Calvin University–supporting Protestant congregation.

Given the university’s long-standing, generative relationship with the Christian Reformed Church in North America (CRCNA) as the denomination that founded, supports, and governs the university, and given the mutual benefits that accrue between the university and the Christian Reformed Church, faculty are warmly encouraged to be members of Christian Reformed churches (or churches in ecclesiastical fellowship with the CRCNA).

At the same time, the university recognizes that some churches are heavily influenced by Reformed theology, and persuaded by much of it, while nevertheless disagreeing with certain theological conclusions voiced in historical confessional documents. Some faculty may find such congregations supportive of both their spiritual development and their vocation as a Christian teaching from a Reformed Christian perspective. Calvin University wishes to develop partnerships with those congregations, recognizing that partnerships with other Christian denominations can enrich both the church and the university. Faculty may join Protestant congregations that affirm the content of the three ecumenical creeds, support the faculty member’s faith journey, and support the faculty member’s vocation as a Christian teacher who has affirmed the Covenant for Faculty Members.

When questions arise about the alignment of a congregation with the university’s expectations for faculty membership, the Professional Status Committee (PSC) is charged with adjudicating membership requests.
Because Calvin University is under the authority of the CRCNA, when confessional or controversial issues arise with respect to confessional matters, the CRCNA, Calvin’s Board of Trustees, administration, and faculty work collaboratively to adjudicate these within the context of the *Handbook for Teaching Faculty* and the university’s *Confessional Commitment and Academic Freedom* document. If faculty are members of churches where doctrinal differences exist from the CRCNA, faculty are expected to do their work in affirmation with the creeds and confessions identified in the Covenant for Faculty Members.

As part of a tenure or five-year renewable term review, faculty are expected to demonstrate membership and active participation in a congregation of the CRCNA, a church in ecclesiastical fellowship with the CRCNA, or a Calvin University-supporting Protestant congregation.

3. **Calvin University faculty are expected to demonstrate their commitment to a Reformed Christian view of education.**

Calvin University embraces Reformed Christian theological ideas as a basis for a Reformed Christian view of education and as a basis for integrating faith and learning; Calvin expects that its faculty members acknowledge the value of integrating faith and learning at all stages of learning.

Historically, one way to demonstrate an understanding of and commitment to a Reformed understanding of education has been to send one’s children to Christian day schools, a practice that is supported by the Christian Reformed Church and described in Article 71 of the Church Order, in which church councils are instructed to

> “diligently encourage the members of the congregation to establish and maintain good Christian schools in which the biblical, Reformed vision of Christ’s lordship over all creation is clearly taught. The council shall also urge parents to have their children educated in harmony with this vision according to the demands of the covenant” *(Church Order and Its Supplements, 2018, p. 96).*

Calvin University cherishes its relationships with Christian schools, recognizing that these schools have served and continue to serve a generative and critically important role in supporting the university’s Reformed Christian mission. Our relationship with Christian schools also provides a world-wide witness of a Reformed Christian worldview of education.

As part of the tenure or five-year renewable term review, faculty are expected to articulate a Reformed Christian view of education and to describe how they actively support Christian education. The university recognizes that support for Christian education can be enacted in many different ways.

4. **Calvin University faculty are expected to promote diversity and inclusion in ways consistent with Reformed Christian theological ideas.**

Calvin University’s *From Every Nation (FEN)* document serves as a primary context for this expectation. Three broad themes inform the work of faculty: the need for cross-cultural and intercultural competencies in a global environment, the need for enhanced institutional anti-racist accountability, and the need to be agents of reconciliation and restoration. These
themes do not function sequentially but rather simultaneously; one will always be incomplete without the other. As a part of the of tenure or five-year renewable term review, faculty are expected to demonstrate an understanding of diversity and inclusion that is consistent with Reformed Christian theological ideas and to contribute to the university's diversity and inclusion goals.

5. **Calvin University faculty are expected to demonstrate the dispositions that mark a life of Christian faith and service and support students and colleagues as they do the same.**

Calvin University expects every employee to contribute to a Christian community in which we are accountable to and responsible for each other. An essential element of our responsibility to the community and to one another is to strive always to "lead a life worthy of God, who has called you into his own kingdom and glory" (1 Thess. 2:12).

Faculty members at Calvin University are expected to exemplify integrity, honesty, respect, humility, courage, liberality, gratitude, gentleness, kindness, patience and self-control in their words and actions. Many of these qualities are identified by the apostle Paul as the "gifts of the Spirit" (Col. 3; Gal. 5), and faculty members strive, with God’s help, to demonstrate these virtues in their professional activities and in their personal lives. It is part of the calling of the faculty to speak out against wickedness and injustice in society and in the world and to be agents of God’s righteousness and peace. Members of the Calvin faculty are called to build one another up in faith and in virtue and to serve others as citizens of God’s kingdom (*Handbook for Teaching Faculty, section 3.5.2*).

As part of the tenure or five-year renewable term review, faculty members are expected to demonstrate dispositions that mark a life of Christian faith and service and to support students and colleagues in doing the same.

6. **Calvin University faculty are expected to integrate Reformed Christian perspectives into their teaching, scholarship, and service.**

Calvin University expects that faculty think deeply about how Reformed Christian ideas and values inform the presuppositions, theoretical bases, methods, and practice of their discipline, and integrate Reformed Christian perspectives with their teaching, scholarship, and service. See faculty handbook descriptions (and related matrices) for teaching, scholarship, and service.

3.6.2.3.3 / Teaching Effectiveness

The following expectations pertain to tenure and five-year renewable term appointments:

1. **Calvin University faculty are expected to use effective pedagogical strategies.** As part of the tenure or five-year renewable term review, faculty are expected to demonstrate that they regularly implement effective pedagogical practices derived from research on discipline-specific pedagogical strategies and on how people learn.

2. **Calvin University faculty are expected to offer substantial academic content.** As part of the tenure or five-year renewable term review, faculty members are expected to
demonstrate that they address the student learning outcomes of courses in ways that are both substantial and appropriate to the discipline.

3. **Calvin University faculty are expected to engage with students in respectful and welcoming ways.** As part of the tenure or five-year renewable term review, faculty are expected to demonstrate that they work respectfully with students inside and outside of the classroom and describe how they demonstrate a commitment to making the university a welcoming, diverse, and inclusive learning community.

4. **Calvin University faculty are expected to assess their work and implement changes, when appropriate.** As part of the tenure or five-year renewable term review, faculty are expected to demonstrate how they regularly and accurately assess the effectiveness of their teaching practices in promoting student learning and how they implement changes based on that assessment. Faculty are expected to thoughtfully consider feedback received from colleagues and students and to implement changes based on that feedback, when appropriate.

5. **Calvin University faculty are expected to demonstrate dispositions that mark a life of Christian faith and service.** As part of the tenure or five-year renewable term review, faculty are expected to root their teaching and learning in dispositions that mark a life of Christian faith and service. They are expected to support students in doing the same.

6. **Calvin University faculty are expected to integrate Christian faith and teaching.** As part of the tenure or five-year renewable term review, faculty are expected to ground the processes and content of their teaching in Reformed Christian theological ideas.

3.6.2.3.4 / RESEARCH AND SCHOLARSHIP

The following expectations pertain to tenure and five-year renewable term appointments:

1. **Calvin University faculty are expected to develop and implement a sustainable scholarly plan.** At the time of tenure review, faculty are expected to be implementing a scholarship plan that aligns with the department’s scholarship statement. The plan should be appropriate to the faculty member’s experience and interests and meet the needs of the department.

2. **Calvin University faculty are expected to disseminate scholarly products.** At the time of tenure review, faculty are expected to have met the expectations laid out in the department’s scholarship plan for disseminating scholarly products or creative work in venues judged appropriate by the department and the university.

3. **Calvin University faculty are expected to have their research and scholarship receive peer or expert review.** At the time of tenure review, faculty are expected to have received successful peer or expert reviews of scholarship or creative work in ways that are consistent with expectations in the discipline or profession as described in the department’s scholarship plan.

4. **Calvin University faculty are expected to integrate Reformed theological ideas with their academic discipline or field of study.** At the time of tenure review, faculty are expected to successfully articulate points of connection between Reformed Christian
theological ideas and the presuppositions, theoretical bases, methods, and practices of an
academic discipline or field of study.

5. **As appropriate, Calvin University faculty are expected to receive internal or external
funding or support.** At the time of tenure review, faculty, in departments where internal or
external funding or support is valued, are expected to have received discipline-appropriate
internal or external funding or support for scholarly work at levels described in the
department’s scholarship plan.

6. **As appropriate, Calvin University faculty are expected to build collaborative and
professional networks.** At the time of tenure review, faculty, in departments where
collaborative or professional networks are valued, are expected to have built effective or
professional networks with external partners, students, or colleagues in ways consistent
with the department’s scholarship plan.

**3.6.2.3.5 / SERVICE**

The following expectations pertain to tenure and five-year renewable term appointments:

1. **Calvin University faculty are expected to be effective advisors for and mentors to
students.** As part of the time of tenure or five-year renewable term review, faculty members
are expected to demonstrate how they effectively advise and mentor students who are
declared or undeclared majors as well as students (such as those in a faculty member’s
class) who seek out the faculty member.

At all stages of their career, faculty members are expected to demonstrate concern for
students’ academic and personal welfare by welcoming, listening to, and supporting them.
This expectation includes such activities as understanding and planning with students for
fulfilling core, major, and graduation requirements; supporting students in their
postgraduation transitions; communicating concern for student well-being regardless of
whether the student is one’s advisee; being accessible during advising and office hours; and
linking students to university resources that can help them.

2. **Calvin University faculty are expected to serve their departments effectively.** At the
time of tenure or five-year renewable term review, faculty members are expected to
regularly and effectively contribute to the work of the department and the well-being of
colleagues and students. This includes such activities as carrying out department
assignments in timely and effective ways; being engaged in and prepared for department
meetings and other department-sponsored events; having a consistent presence on campus
during typical business hours when teaching; and supporting colleagues and students.

3. **Calvin University faculty are expected to serve the university.** At the time of tenure or
five-year renewable term review, faculty members are expected to regularly and effectively
contribute to the governance and processes of the university. This includes such activities as
carrying out university committee assignments in timely and effective ways; being helpfully
engaged in and prepared for university committee assignments; and participating in
university activities (e.g., student orientation, enrollment initiatives, convocation,
graduation).
4. **Calvin University faculty are expected to engage in service outside the university.** As part of the tenure or five-year renewable term review, faculty members are expected to demonstrate that they regularly engage in service to some community outside Calvin University. This includes service in such areas as the church, profession or guild, or civic engagement.

5. **Calvin University faculty are expected to demonstrate professional behavior and dispositions that mark a life of Christian service.** At the time of tenure or five-year renewable term review, faculty are expected to consistently demonstrate these behaviors and dispositions, and support students and colleagues in doing the same.

### 3.6.2.3.6 / CRITERIA FOR PROMOTION TO PROFESSOR

**Process.** Departments and candidates will be notified one year in advance of a faculty member's eligibility for promotion to professor. Should a colleague who is eligible for promotion not be ready or recommended, the colleague will remain eligible, and the department may at some later date recommend promotion.

The reappointment process and dossier should be consistent with the expectations of sections 3.5.3, 3.6.2.2, and 3.6.2.3.1–5.

All full professors in the department are expected to provide a written recommendation. If there are fewer than three full professors in the department, including the chair, the dean and the chair may form a special committee on promotion, which may be composed of department members and full professors selected from other departments. Although only full professors will vote on recommendations for promotion to full professor, chairs should solicit the opinions of all colleagues on regular appointments. Chairs will summarize the gist of those opinions and share that summary with the voting full professors.

Deans, chairs, and candidates should consult sections 3.5.3, 3.6.2.2, and 3.6.2.3.1–5 for context and criteria for the candidate’s dossier. More specificity about the contents of the dossier will be shared with candidates in May of the year prior to the year of their evaluation. The PSC expects that the content (e.g., prompts for essays) will be modified based on feedback from the experiences of candidates, department chairs, deans, faculty development initiatives (e.g., the de Vries Global Faculty Development; Teaching and Learning Network), and the PSC.

**Criteria.** A Calvin University full professor has demonstrated a level of achievement that is qualitatively different in two of the following three categories (candidate’s choice): teaching effectiveness, research and scholarship, and service. A continued commitment to Reformed Christian commitments (fourth category) is required for promotion and expected to animate the candidate’s work in teaching effectiveness, research and scholarship, and service.

The qualitative difference that marks the exemplary achievements of a Calvin full professor is a commitment to the success of others and to the flourishing of a community of which the candidate is a part. To demonstrate this qualitative difference, candidates point to their contributions to the success of others as teachers (teaching effectiveness) or scholars (research and scholarship), or to their effective leadership in Calvin’s governance or in other institutions that advance Calvin’s mission (service).
Calvin University expects that candidates for full professor maintain the level of achievement expected of associate professors in all four reappointment categories and give evidence of exemplary work in two of the three categories.

Examples of exemplary achievement are these:

1. **Teaching effectiveness**
   - displaying leadership in teaching and learning by serving as an effective teaching mentor for other colleagues or by serving as a TLN-trained classroom observer; or
   - being recognized by others as contributing to the understanding and implementation of creating equitable and inclusive learning communities; or
   - being recognized by others as a leader in rooting their teaching and learning in dispositions that mark a life of Christian faith and service or in grounding the processes and content of their teaching in Reformed Christian theological ideas; or
   - contributing to the improvement of teaching practices in one’s guild; or
   - contributing to the improvement of pedagogical practices in higher education.

2. **Research and scholarship**
   - displaying leadership in mentoring colleagues and students in work that helps launch their scholarly trajectories; or
   - demonstrating leadership in research and scholarship by means of sustained dissemination of scholarly products or creative work in appropriate venues and active support of the scholarship of others engaged in similar areas of scholarship; or
   - being recognized by peers/experts outside of the university for significant contributions that advance the discipline; or
   - being recognized by peers/experts outside of the university for significant contributions that advance understanding of the integration of faith and an academic discipline or field of study; or
   - sustaining/advancing significant institutional or professional networks, shows leadership in collaboration, and serves as exemplar of the university’s scholarly commitments; or
   - receiving significant funding or support (e.g., grants, travel funding, honoraria, stipends, consulting fees) for scholarship, consistent with department expectations; or
   - being recognized by peers/experts outside the university for significant contributions to projects that are cross-disciplinary or transdisciplinary.

3. **Service**
   - being recognized by students and colleagues as an outstanding advisor and mentor who is concerned about student academic and personal welfare, who invests in
helping students understand their vocations, and who helps shape and improve the advising process of the institution; or

- being recognized by colleagues as someone who has led the institution in acts of service that have made significant contributions to the work of the department or university through such things as department leadership, governance committees, special projects, or cross-divisional initiatives; or

- being recognized by colleagues and external audiences as someone who has led the institution by acts of service to fruitful partnerships with other academic institutions, ecumenical communities, professions, civic groups, or the like; or

- being recognized by colleagues and others outside the university for significant leadership in a religious, civic, educational, or professional organization.

3.6.2.4 / Additional Evidence

The PSC may, at its discretion, request additional evidence from the candidate, seek clarification in writing from a candidate or evaluator, conduct additional classroom observations, consider any new evidence that arises subsequent to the submission of the dossier, and request interviews with faculty colleagues or the faculty member under review. The candidate may request to submit additional evidence after the due date for the application. The decision to accept the additional evidence is made by the PSC chair in consultation with the provost.

If negative evidence should arise between the department’s recommendation on reappointment, tenure, or promotion and PSC’s recommendation, the new evidence may become part of the dossier reviewed by the PSC. If negative evidence arises after the PSC’s decision but before final action by the board of trustees, the PSC may be reconvened by the provost to examine the new evidence and, if warranted, the committee may change its recommendation to the board of trustees. When new evidence arises during the course of a tenure and/or promotion review, or where circumstances warrant, the provost, in consultation with the PSC, may extend time periods and deadlines to ensure a full and fair review process.

3.6.2.5 / Board Interviews of Candidates for Reappointment

The Board shall interview those tenure-track and renewable term candidates recommended by the president for reappointment on the occasion of their first reappointment and at the time of tenure and five-year appointments.

Questions that may be asked of the candidates are these:

- Personal commitment to Jesus Christ as Savior and Lord
- Relationship to the institutional church
- Motivation for choosing Calvin as a place to teach
- The place of her/his discipline in a Christian liberal arts institution such as Calvin
- Relationship of faith and learning
- The way in which Reformed and Christian commitment has shaped her/his approach to the particular area of expertise
• Elements of the Reformed tradition which have shaped the approach to her/his discipline
• The relationship between Christian scholarship and academic excellence
• Relationship to students and colleagues

The Board of Trustees makes final decisions regarding faculty reappointments recommended by the president.

3.6.3 / Failure to Receive Tenure or Non-renewal of Tenure-Track Appointment

3.6.3.1 / Failure to Receive Tenure

Should a candidate fail to achieve tenure, termination of services will take effect at the end of the academic year which follows the academic year in which the PSC made its initial recommendation. If it is the best interest of the university, the candidate could be granted affiliate or adjunct positions.

3.6.3.2 / Non-renewal of Non-tenured Faculty Members

In the case of non-tenured appointees on regular appointment, a written notice of non-reappointment or intention not to recommend reappointment to the Board of Trustees shall be given to the faculty member by the provost before December 20 if the appointment will be terminated at the end of that academic year. If a person has taught full-time at Calvin more than two years, a serious effort should be made to give one year’s notice of non-reappointment.

3.6.3.3 / Appeal Process for Tenure-Track or Tenure Appointment

If a negative recommendation regarding renewal of a tenure-track position or tenure is made by the president, the person affected shall have the right of appeal to the Executive Committee of the Board of Trustees. Any such appeal should be submitted in writing within 10 days after receiving the president's notice of non-renewal.

Appeals are limited to the following:

• A procedural error or omission occurred that significantly impacted the outcome of the review (e.g., substantiated bias, material deviation from established procedures, etc.)
• To consider new evidence consistent with section 3.6.2.2 or 3.6.2.3, unknown or unavailable up to the time of PSC’s deliberations that could substantially impact the decision. A summary of this new evidence and its potential impact must be included.

The Executive Committee will consider the appeal on the basis of the evidence previously presented and after reviewing the recommendations of the PSC and the president, receiving any additional oral or written testimony it may wish to invite. A final decision will be made by a simple majority of the Executive Committee.

3.6.4 / Failure to Receive Five-Year Renewable or Non-renewal of Renewable-Term Appointment

3.6.4.1 / Failure to Receive Five-Year Renewable Appointment

Should a candidate fail to achieve a five-year renewable term, termination of services will take effect at the end of the academic year which follows the academic year in which the PSC made its initial recommendation. If it is the best interest of the university, the candidate could be granted affiliate or adjunct positions.
3.6.4.2 / Non-renewal of Renewable Term Appointment

In the case of renewable term appointees, a written notice of non-renewal or intention not to recommend renewal of appointment to the Board of Trustees shall be given to the instructor by the provost before December 20 if the appointment will be terminated at the end of that academic year.

3.6.4.3 / Appeal Process for Renewable-Term or Five-Year Appointment

If a negative recommendation regarding renewal of a renewable term or five-year renewable term is made by the president, the person affected shall have the right of appeal to the Executive Committee of the Board of Trustees. Any such appeal should be submitted in writing within 10 days after receiving the president’s notice of non-renewal.

Appeals are limited to the following:

- A procedural error or omission occurred that significantly impacted the outcome of the review (e.g., substantiated bias, material deviation from established procedures, etc.)
- To consider new evidence consistent with section 3.6.2.2 or 3.6.2.3, unknown or unavailable up to the time of PSC’s deliberations that could substantially impact the decision. A summary of this new evidence and its potential impact must be included.

The Executive Committee will consider the appeal on the basis of the evidence previously presented and after reviewing the recommendations of the PSC and the president, receiving any additional oral or written testimony it may wish to invite. A final decision will be made by a simple majority of the Executive Committee.

3.6.5 / Appeal Process for Failure to Receive Promotion to Full Professor

Should a candidate wish to appeal a promotion decision made by the president, the person affected shall have the right of appeal to the Executive Committee of the Board of Trustees. Any such appeal should be submitted in writing within 10 days after receiving the president’s notice of non-renewal.

Appeals are limited to the following:

- A procedural error or omission occurred that significantly impacted the outcome of the review (e.g., substantiated bias, material deviation from established procedures, etc.)
- To consider new evidence consistent with section 3.6.2.2 or 3.6.2.3, unknown or unavailable up to the time of PSC’s deliberations that could substantially impact the decision. A summary of this new evidence and its potential impact must be included.

The Executive Committee will consider the appeal on the basis of the evidence previously presented and after reviewing the recommendations of the PSC and the president, receiving any additional oral or written testimony it may wish to invite. A final decision will be made by a simple majority of the Executive Committee.

3.6.6 / Evaluation and Reappointment of Contingent Faculty

The timeline for evaluation of contingent faculty will be specified in annual contracts. The timeline may be revised in writing by mutual consent of the faculty member, the dean, and the provost.

Department chairs are responsible for evaluating contingent faculty. Chairs are expected to meet regularly with contingent faculty to review course syllabi and course evaluations, and conduct
classroom observations. Although some of these responsibilities may be delegated to department colleagues, chairs are responsible for preparing and submitting a report to the dean that addresses the faculty member’s teaching effectiveness. Following every 50 hours of teaching, the evaluations should include a self-evaluation and a statement on the integration of faith and learning by the contingent faculty member.

3.7 / RANK AND PROMOTION

3.7.1 / Regular Faculty
Faculty with regular teaching appointments (tenure-track or renewable term) hold one of the following ranks: instructor, assistant professor, associate professor, professor.

3.7.1.1 / Assignment of Rank and Promotion Procedures
The Board of Trustees, upon the recommendation of the president and provost, approves placement in rank or promotion to a higher rank.

3.7.1.2 / Minimum Requirements for Consideration for Placement or Promotion
Following are the minimum requirements for each academic rank.

1. **Instructor**
   a. A master's degree.

2. **Assistant Professor**
   a. PhD degree or its equivalent; or
   b. Completion of all requirements for the doctorate except the dissertation and two years of college teaching or equivalent experience; or
   c. Master's degree and six years of college teaching or equivalent experience (see section 7.1.2 for definition of “equivalent experience”).

3. **Associate Professor**
   a. Recommendation for reappointment with promotion by the majority of tenured and five-year term members of one’s department and by the Professional Status Committee, if the faculty member has been serving at the university, and
   b. Either
      • PhD degree or its equivalent, plus a minimum of five years of college teaching at the rank of assistant professor or equivalent professional experience; or
      • highest degree commonly given in the field of professional specialization (MFA, MBA plus CPA or CMA, MSE plus state licensure), completion of a minimum of eight years of full-time teaching on the college level and ability to demonstrate a record of successful professional activity during this period of academic employment; or
      • completion of all of the academic requirements for the doctorate except the dissertation and completion of eight years of college-level teaching or equivalent professional experience.

4. **Professor**
a. Recommendation for promotion by the majority of full professors in one’s department and by the Professional Status Committee, if the faculty member has been serving the university; and

b. a doctoral degree (PhD, EdD, DM, DSW, etc.) or a designated terminal master's degree in the field of specialization and completion of a minimum of ten years of full-time college-level teaching or comparable professional experience, and normally five years of experience at the rank of associate professor. (Certain exceptions may be recommended by the president, in consultation with the Professional Status Committee, for promotion to the rank of professor, including its full salary potential.)

3.7.1.3 / Eligibility for Promotion in Rank for Regular Faculty
Promotions in rank are typically considered in conjunction with regular reappointment reviews or in conjunction with post-tenure or five-year appointment reviews.

1. **Promotion to Associate Professor.** Normally, assistant professors who have served at least five years at that rank are eligible to be reviewed for promotion in conjunction with their tenure/five-year term review. Over the normal course of an entry-level appointment, this review occurs in year seven of one’s appointment. An earlier review for promotion to associate professor, after the minimum of five years served at the assistant professor rank but prior to a tenure/five-year term review, will be allowed if it is approved by both the sponsoring department’s chair and its academic dean.

2. **Promotion to Professor.** Associate professors with at least five years of service at that rank are eligible to be reviewed for promotion to professor at the next occasion for reappointment or post-tenure/five-year term review. The first post-tenure/five-year term review may occur earlier than the sixth year subsequent to reappointment with tenure/five-year term in order to accommodate a review for promotion to full professor.

3.7.2 / Contingent Faculty
There are no ranks for contingent faculty positions.

3.8 / POST-TENURE AND FIVE-YEAR-TERM APPOINTMENT REVIEW

3.8.1 / Purpose
The regular cycle of evaluation of tenured and five-year-term faculty members is established as a means of encouraging and assisting faculty members in their professional development. It also presents occasions for evaluating a faculty member for promotion.

3.8.2 / Components of Six-Year Review of Tenured Faculty

1. Every six years after tenure is awarded, a faculty member shall prepare a written self-evaluation and professional plan. The self-evaluation shall cover the period since receiving tenure or since the previous six-year review, and shall evaluate the work done by the faculty member in the four major areas of responsibility. The professional plan shall look forward to the next six years and identify directions and goals in each area. The self-evaluation shall be submitted along with an updated **c.v.** to the department chair.
2. The chair will discuss the self-evaluation and professional plan with the faculty member and provide an evaluation of it. The chair will submit his or her own evaluation (that is shared with the faculty member) and the faculty member’s plan and c.v. to the academic dean.

3. The dean will meet with the faculty member to discuss the submitted documents. The dean will prepare a brief summary of the discussion with the faculty member and, after sharing this with the faculty member, shall place this in the faculty member’s personnel file.

4. Faculty members who fail to complete their post-tenure review at the appointed time may be subject to review under section 6.1.1 (unsatisfactory job performance).

3.8.3 / Components of Five-Year Review of Five-Year Term Faculty

1. Every five years after a five-year term appointment is awarded, a faculty member is eligible, contingent on university need and satisfactory performance, to be considered for a new five-year term appointment. The faculty member shall prepare a written self-evaluation and professional plan. The self-evaluation shall cover the period since the previous five-year appointment, and shall evaluate the work done by the faculty member in the designated areas of responsibility. The professional plan shall look forward to the next five years and identify directions and goals in each area. The self-evaluation shall be submitted along with an updated c.v. to the department chair.

2. The chair will discuss the self-evaluation and professional plan with the faculty member and provide an evaluation of it. The chair will submit his or her own evaluation (that is shared with the faculty member) and the faculty member’s plan and c.v. to the academic dean.

3. The dean will meet with the faculty member to discuss the submitted documents. The dean will prepare a brief summary of the discussion with the faculty member and, after sharing this with the faculty member, shall place this in the faculty member’s personnel file.

3.8.4 / Evaluation Guidelines

The evaluation guidelines are the same as those used to evaluate a faculty member for reappointment or tenure.

3.9 / COMPLETION OF SERVICE OF REGULAR FACULTY

3.9.1 / Retirement

The minimum retirement age is 62. There is no mandatory retirement age. The normal retirement age is the age specified by Social Security (which depends on one’s birth date). Retirement benefits are described in chapter 7.

3.9.1.1 / Emeritus Status

The Board of Trustees confers emeritus status on retiring regular faculty members and administrators with faculty status. Emeritus status is an honor for meritorious service in teaching, research and administration. This status is not automatic, but is awarded by an act of the Board of Trustees. Nominations for emeritus status come from the president of the university. In the case of teaching faculty, these nominations normally come in response to advice from the academic deans and the provost in consultation with the relevant department; and in the case of administrators, with advice from the relevant divisional vice president.
3.9.1.2 / Eligibility
In order to be eligible for emeritus status, the nominee must present the following attainments:

- Normally ten years of service to the university in a ranked faculty position or an administrative position with faculty status,
- A commendatory record of service and conduct,
- No current disciplinary proceedings, and
- Retirement from the university in a faculty appointment or administrative appointment that has faculty status.

3.9.1.3 / Privileges
As valued ongoing members of the university community, emeritus faculty and administrators are encouraged to maintain association with the university and continue their studies. The following privileges exist to support emeriti/ae in these efforts:

- invitations to attend annual academic and all-campus events, such as the fall conference, convocations, Christmas and awards banquets, and departmental socials;
- a standard faculty/staff parking permit;
- a library card and full library services;
- admission to events where faculty normally receive courtesy admission and opportunities to purchase tickets to events at faculty ticket rates;
- emeritus faculty rank equivalency and pay for those engaged to do part-time teaching; and
- on a space-available basis, assigned working space on campus for those who have active projects, with priority given to those with assigned duties.

3.9.1.4 / Exceptions
Only the president may seek exceptions to these guidelines, by means of a recommendation for action by the Board of Trustees.

3.9.2 / Loss of Appointment for Tenured Faculty or Five-Year Term Faculty
A teacher with tenure or a five-year term appointment may be separated from service in the following situations:

3.9.2.1 / Institutional Factors
Faculty reductions may be made owing to demonstrable financial exigencies; elimination of programs; or the elimination of faculty lines within programs, in the event the university wishes to maintain a program but has too many faculty for the program given enrollment shifts or declines. The impact of proposed faculty reductions upon the university and department programs shall be reviewed by the Planning and Priorities Committee before a final determination of the matter is made by the administration. The claim of fiscal necessity should be demonstrably bona fide (i.e., not contrived).

When faculty reductions are thus made, they shall normally be made first in affected departments from among non-tenured or renewable term faculty. If faculty reductions are to be made from the 5-
year term or tenured faculty, they shall normally be made first in affected departments, usually on a last-appointed-to-5-year-term, then last-appointed-to-tenure basis as the earliest consideration. In addition, consideration may be based on retention of needed expertise (or release of less critical expertise). The impact of each proposed reduction upon the welfare of the university and the welfare of individuals concerned shall be reviewed by the Professional Status Committee before a final determination is made by the administration. A faculty member who is released may appeal the case, through the president, to the executive committee of the Board of Trustees.

The university will make an attempt to employ in another useful position the tenured/five-year term faculty member whose teaching position has been eliminated, but such employment is not guaranteed nor, if so placed, is he or she guaranteed the salary of the former position.

A tenured/five-year term faculty member whose appointment is terminated by the university for reasons given above shall be offered a return to a tenured/five-year term position in the department if, within three years after leaving Calvin University, his or her former position is restored.

3.9.2.2 / Personal Factors
A teacher with tenure or appointed to a renewable term may be separated from service following the procedures of one of the following policies:

- Procedures for Addressing Allegations of Misconduct and Unsatisfactory Job Performance (section 6.1),
- Procedures for Handling Allegations of Confessional Unorthodoxy (section 6.3),
- Procedures for Handling Allegations of Scientific Misconduct (section 6.4).

3.10 / LEAVES OF ABSENCE

3.10.1 / Unpaid Leaves of Absence

3.10.1.1 / Definition
Leaves of absence without salary support from the university may be granted for one or two years or fractions thereof (subject to extension in exceptional circumstances) for reasons such as: self-improvement or advancement through degree-program study, teaching or research at another educational institution or research agency, independent study, travel related to professional development, civic or denominational service, involvement in some teaching-related experience.

3.10.1.2 / Eligibility
Under normal conditions, a regular faculty member is eligible to apply for a leave of absence without salary support after two years of full-time teaching at Calvin University. Under exceptional circumstances the university, in order to attract a teacher whose competence and personal qualities are urgently needed, may grant an immediate leave in order to place the new appointee under some of the fringe benefit provisions.

3.10.1.3 / Application Procedures
To apply for leave, the faculty member will submit, normally by January 1, such intentions to the chair of their department, who shall immediately consult with the dean of the division in which his or her department is lodged to review the requirements of the teaching schedule. Should there be
no obstacle as far as meeting the requirements of the department is concerned, the candidate shall make formal application to the academic dean. The department chair’s endorsement must be attested on the formal application for leave. Leaves shall be granted by the provost upon recommendation of the academic dean.

3.10.1.4 / Financial Provisions

3.10.1.4.1 / A Leave Granted When a Faculty Member is Employed Fully at Another Institution or Agency

In such cases, the university will owe the faculty member no fringe benefits at all. It is assumed that such faculty member’s new employer pro tem will assume all fringe benefits costs either in the salary offered or by means of a special grant.

Upon request of the person concerned, Calvin University may continue the faculty member on its fringe benefits rolls and even make the payments, but the university will be fully reimbursed by the person on leave. This policy of self-payment or of reimbursement to the university currently covers pension, life insurance, disability insurance, and medical insurance. Whether the university is able to continue the benefits will depend on the duration of the leave and the restrictions of the insurer. For example, some medical plans cannot be continued for persons who are not paid employees or are on leave and residing in other communities.

3.10.1.4.2 / A Leave Granted When a Faculty Member Continues Graduate Study

The university will continue the following current coverages at university expense: life insurance, disability insurance, and medical insurance.

The university will not contribute to the pension plan. If the person on leave wishes to pay into his or her pension account for the years of the leave, this must be done at personal expense through a supplemental retirement annuity. See Human Resources for details of participating plans.

3.10.1.4.3 / A Leave Supported in Whole or in Part by a Research or Special Foundation Grant Which Does Not Include Fringe Benefits

The university will continue the following current coverage: life insurance, disability insurance, and medical insurance.

Normally, the university will not pay the pension premium for those on this type of leave. In unusual cases, however, and particularly in such cases in which the university will continue to pay a portion of the salary, the pension premium payment will be a matter of negotiation with the president, through the Vice President for Administration and Finance.

3.10.2 / Paid Leaves of Absence

Leaves of absence are regarded as one of the most important means of achieving faculty development. Details of such leave opportunities, including the sabbatical program, may be found in chapter 5.

3.10.3 / Leaves for Certain Family or Medical Reasons

Leaves for family or medical reasons can be either paid or unpaid. Details of Calvin’s policy concerning such leaves may be found in section 7.5.

3.10.4 / Combined Support Leaves

A leave of absence with only partial support by the university may be granted to anyone on the teaching faculty and administrative or library staffs under conditions mutually agreeable to the
parties involved. These leaves shall be negotiated individually with the academic dean of the division in consultation with the department chair, provost, and the president. Since each will be an individual case, a list of types will necessarily be incomplete. This kind of leave could include the following:

- a leave to recover health;
- a reduced-load leave;
- a leave supported by a grant to supplement a grant from non-university sources.

These types of partial-support grants may include the requirement that the grantee assume the teaching of a number of summer session courses without additional salary as compensation for this partial support. In granting such a leave, the administration will be guided by, but not restricted to, stipulations governing granting of other kinds of leave of absence.

3.10.5 / Counting Leave as Years of Service

Given university faculty members’ increasing mobility as they pursue their careers, the question of how one counts total years of service for the purposes of eligibility for retirement benefits or anniversary honors has become more complex. Rare is the case when a faculty member serves a decade or more of unbroken service on campus.

Paid sabbaticals count as active service to the university, but in the past, externships and leaves of absence sometimes have and sometimes have not been counted as part of one’s service record. The purpose of this policy is to clarify the reckoning of unpaid leaves of absence as service to the university.

A leave of absence may count towards years of active faculty service if the dean and the provost agree that the leave is for the purpose of doing the expected work of a faculty member at Calvin University, or that it is of particular value to the university. The leave may also count as active service if it is at the behest of the university.

Examples of kinds of leaves that might qualify:

- a leave to conduct research germane to one’s appointment and duties at the university;
- a leave to help develop a Christian university or service agency in expression of Calvin’s mission;
- a leave to each and do scholarship at another institution as part of an exchange or other planned faculty development project; or
- a leave to serve an organization in one’s professional field.

Examples of leaves that do not qualify:

- a leave to try out a different line of work while contemplating a career change;
- a leave to complete an advanced degree, unless on behest of the university.

Generally speaking, a second consecutive year of leave is less valuable and more likely to be a burden to the university than a one-year leave. Deans may decide to not count the second year of a two-year leave as service on behalf of the university.
3.11 / FACULTY PERSONNEL RECORDS

Records for faculty are maintained by the Provost’s Office and by the Human Resources Office. The Provost’s Office maintains a personnel file and a teaching evaluation file. The Human Resources Office maintains a personnel file and a medical file. This document gives guidelines concerning the contents of these files. It also outlines the rules concerning access to records in these files.

3.11.1 / Personnel File (Provost’s Office)

The Provost’s Office maintains a personnel file for each faculty member. The personnel file consist of records that are used or have been used relative to the faculty member’s qualifications for employment, promotion, additional compensation, or disciplinary action except for such records that are held in the confidential file. The personnel file may include the following:

- Application for employment (previously, personal data form).
- The most current CV available.
- Transcripts for all undergraduate and graduate coursework, including official certification of degrees.
- Appointment and reappointment letters including attachments concerning special conditions (for example, start-up funds or unusual tenure schedule).
- Recommendations of the department chair, dean and PSC for reappointment and/or promotion.
- Applications for leaves of absence (both paid and unpaid).
- Leave of absence forms (outlining conditions for such leaves).
- Faculty member report on paid leaves of absence (such as sabbaticals).
- Faculty member post-tenure review documents.
- Documentation of any disciplinary action.
- Numerical summaries of all teaching evaluations.
- Signed statement of compliance with faculty membership requirements.
- Notices of awards, commendations, grants and the like.
- Signed letters of complaint.
- Letters of resignation or retirement.

The personnel file may not include

- Any medical information (medical information documenting a change in employment status is kept in the Human Resources medical file).
- Any unsigned letters such as anonymous student complaints.
- Any signed documents solicited by the university and submitted by persons under the presumption that the document will be treated as confidential (such as letters of evaluation written by colleagues at the time of reappointment).
III. Faculty Personnel Policies

- Any documents that refer to the employment status of persons other than the faculty member.

Access to the personnel file in the Provost’s Office is limited to those persons who need access for the purpose for which the file is maintained. This normally includes the president, provost, deans, and their authorized representatives. Access to appointment and reappointment dossiers is discussed later in this section.

The faculty member may request, in writing, to review the contents of her or his personnel file. The file may then be examined at the Provost’s Office but may not be removed. Copies of the file may be made at the faculty member’s request. The faculty member may question the accuracy of any document in the record. If the provost and faculty member agree, such a document may be removed or corrected. If the provost and faculty member do not agree, the faculty member may include in the record a statement reflecting the faculty member’s position.

3.11.2 / Teaching Evaluation File (Provost’s Office)

The Provost’s Office maintains a file of completed student evaluation forms for each instructor. These forms are completed by students with the expectation of anonymity. They are usually unsigned. Completed forms are reviewed by the dean soon after the semester in which they are completed. Then they are sent to the chairs, various program directors, and the faculty member for their review. They are then returned to the Provost’s Office and are kept on file for at least five years. At that time, they are returned to the faculty member.

Access to the teaching evaluation file for the purpose of evaluation of a faculty member for appointment, reappointment or tenure is described below. Access to this file at other times is limited to the president, provost, deans, department chairs, program directors, faculty member, and any person with written authorization from the faculty member. Each person with access to evaluations much treat them as confidential.

3.11.3 / File Maintained in the Human Resources Office

The Human Resources Office maintains a personnel file (for the purpose of administering faculty salary and benefits) and a medical file. Policies concerning access to these files are available from the Human Resources Office.

3.11.4 / Appointment, Reappointment, and Promotion Dossiers

Dossiers are prepared by the department chair at the time of appointment, reappointment, or promotion and submitted to the Provost’s Office for action by the Professional Status Committee and the Board of Trustees.

Before the chair submits the dossier to the dean, the group formed by the department to make the personnel decision has access to the dossier. The dean and members of the Professional Status Committee have access to the dossier. Each person with access to the dossier must treat the entire dossier as confidential. The dossier may not be used for any purpose other than making the appropriate personnel decision. The Provost’s Office is responsible for ensuring that suitable measures are in place to maintain confidentiality and appropriate use of the dossiers.

After the action of the Professional Status Committee, the Provost’s Office will prepare an abridged version of the dossier for the Academic Affairs Committee of the Board of Trustees. This version will
consist of the candidate’s current vita, faith and learning statement, and compliance statement. The abridged version will also include the chair’s recommendation and the dean’s summaries of the dossier and of the PSC recommendation and discussion. Committee members should treat this information as confidential and may not use it for any purpose other than making the appropriate personnel decision. Again, the Provost’s Office is responsible for ensuring that suitable measures are in place to maintain confidentiality and appropriate use of the dossiers.

The Academic Affairs Committee may also choose, as a committee, to review the unabridged dossier under the same conditions. However, committee members should be aware that the primary audience of many of the documents is the professional peers of the faculty member. Thus, committee members should use caution in interpreting the documents.

After any reappointment or promotion activities of the Board of Trustees take place, the Provost’s Office is responsible for ensuring that suitable measures are in place to maintain confidentiality and appropriate use of the dossiers. After faculty members resign or retire from the university, dossiers are destroyed.

3.11.5 / Departmental Records
Departments should not keep copies of the personnel information described above. There are some exceptions to this policy. First, departments may keep copies of non-confidential information that is needed on a frequent basis. For example, departments may keep copies of biographical data on each faculty member. Second, department chairs may keep copies of student evaluation summaries for the purpose of studying teaching effectiveness in the department. Third, departments should maintain the application dossier of all candidates not receiving an appointment for at least two years after the position is filled.
Chapter 4: Instructional and Related Policies

4.1 / TEACHING ASSIGNMENTS

4.1.1 / Course Assignments and Teaching Schedules

It is the responsibility of the department chair to recommend course offerings and course assignments of the members of his or her department to the appropriate academic dean. Variations from the normal teaching load must be approved by the deans; final assignment of courses will be made by the deans in consultation with the provost and department chairs.

Preparation of the class schedule is the responsibility of the registrar. Department chairs will be asked to prepare their own class schedules according to the guidelines submitted by the academic deans. Course assignments for the fall and spring semesters for the next academic year must be in the hands of the academic dean in late January. Materials for the interim term will be requested by the Dean for Instruction or his or her designee, normally with a deadline for submission of the department’s proposals in early February.

4.1.2 / Standard Teaching Loads

The normal teaching load for a regular faculty member is 21–24 semester hours. This includes the teaching of an interim class that counts for 3 semester hours. Twenty-one hours is only considered a full load if it consists of seven three-hour courses. Normally, for the purposes of computing teaching load, a course will carry the same number of hours of teaching credit for the faculty as it does academic credit for students. Other responsibilities, such as teaching laboratory sessions, giving private lessons, and supervising student teachers, are assigned credit towards teaching load by the academic deans. With prior approval of the department chair and academic dean, teaching a course at Calvin Theological Seminary will normally be incorporated into the regular teaching load of a faculty member. The policy governing such shared teaching appointments is available in the Office of the Provost.

It may not always be possible to assign each faculty member a teaching load in the range described above in a given year. With the approval of the academic dean, a teaching load of 21 or 25 hours will be considered a full load and the department will be asked to compensate for the slight overloads or underloads that result by the assignment of appropriate loads in future years.

Some renewable-term appointments are made on the basis of excellent teaching and have lesser expectations for scholarship, advising, or service. In such cases, the appointed faculty member’s load will be determined at time of hire.

4.1.3 / Reductions in Teaching Load

Individual faculty members may have their teaching loads reduced from their normal full load for a variety of reasons. Some of these are listed below.

- Most faculty members who are department chairs have their teaching load reduced. The amount of reduction depends on many factors: number of faculty, number of students, number of programs, level of support services, and others.
• Some faculty members’ teaching loads are reduced in order for them to carry out special assignments or to work on a special university project: placement of student teachers, directing the Rhetoric Center, editing, directing the athletic program, coaching, and the like.

• Faculty members may be given a reduced load to provide them with time to work on specific scholarly projects through one of the programs of the university.

4.1.4 / Teaching Overloads
Although the teaching of overloads is discouraged, it may occur occasionally. Persons who have a particularly small student load may be expected to teach an additional course as part of a normal teaching load. On other occasions when adequate staffing of the courses is not possible through the appointment process, faculty members may be asked to teach an overload. When the faculty member agrees to do so, he or she will be compensated with additional salary equivalent to teaching that course in a summer session. In other cases, a faculty member may be expected to teach a heavier than normal load one semester to compensate for a reduced teaching load in another semester.

4.1.5 / Summer School Teaching and Faculty Load
Three three-week and two four-week summer sessions are held each summer. Department chairs submit a tentative summer school schedule in October preceding the summer school sessions. Faculty members are solicited to teach these summer school courses. Summer school teaching is not considered part of the normal teaching load and is compensated for separately according to the schedule described in section 7.9.1. Normally a faculty member will not be permitted to teach more than one course during the summer.

Faculty members in the Education Department who are required to teach courses and workshops in the graduate education program in the summer are allowed to count such teaching as part of their regular academic year load. Normally, such summer school teaching should not exceed one course. However, summer loads up to six semester hours are permitted by this policy. For the purposes of staff planning in the Education Department, there might be as much as a one-year delay in crediting summer school teaching to an academic year load.

4.1.6 / Independent Studies and Tutorial Projects
Calvin University provides the opportunity for undergraduates to do independent research or reading when they have demonstrated their competence in the academic discipline involved and have shown the ability to study on their own initiative. An independent study must include substantial research or reading in an area not covered in the regular course offerings of that department.

Projects for such study must be defined in advance of registration and must be approved by the instructor directing the study, his or her departmental chair, and the registrar. Such courses must be completed within the semester and must be subject to the supervision of the instructor during that semester. Because such projects require considerable time of the instructor as well as of the student, no instructor is obligated to approve an independent study and is expected to limit the number of students accepted each semester. Instructors will be paid for supervising such courses only when they are taken in the summer.
Because students in the MEd graduate program are required to do graduate thesis and project work, to engage in graduate independent study, and to complete courses not scheduled, faculty members teaching in these programs are obligated to offer these courses and are paid whether they are taught during the summer or academic year.

An independent study shall carry credit of 2–4 semester hours. No more than 8 semester hours of such study may be applied toward graduation requirements.

To be eligible for an independent study in a department, a student must have completed at least four courses in that department with a minimum grade point average of 3.3 in those courses. Application forms are available from the Registrar’s Office.

4.1.7 / Regular Course on a Tutorial Basis

In unusual situations, a student may register on a tutorial basis for a course listed in the catalog when that course is not among the regular offerings of that semester. However, no instructor is obligated to accept supervision of a tutorial. Such registration is a privilege and is subject to the following conditions:

1. To be eligible to register for a regular course on a tutorial basis, a student must
   - hold junior, senior, or graduate status;
   - have a cumulative grade point average of at least 3.0; and
   - have completed all of the prerequisites for the course.

2. A student must give a valid reason(s) why registration for the course cannot be postponed until the semester when it is regularly scheduled.

3. A student’s work must be subject to regular faculty supervision.

4. A regular course taken on a tutorial basis must be completed within the semester in which the student registers for it.

5. Regular courses cannot be taken on a tutorial basis during the interim session.

Requests for a regular course on a tutorial basis must be approved by the instructor, department chair, and registrar. Application forms are available in the Office of the Registrar.

Faculty will not be compensated for supervising undergraduate tutorial study projects during the regular academic year; they will be compensated for such supervision during the summer sessions. Faculty will be compensated for supervising graduate tutorial study regardless of when students enroll in them.

4.2 / CLASSROOM POLICIES AND PROCEDURES

4.2.1 / Admission of Students to Class

Only registered students may attend a class. The registrar maintains a list of registrants for each class. This list is available to faculty electronically via the internet. After the fifth day of classes, students may not add a course and, if they drop a course, it is recorded on their transcript with a grade of W. Faculty members are asked to verify the official class list after the fifth day of classes.
4.2.2 / Schedule and Classroom Changes

No staff member may change the schedule of classes after it has been printed by the Office of the Registrar. Requests for changes in the schedule of interim classes should be submitted to the Coordinator of the Interim.

Changes in student class schedules will not be permitted after the first week of any semester; but, with the approval of the instructor, students may withdraw from a class until the end of the ninth week of each semester.

The registrar prepares a room schedule for all classes before each semester. No instructor should change the location assigned to a class without first clearing it through the Registrar. The Registrar, in turn, will consult with the Office of Conferences and Campus Events, which maintains the master schedule and calendar for all space usage on campus.

4.2.3 / Faculty Class Attendance

Members of the staff are expected to be punctual and regular in class attendance. If a faculty member is to be absent from class, he or she should inform the chair and make provisions to have the class taught by some other person or to have some specified and scheduled activity take place during the class time.

If a faculty member is unable to give a scheduled examination, he or she may obtain the services of a proctor.

4.2.4 / Student Class Attendance

4.2.4.1 / Regular Attendance

A student who is registered in a class, whether as an auditor or as one taking a course for credit, is expected to be present at all class sessions. Professors are expected to monitor class attendance.

Whenever a student officially discontinues school, the Registrar’s Office notifies all of the professors with whom the student was enrolled for the semester. A student who is absent from a class for three or more successive class periods may be ill or have discontinued without notifying the professor or the office. It is expected in such cases that the professor will notify the Registrar’s Office. If, according to the registrar’s records, this student is still regularly enrolled, the Registrar’s Office will notify the Student Life Office, which will then investigate the case and report to the professor or professors concerned.

Although not absent three or more successive class periods, a student may, nevertheless, be irregular in class attendance. A professor should take action appropriate to the number of absences and nature of the class. In dealing with the matter, a professor may, if advisable, call upon the Director of Academic Advising or Dean of Residence Life for advice or for assistance.

4.2.4.2 / Illness or Family Crises

Illness or family crises, which prevent a student from attending class, will be reported to the student’s teachers by the Dean of Residence Life (for resident students) or the Dean of Student Development (for commuter students). Arrangements to make up classwork and tests shall be made between the faculty member and the student upon his or her return to class. Should such emergencies occur just prior to examinations, faculty members have the option of waiving the final exam and giving a grade on the basis of work done throughout the semester.
With regard to less serious illness, the Health Services policy is as follows:

1. Students are expected to make appointments outside of class time unless a serious illness or injury is involved.

2. The nurses will supply an ill student with a Health Services visit verification form. This is not an excused absence. Information is given (with the student’s permission) for the benefit of the professor, who has the power to grant excuses, makeup work, incompletes, etc. Health Services staff members will not verify an illness or injury for which they have not been seeing the student. Each time a health report is requested, the student will be reminded that this is not an excuse, but a health visit verification.

3. If the illness is expected to result in hospitalization, more than three days of missed classes, or the need to go home temporarily, the appropriate dean in Student Life will be notified. With the student’s permission, the dean will send a statement to the professors involved.

4.2.5 / Test Schedule
A schedule for giving tests during the course of the fall and spring semesters will be distributed by the Academic Dean's Office prior to the start of the semester. The schedule has been developed to provide an orderly sequence of tests for the students. Faculty members are urged to follow this schedule.

4.2.6 / Final Examinations and Examination Schedule
The exam week is considered to be an important part of the educational semester. Final course examinations must be given and, except in unusual cases approved by the department chair and academic dean, must be given according to the schedule printed in the fall and spring schedule of classes. Final examinations may not be given in a regularly scheduled class meeting; i.e., a class meeting prior to the beginning of the examination period. "Take-home," written examinations may not be made due prior to the time of the regularly scheduled examination period. Oral examinations may not be given prior to the time of the regularly scheduled examination period without the permission of the student. (That permission, once given by the student through, say, a sign-up sheet, may not be altered by the student without the permission of the instructor). Final examinations may not be retaken except under extenuating circumstances, and then only with the approval of the department chair and the academic dean.

4.2.7 / Grading Policies
4.2.7.1 / Grading System
The grading system is that adopted by the faculty and printed in the University Catalog each year. Faculty members are expected to observe the regulations on grading. Failure to do so results in unfairness to some students and vexation for the registrar.

4.2.7.2 / Mid-semester Grades for First-Year Students
By faculty decision, all first-year students are given mid-semester grades in the fall semester of each academic year. Grades will be due in the Registrar’s Office at a time indicated by the registrar, normally around October 20.
4.2.7.3 / Final Grades
Grades for the fall and spring semesters for all students must be turned in following instructions given by the registrar within six working days after the day the last examination is scheduled, it being understood that a working day is defined as any day other than Sundays and holidays. Grades for the interim term must be turned in within six working days after the last day of the interim term.

The names of persons who turn in the grades of students after the established deadline are forwarded to the provost.

4.2.7.4 / Grade Changes
Changes in grades given students must be made on the appropriate form available at the Registrar's Office. If a grade other than I or NR is being changed, the reason for the requested change must be made in writing.

4.2.8 / Academic Dishonesty
Calvin University regards acts of academic dishonesty as wholly improper for a Calvin student. Plagiarism, taking or receiving the efforts of another person on any test or paper, giving or selling to another student papers, or assignments that are not authorized by the instructor, or using unauthorized resources on tests or examinations is strictly prohibited.

The Student Conduct Code states that since acts of academic dishonesty are so intimately related to the classroom, primary jurisdiction is exercised by instructors. The normal sanction is a failing grade on the piece of work involved, but failure in the course is a permissible sanction. The “Student Conduct Code and Disciplinary Procedures” outlines the procedure that must be followed if a faculty member wishes a sanction to be imposed for academic dishonesty. Among other provisions, it should be noted that the code does not allow a professor to impose a sanction unilaterally if a student denies guilt. In cases where the student maintains his or her innocence of academic dishonesty, the faculty member is expected to follow the formal judicial procedure outlined in the code. A copy of the code may be found in the Student Handbook.

The code also specifies that faculty members must inform the vice president for student life about all cases of academic dishonesty that they adjudicate.

4.2.9 / Classroom Prayer
All first-period classes, at least, are to be opened with prayer. This may include brief devotions.

4.2.10 / Office Hours
Faculty members are expected to maintain regular office hours during the regular academic year. These hours should be clearly posted and announced to each class.

4.3 / OTHER ACADEMIC POLICIES

4.3.1 / Cancellation of Classes
A class in which fewer than six students register may be canceled by the academic deans after consultation with the registrar and department chair. If a class is canceled, the instructor scheduled for the course may be asked to take an alternative teaching assignment, an overload in another semester, teach in a summer session, or take on a non-teaching assignment for the department or university.
4.3.2 / Conflicts between the Schedules of Music Ensembles and Natural Science Laboratories

The following guidelines were prepared to give departments and instructors direction in avoiding and resolving conflicts between science laboratories and music ensemble rehearsals and performances. The policy affirms the idea that music ensembles should be available to students in the natural sciences which involve laboratory work. The policy assumes that it is the responsibility of the instructor rather than the student to resolve the conflict, if the conflict is not due to the student’s arrangement. The policy was developed cooperatively and approved by ensemble directors and the Science Division Executive Committee.

4.3.2.1 / Suggested Policy regarding Conflict of Regularly Scheduled Laboratories and Rehearsals.
1. The Science Division departments should attempt to schedule some lab sections of multiple section courses at times that do not conflict with scheduled music ensemble rehearsals. During registration, student members of the music organizations should attempt to schedule laboratories that do not conflict with the regular rehearsal schedule and Science Division departments should attempt to accommodate these students in those sections.
2. In those cases where a regularly scheduled laboratory conflicts with a regularly scheduled rehearsal, the student should be excused from rehearsal one day per week. These conflicts should occur infrequently and when such conflicts do occur, they should be confirmed by the two instructors involved.
3. The student should not be required to resolve the conflict other than do all that is possible to avoid scheduling such a conflict.

4.3.2.2 / Suggested Policy regarding Conflict of Unscheduled Laboratory Time with Regularly Scheduled Rehearsals and Extra Rehearsals and Performances with Regularly Scheduled Laboratory Times
1. In cases where laboratories are extended beyond the regularly scheduled period, students in music organizations should be free to leave the laboratory to attend the rehearsal. These students should be permitted to complete the laboratory work at another time.
2. Scheduling of extra rehearsals or performances during the academic day should be avoided. However, when it is necessary to schedule them during the academic day, the music instructor should contact the laboratory instructor for an excused absence. If the laboratory instructor cannot honor the request, the student should be excused from the rehearsal or performance.

The above policy should be applied uniformly to all students.

4.3.3 / Preparation of Classroom Materials

A professor normally is expected to prepare materials which are related to the courses which s/he teaches as part of his or her regular teaching load. That is to say, the preparation of materials for one’s own class is the responsibility of the professor as part of the regular workload; s/he does not receive special remuneration for this work.

Whenever a professor is engaged in the preparation of materials to be used by the department or a number of professors in the department, this work normally is to be accomplished by means of a reduced load during the regular academic year.
If materials are to be prepared for the department or for a number of members in the department and it is not possible to reduce the teaching load of any member of the department during the regular academic year, the work may be done in the summer and the person doing the work compensated for it. Normally, the compensation shall be related to the summer session pay schedule.

Whenever the materials prepared for the department are of such a nature as to constitute a required part of the course materials, students should be asked to pay for them as a means of defraying the costs of production.

All classroom and laboratory supplies and materials used by students for a course must be purchased through the Bookstore or requisitioned by the instructor through the Financial Services Office. No instructor may assume the responsibility for accepting payments for materials and supplies used by the students in the classroom or laboratory.

4.3.4 / Faculty Access to Student Records
Faculty access to student records is regulated by the Family Educational Rights and Privacy Acts of 1974. That policy is summarized in section 6.11.

4.3.5 / Faculty Absence from Campus
Faculty members are requested to leave their address with the department chair and department administrative assistant when they are absent from campus for more than a week.

4.3.6 / Complimentary Textbooks
The Professional Status Committee recommends the following guidelines regarding the acquisition and disposition of complimentary copies of textbooks:

- Faculty members should only request copies of books and materials that they are in a position to adopt.
- Requested complimentary copies of textbooks should not be sold to persons or organizations, including solicitors or used-book dealers.
- When a complimentary textbook copy is no longer useful, the individual should donate it to another person, a nonprofit organization (e.g., a library, or return it to the publisher).
- The campus bookstore will not sell marked complimentary copies of textbooks.
- Library or departmental sales of complimentary textbooks are permitted where the amount charged for the textbook is nominal.

4.3.7 / Use of Student Assistants
Students should be assigned to do meaningful work in the department (i.e., work which contributes to the functioning of the department). The students should not be assigned work which requires qualifications expected of a faculty member. Students should not be

- assigned tasks which are the private nonprofessional work of a faculty member;
- employed as graders of tests or major papers;
- required to work more hours than their academic schedule permits;
IV. Instructional and Related Policies

- paid for tasks for which they also receive academic credit; or
- employed as research assistants for individual faculty research projects unless supported by funds outside of the instructional budget.

4.3.8 / Facility-Related Policies

4.3.8.1 / Facility Use

If a Calvin department or organization co-sponsors an event with an off-campus organization, there will be no charge for use of facilities. However, any expenses associated with the event (technical staff, ushers, security for parking, signs, food service, etc.) will be charged to the account of the department sponsoring the event.

Calvin staff and full-time students may use Calvin facilities for one-half the normal rental rate. Reservations must be made through the Office of Conferences and Campus Events. The event must be for immediate family and personal use and cannot be applied to use by extended family or organizations of which the staff person is a member.

4.3.8.2 / Pets in the Workplace

To maintain an environment that enables work to be done with minimal distraction and disruption, shows respect and courtesy for co-workers, and reduces the potential of health concerns, safety concerns and facility damage, pets are not permitted in university buildings (this includes during both business and non-business hours), with the exception of approved service dogs.

All pets on university grounds must be kept under reasonable control by leash and may not be left unattended. Pet owners are required to keep their animals from being an annoyance to the students, faculty and staff of the university.

The owner or person having custody of any pet that defecates on Calvin property shall immediately remove all feces and dispose of it properly. Pet owners will be required to make restitution for any damage caused by pets or costs of cleanup after pets.

Faculty, staff and students who fail to abide by this policy may be subject to a fine or disciplinary action.

4.3.8.3 / Smoking

Calvin University does not permit smoking in any campus building.

4.3.9 / (Reserved for future use)

4.3.10 / Clarification of Policy regarding Early Departures for Academic Break Trips

As a matter of principle, students should not be forced to miss classes in order to participate in a university-sponsored tour during Spring Break or other academic recesses. Groups such as music ensembles or athletic teams should not depart campus before the scheduled end of classes prior to a break (or the last period in which a member of the group is enrolled for a class, if this would allow for an earlier departure).

Exceptions to this rule may be permitted if an earlier departure is essential to guarantee timely arrival for a scheduled performance, event, or competition. Special care should be taken, however, not to schedule events that would necessitate a departure prior to noon on the last day of classes.
All exceptions require the approval of the academic dean and, in the case of a pre-noon departure, of the provost as well as academic dean. Requests for exceptions, including rationale, must be submitted in writing to the appropriate dean at least one month prior to the anticipated date of departure.

Instructors in affected classes must be provided with written notification by the chair of the department involved in the tour, or his/her designated representative (e.g., athletic director, coach, ensemble director), at least two weeks prior to departure. Such notification should specify the authorized time of departure and the date on which the request for early departure was approved by the academic administration. An instructor who has been properly notified may not penalize a student for missing work due to the required absence from class; however, it will be the student’s responsibility to make alternate arrangements with the instructor regarding such missed work.

4.3.11 / Guidelines for Summer Music Ensemble Tours
4.3.11.1 / Applicability
These provisions apply to tours that are scheduled outside the regular academic year, that are not official university functions, and on which student participation is voluntary. (They do not directly apply, for example, to Spring Break tours organized in conjunction with the University Relations Office.)

4.3.11.2 / Approval Procedure
A faculty member who wishes to organize a tour must notify the department chair of his/her intention as far in advance as possible. The chair may consult with colleagues to ensure that the proposed tour does not conflict with departmental priorities; normally only one such tour will be authorized for a given summer. The department chair must notify the university administration (i.e., academic dean) of the proposed tour before granting final authorization to proceed.

4.3.11.3 / Funding
Tour expenses are solely the responsibility of those who participate; no university funds will be used. Any group fund-raising project(s) must adhere to the Internal Fundraising Policy of Calvin College, dated July 11, 1996. Policy guidelines are available in the Development Office.

4.3.11.4 / Conduct
Any tour involving a Calvin ensemble identified as such is subject to the general behavior guidelines set forth in the student and faculty conduct codes. The faculty member(s) directing the tour is/are responsible for ensuring that these guidelines are observed.

4.4 / MISCELLANEOUS POLICIES RELATED TO FACULTY RESPONSIBILITIES
4.4.1 / Campus Calendar and Room Use
A computer program maintained by the Office of Conferences and Campus Events provides the university with a unified calendar for scheduling the use of its various facilities. The Registrar’s classroom assignments will be the standard against which all other reservation requests will be checked for conflicts.

The registrar prepares a room schedule for all classes before each semester. No instructor should change the location assigned to a class without first clearing it through the registrar. The registrar,
in turn, will consult with the Office of Conferences and Campus Events, which maintains the master schedule and calendar for all space usage on campus.

If individuals wish to reserve a room(s) for other than regular teaching purposes, they must first contact the Office of Conferences and Campus Events directly. No room should ever be appropriated without first consulting that office in order to make certain the room has not previously been assigned to someone else. Total cooperation in this matter is essential if conflicts are to be avoided.

4.4.2 / Academic Procession and Dress

The faculty appears in academic procession at Opening Convocation, Honors Convocation, Commencement, and on other special occasions. All full-time and reduced-load faculty are expected to participate, in appropriate academic dress. Faculty members are placed in academic procession according to:

- **Rank.** Professor, Associate Professor, Assistant Professor, Instructor. Administrators with faculty status but without faculty rank will be given assimilated rank based on the guidelines for placement in rank for purposes of the procession.

- **Length of Service.** This is to be defined in terms of official appointment to the faculty in any of the ranks of Professor, Associate Professor, Assistant Professor, or Instructor. It does not include provisional, conditional, part-time, or deferred appointments to the staff.

- **Order in Alphabet.** Rank and years of service begin equal, members of the staff shall be listed alphabetically.

The policy on provision of regalia for these events is as follows:

- Caps, tassels, and black gowns appropriate to the degree are furnished by the institution (Office of Conferences and Campus Events). Although these are placed in the custody of the individual faculty members, they remain the property of the institution and must be returned at such time as the holder severs his or her connection as a faculty member or receives other academic apparel because of a change in academic degree.

- Each faculty member must provide his or her own academic hood. The university will retain an inventory of hoods from which a faculty member may borrow for a given occasion, but the university will not be obligated to provide a hood which reflects the institution and degree held by the faculty member.

- Faculty members who wish to have an academic robe that is specific to the institution attended and the degree held by the faculty member may do so at his or her own expense.

- Faculty members in need of academic dress for a given occasion should consult with the Office of Conferences and Campus Events. This should be done prior to the beginning of the academic year.

- Commencement is held on the Saturday following the last examination in the spring semester. The Commencement speaker is selected by the president of the university. Suggestions for a Commencement speaker are welcomed and should be submitted to the president early in the academic year.
4.4.3 / Office and Space Assignment
Faculty offices are assigned by the provost or the provost’s designee. All requests pertaining to offices should be directed to the provost through the department chair. Space assignments are made by the Vice President for Administration and Finance in consultation with the provost.

4.4.4 / Budget Requests
Each staff member is given opportunity in the fall of the year to make budget requests through the department chair. The chair consolidates these requests into a departmental budget proposal.

4.4.5 / Purchasing Supplies and Equipment
All supplies and equipment not available through the campus bookstore must be purchased in accordance with university policy, which is available from the Office of Administration and Finance. A web version is available from the Financial Services web page.

4.4.6 / Access Control Devices
Responsibility for overseeing all campus-related access control devices (keys, cards, locks, codes—hereafter referred to as ACDs) and maintaining access control records is assigned to Campus Safety. Complete copies of the Access Control Policy are available from Campus Safety.

A request for ACD issuance to employees must be submitted in writing by a dean, director, department head, or division head to Campus Safety for approval. ACDs for different doors may be issued to the same person if there is work-related need. No person will be issued more than one ACD for the same door. Initially ACDs will be issued without charge to the responsible campus member with the expectation that the user will return the ACD at the end of the time of need. If the ACD is lost or stolen, an appropriate fee will be charged for the replacement. Lost or stolen ACDs must be promptly reported to Campus Safety.

All issued ACDs must be returned to Campus Safety upon separation, termination, or retirement from the university. Human Resources will verify the ACDs have been returned to Campus Safety before processing the separation, termination, or retirement of an employee. Exceptions to the above will require the approval of Campus Safety and the Human Resources Office.

4.4.7 / Parking
Limited reserved parking is available for the faculty and staff near each building. Adequate unreserved parking is available. The faculty members are required to register their automobiles with the Security Office, display the parking sticker, and observe the parking regulations.

4.4.8 / Chapel Attendance
Chapel meets daily at 10:00 AM. Faculty are requested to attend chapel services regularly.

4.4.9 / Civil Defense and Severe Weather Warning
In the event of fire, bomb threat, or noxious gases, the warning will consist of a series of intermittent peals of the fire alarm. All classes should be dismissed at once. Students should be instructed to leave the building at the nearest exit. In the event of a Civil Defense Alert, warning of severe weather, or enemy attack, the Civil Defense siren will sound a wavering tone. All personnel must immediately seek cover in shelter (basement) areas. The “all clear” will be sounded by a steady tone of the Civil Defense siren.
In cases of severe winter weather, as a general policy, Calvin University does not close normal operations. Exceptions are made only when it is clear that the university facilities cannot be used due to heating, electrical, or other mechanical failure, or when public and campus roadways are completely impassable.

In the context of this “no close” policy, however, the university does not expect students or faculty to take unreasonable risks in coming to the campus during times of severe weather or hazardous driving conditions. Students and faculty will not be penalized for deciding that such conditions, on the basis of their own individual good judgment, are too treacherous to come to the campus. Furthermore, when such weather conditions prevail, faculty will do everything possible to facilitate the students' efforts to obtain any information missed due to weather conditions.

In those rare circumstances when the campus must be closed, all local radio and TV stations will be so notified for regular reporting to the public.

In cases of severe weather such as tornadoes, the president has the responsibility for determining when to close or terminate university activities. The Security Director or a designee will inform the Office of the President of weather conditions as gained from the National Weather Service, the Office of Civil Defense, and from observers on campus. In the absence of the president, the responsibility for determining when to close goes to the Provost, Vice President for Administration and Finance, Vice President for Student Affairs, Vice President for External Relations, Vice President for Information Services, or the Security Director in that order listed. When a decision to close university offices is made, the person making the decision will initiate a process for informing the campus community, the Security Office will advise those requesting information about the decision that was made.

4.4.10 / Fire Alarm Procedures
The fire alarm is a continuous or pulsed blast of the fire horn (except in the Spoelhof Center where fire alarm bells sound). NEVER ASSUME IT IS A DRILL.

- ALL CLASSES SHOULD BE DISMISSED AT ONCE.
- It is the responsibility of the instructor to prepare procedures to dismiss the class safely and leave the work area in a safe condition. Examples would be: labs where experiments are in progress or gas jets are in use, rooms where equipment is in operation, etc.
- The instructor is normally the last one to leave the room.
- Faculty and staff in offices or other rooms of the building must leave immediately also.
- ALL DOORS AND WINDOWS SHOULD BE SHUT. LEAVE BY THE NEAREST EXIT TO THE OUTSIDE.
- In some buildings the nearest exit is an “emergency exit only” door. These doors ARE to be used in a fire or in a fire drill. An example of this would be in the Library. Since our buildings are comparatively fireproof, no panic conditions need result in case of fire.
- MOVE AWAY FROM THE EXIT TO A PLACE 100 FEET FROM THE BUILDING.
- Faculty and staff should assist in moving students away from the exits and away from the building. The exits MUST NOT BE BLOCKED as others may still be exiting.
• **REMAIN OUTSIDE AWAY FROM THE BUILDING UNTIL NOTIFIED TO RETURN.**

• Normally Security personnel or the building manager will make this notification. If the fire department is called to the scene, fire department personnel are in charge and will make the notification when it is safe to enter the building.

4.4.11 / Telephone Usage

All off-campus telephone calls, including local calls, cost the university money. The individual making local, off-campus calls is not charged for these calls; however, he or she is asked to keep in mind that there is a charge to Calvin for each call. Long-distance calls that are made for personal reasons should be charged to the caller.

A monthly statement of itemized long-distance calls and the total local calls is sent to each faculty member. This statement should be verified by the faculty member and submitted to the department chair. Please pay for personal calls at the counter in the Financial Services Office.

4.4.12 / Health Services

The primary purpose of Health Services is to serve Calvin University students. Employee and emeriti use of the Health Services is limited to immunizations for off-campus programs, TB skin tests required to perform academic responsibilities or mentoring (e.g., SLC, education, nursing, etc.), and any other services judged necessary to support instructional and/or research needs. This excludes allergy injections, blood pressure checks, at-work illness, and other minor personal needs for which some have requested care in the past. For proper continuity of health care, all employees and emeriti should maintain regular contact with a local primary care physician and visit his/her office when ill or in need of health care.

In cases of emergency, the university switchboard operator should be notified by calling “3333.” It is each person’s responsibility to review periodically and to know the campus emergency procedures as outlined in the first page of the campus directory.

4.4.13 / Library Loan Policies

Faculty members may check out books for twenty-six weeks. After a faculty member has had a book for twenty-six weeks, the library sends an overdue notice. The book may be renewed by returning the notice to the library with instructions to renew it for an additional twenty-six weeks. (A book can be renewed a second time only by physically returning it to the library to complete the transaction.)

The total number of books signed out should not exceed fifty. The Library Director may contact faculty members who exceed this limit. Faculty members are urged to return unneeded books promptly in order to serve better the needs of students and other faculty members.

If another person requires a book held by a faculty member, the circulation staff will recall the book if it has been checked out for longer than two weeks. As a courtesy to the person requesting the book, recalled books should be returned as soon as possible.

Faculty members are permitted to charge out for their own use most back issues of periodicals for a maximum period of one week. No more than five bound volumes should be charged out at any time. These volumes are subject to recall if needed by other patrons. Current periodicals may be charged
out from the Periodical Workroom for overnight and weekend use only. It is understood that faculty loan privileges are not to devolve upon students or other patrons.

A faculty member may request an exemption from the guest user’s fee for a spouse and dependent children by sending a written request to the Head of Circulation or Library Director. Calvin alumni are already exempt.

4.4.14 / Media Relations Policy—News and Official Reports
All press announcements and reports officially involving the university or the university program should be released through the Director of Media Relations, who has been delegated this responsibility. An exception is the report of the semiannual meetings of the Board by the secretary to the Christian Reformed constituency via the church papers.

4.4.15 / Mentors of Student Organizations
Every organization must have a faculty mentor appointed by the president in consultation with the faculty Committee on Governance. All policies and procedures of the organization must have the mentor’s approval. The Dean of Student Development will supply information regarding procedures for appointment of mentors.

- Students may request a faculty member or an administrator as a mentor but the final selection and appointment is made by Faculty Senate, with the advice of the Student Life Committee.
- The mentor is appointed for a one-year term. Reappointments may be made. Each mentor is to receive an annual letter of appointment or reappointment from the president, to whom he or she is ultimately accountable.
- The President’s Office informs the organizational head of the mentor appointment.
- The mentor, along with the officers or leadership group of the student organization, review the constitution each September to assure that it is being followed.
- The mentor assures that all officers meet university eligibility requirements (cf. Student Handbook). The Registrar’s office can supply appropriate student data. The Dean of Student Development assists in special cases.
- The mentor advises in the budget formation of the organization prior to the budget submission to a governing board or to the Student Senate Finance Committee, whichever is applicable.
- The mentor approves in advance all campus-wide or public programs.

4.4.16 / Fund Raising Policy
Fundraising projects must be approved by the president. Proposals for fundraising for special projects shall be submitted for approval to the president and the Vice President of Development prior to solicitation of said gifts.

University personnel shall not solicit gifts for or in the name of Calvin University or any part of Calvin University. Solicitation for special projects must be coordinated with the overall fundraising efforts and priorities of the university.
4.4.17 / Policy Banning Weapons on Campus

No weapons of any kind are allowed on campus, except as authorized by the Board of Trustees. Weapons include, but are not limited to, firearms, ammunition, explosives, switchblades, paintball guns, Airsoft guns, BB guns, potato launchers, bows and arrows, slingshots, and similar devices. Exceptions for Campus Safety supervisors are governed by the university’s Use of Force Policy.
Chapter 5: Faculty Development

5.1 / PROGRAMS FOR THE DEVELOPMENT OF TEACHING

5.1.1 / Faculty Orientation Workshops
Prior to each fall semester there is a fall orientation seminar, part of which is devoted to issues of teaching.

5.1.2 / Summer Seminars on Teaching
The summer seminar program is planned by the faculty fellows of the Teaching and Learning Network (http://www.calvin.edu/academics/faculty/ctln/), who are overseen by the Faculty Development Committee. These seminars are directed toward Calvin's corporate needs for teaching development. In the past, the seminars have dealt with topics such as integration of faith and learning, teaching through writing, linking community service with teaching, using technology in teaching, and teaching for multicultural sensitivity.

5.1.3 / Mentoring
Upon arrival on campus new faculty are assigned a departmental mentor. The mentor advises the new faculty in all areas of university life, including teaching. In addition to the department mentor program, there is a system of university-wide mentoring that focuses specifically on assistance with teaching. This mentoring program is designed to assist individual faculty members who request advice or assistance from a designated faculty teaching mentor. In some cases faculty make such requests on their own initiative; in other cases they do so on the advice of an academic dean or department chairperson.

5.1.4 / Grants for Innovations in Teaching
The fellows of the Teaching and Learning Network, overseen by the Faculty Development Committee, administer a program of small grants to encourage innovations in teaching. The grants are intended to cover the expenses of developing a new pedagogy for a particular faculty member.

5.1.5 / Presidential Award for Exemplary Teaching
Through the funding of an interested alumnus, the university introduced a Presidential Award for Exemplary Teaching. This award, offered once each year, is intended to acknowledge “exemplary” qualities that go beyond teaching excellence and also to encourage development of teaching among the faculty.

5.1.6 / Sabbatical Projects
Requirements for teaching-related sabbaticals are described in section 5.3.

5.2 / RESOURCES TO SUPPORT FACULTY RESEARCH AND SCHOLARSHIP
The university maintains several programs in support of faculty research and scholarship. Faculty members should be aware that application forms, criteria, and dates change somewhat from year to year so they should seek advice from the appropriate administrative office before applying.

Additional information is available from the dean for research & scholarship’s website: http://www.calvin.edu/admin/provost/scholars/research/fundingguide.html.
5.3 / SABBATICAL LEAVES

5.3.1 / Definition
A sabbatical leave is one in which the university meets the salary and fringe benefits costs during the period of the leave. The duration of the sabbatical leave shall be for one semester plus an interim or for the full academic year. Persons on leave for one semester plus the interim shall receive one hundred percent (100%) of their annual salary during the year in which the leave is taken, and those on leave for a full year shall normally receive fifty percent (50%) of their annual salary.

5.3.2 / Requirements Relating to Sabbatical Leaves
A sabbatical leave shall not be granted for extended travel or vacation or as a reward for years of service, but rather in anticipation of increased effectiveness of a staff member in his or her teaching or administrative career. It shall not, however, be granted for purposes of following a graduate degree program unless the university administration, anticipating reassignment of a teacher to a new teaching or administrative field, requests that the candidate follow a degree program other than the one in which he or she already has had preparation.

The following are criteria for every sabbatical project: it should be creative and/or scholarly; it should be beneficial to the public, the university, and the professional growth of the grantee; and it should be of sufficient size and worth to merit a full semester’s work. Sabbatical projects that focus on pedagogy can be approved only if the proposals fulfill all of these general requirements for sabbaticals. A sabbatical leave shall be granted primarily based on an evaluation of the worthwhileness of the project to be undertaken. A secondary consideration will be the applicant’s number of years in service without a leave. A successful applicant must give evidence of having done preliminary research or of having engaged in scholarly or professional activity related directly to preparation for the projected leave of absence.

5.3.3 / Eligibility for a Sabbatical Leave

1. Sabbatical leaves shall be extended only to regular teaching faculty at the rank of assistant professor and above, and to full-time administrators and professional librarians with faculty status. Faculty members with reduced-load appointments are eligible for sabbaticals with prorated salary.

2. A faculty member on a regular appointment will normally be eligible for his or her first sabbatical at Calvin University in the year following a successful tenure or 5-year renewable-term review, provided that he or she has served the university for six years. Any alternative timetable for sabbatical eligibility should be established during the initial hiring process. A faculty member who has had a sabbatical is not again eligible until he or she has completed another six (6) years of service at Calvin University. Time spent in any leave of absence does not count toward the six years required for sabbatical eligibility.

3. Eligible faculty members are not entitled to a sabbatical leave; it is granted only after adequate consideration has been given to the application and to the needs and interests of the university. Every faculty member who plans to apply for a sabbatical leave should consult with the department chair early in the planning process in order to ensure that the application aligns with departmental needs and expectations.
4. Exceptions to the eligibility requirement of regular appointment may be made on a case-by-case basis by the Professional Status Committee. The process would be the same as that for any other sabbatical application, initiated by the faculty member and supported by the applicant’s chairperson and dean as well as by a convincing record and proposal. The primary difference is that the Professional Status Committee would expect that an applicant who is not on a regular appointment would have served the university for the full-time equivalent of ten years.

5.3.4 / Conditions Pertaining to the University
Grantees awarded a sabbatical leave at less than a full salary for the year in which the leave is taken are encouraged to supplement the university salary with an independent grant. The university may assist the grantee in applying for an outside grant. However, no person shall receive from the university and from independent grants a sum, exclusive of unusual expenses, which is greater than the grantee’s annual salary and summer compensation to which he or she is entitled. In all cases of leave the university will reduce its support, exclusive of unusual expenses, to a sum which, in combination with an independent grant, is the equivalent of the grantee’s salary. Examples of unusual expenses are those directly related to the project being pursued, such as travel, books, microfilm service, and clerical or secretarial help, and any duplicated living expense resulting from out-of-city residence.

Fiscal soundness of the university and the need for faculty development are factors which enter into the establishment of an adequate leave policy. The university will be expected to make available, within its fiscal abilities, financial resources for sabbatical leave policy, while faculty members are expected to exercise their stewardship by developing the best possible project proposals and making the best use of the opportunities offered by a sabbatical leave. Depending upon the ability of the university to offer a balanced educational operations budget, it shall be the policy of the university to allocate some of its resources annually for the support of sabbatical leaves.

5.3.5 / Application Procedures for Sabbaticals
Sabbatical applications must be submitted online (http://www.calvin.edu/admin/provost/scholars/research/sabbaticals/sab_apps.html) to the dean for research and scholarship by the posted due date in the academic year prior to the anticipated term of leave.

The Faculty Development Committee (FDC) will review sabbatical applications during the fall semester. The FDC will then report to the Professional Status Committee (PSC) its recommendations for or against the approval of each proposed sabbatical. The PSC will review the FDC’s recommendation and make a final recommendation to the president. In consultation with the dean for research and scholarship and the provost and with the advice of the PSC, the president shall present all affirmative recommendations to the Board of Trustees for its action. The total review process shall be completed before or at the February session of the Board prior to the academic year for which the leaves are anticipated. Each applicant will be informed of the status of his or her application after the PSC review.

5.3.6 / Grantee Obligations Following a Sabbatical Leave
1. It is required that each grantee continue his or her position at the university for the full academic year following that in which the sabbatical leave occurs. Grantees who do not
return to fulfill this obligation are required to reimburse the university in full for the salary and benefits received during the leave.

2. All publications that result from work done on sabbatical leave should acknowledge the support of Calvin University for the project.

3. The grantee must submit an online report by August 15 after the end of the leave, detailing the results or progress of the project and any related professional gains. This report should be submitted to the dean for research and scholarship who will forward it to the department chair and the academic dean.

4. The grantee shall be responsible for sharing the results of the sabbatical project with Calvin colleagues through a formal presentation (e.g., lecture, concert, exhibit).

5. Common courtesy should require some form of acknowledgment to the Board of Trustees. Notes of thanks may be sent via the Office of the President.

5.4 / CALVIN RESEARCH FELLOWSHIPS

5.4.1 / The Nature of the Fellowship

Calvin Research Fellowships are intended to help faculty pursue projects of independent scholarship and to aid them in ongoing, continuing, independent research. To qualify as “independent” research or scholarship, scholarly endeavors must not be within a normal part of a faculty member’s assigned teaching responsibilities. Two kinds of Calvin Research Fellowship (CRF) are available, academic-year course reductions and summer support, neither of which will affect the normal sabbatical leave eligibility policy.

- **Academic-year course reductions.** The reduction of a person’s teaching load; this reduction normally does not exceed two courses per year.

- **Summer research support.** These awards may include combinations of one- or two-month stipends and/or direct research expenses. The stipend rate and maximum amount of awards are determined by the FDC. The awardees must be on regular appointments and will not teach or accept other employment during the summer without approval of their academic dean. All things being equal, preference will be given to faculty who are not yet eligible to apply for tenure.

5.4.2 / Requirements Relating to Calvin Research Fellowships

1. Fellowships shall be awarded only to faculty members with a record of solid scholarly or artistic achievement (or unusual promise of it) who have a scholarly or artistic project of merit or who continue to have ongoing research projects.

2. Ordinarily, a CRF will not be awarded to any faculty member for more than three consecutive years. Though the quality of the proposal remains the most important factor in the decision, in the case where applicants are regarded as equal in quality, applicants who have not received recent CRF support will be given preference.

5.4.3 / Eligibility for a Calvin Research Fellowship

Normally, only faculty on regular appointments will be eligible to apply for CRFs. The provost can make exceptions to this policy.
5.4.4 / Conditions Pertaining to the University

The CRF budget in any given year is determined by the provost, who takes into consideration both the fiscal soundness of the university and the need for faculty development. Depending upon the ability of the university to offer a balanced educational operations budget, it shall be the policy of the university to allocate some of its resources annually for the support of CRFs.

5.4.5 / Application Procedures for Calvin Research Fellowships

Calvin Research Fellowship applications must be submitted online to the dean for research and scholarship by the posted due date in the academic year prior to the anticipated term of the course release.

The FDC will review CRF applications during the fall semester. The FDC will then report to the PSC its recommendation for or against the approval of each proposed course release. The PSC will review the FDC's recommendations and make a final recommendation to the president. In consultation with the dean for research and scholarship and the provost and with the advice of the PSC, the president shall present all affirmative recommendations to the Board of Trustees for its action. The total review process shall be completed before or at the February session of the Board prior to the academic year for which the leaves are anticipated. Applicants will be informed of the status of their applications after the PSC review.

In the event that a high-priority, strategic, and time-sensitive research opportunity arises outside of the usual CRF application schedule, a faculty member and department chair may ask the academic dean to petition the Faculty Development Committee, the provost, and the president with an unsolicited CRF proposal. This kind of request will be granted only if the proposal meets the quality standards of the usual CRF application pool and is judged to be “urgent” by those involved in the review process.

5.4.6 / Obligations Following a Calvin Research Fellowship

1. It is expected that grantees who receive CRFs will continue in their teaching positions at Calvin University. The teaching load required of each grantee during the academic year following that of the CRF is, at minimum, two courses per CRF-funded course release. Grantees who do not fulfill this obligation are required to reimburse the university in full for the salary (not including the cost of benefits) earned under the CRF.

2. All publications that result from work done during the course release should acknowledge the support of Calvin University for the project.

3. The grantee must submit an online (http://www.calvin.edu/admin/provost/far/menu) report by August 15 after the end of the course release, detailing results or progress of the project and any related professional gains. This report should be submitted to the dean for research and scholarship who will forward it to the department chair and the academic dean.

4. Common courtesy should require some form of acknowledgment to the Board of Trustees. Notes of thanks may be sent via the Office of the President.
5.5 / ATTENDANCE AT PROFESSIONAL CONFERENCES

5.5.1 / Membership in Professional Societies
Members of the teaching and administrative staffs are urged to assume responsibility for membership in the primary professional society of their academic or administrative interest. They should support the publication of the society’s important scholarly journals and make possible meetings of the society by the payment of membership dues. The university also encourages staff members to attend the meetings of their professional societies and, to assist in this, the university will pay a large part of the expense involved. The university makes this available to achieve among others, some of the following goals:

- To provide a forum for personal research and scholarly activity.
- To receive professional stimulation from hearing and discussing research papers and, possibly, to uncover or explore new ideas which arise from discussions with colleagues.
- To develop an acquaintance with a broad company of scholars in a special field of interest. Such acquaintances could be important to the prosecution of a professor’s own scholarly interest and to students whom he or she advises to attend graduate school.
- To help “keep up” in the field, relieve job routine, and overcome, if it tends to develop, occupational lethargy.
- To enable Calvin faculty to present Calvin University to the academic world.
- To experience, by way of contrast or by positive witness, the meaning of the Reformed commitment in an intellectual climate which might be non-Christian or humanistic.
- Membership in the primary society of a professor’s professional field shall constitute the basic requirement for expense coverage by the university. The university should not assume the obligation of paying membership dues, because this would destroy the very professionalism of the professional society.

5.5.2 / Travel Allowance
The department’s annual budget for travel is based on the number of faculty members in the department. The provost and academic deans annually set a figure for the total amount allocated per faculty member for professional travel or conference attendance per year. The total allowance for the department is then included in the annual department budget. Department chairs and faculty members are expected to work together to plan and distribute funds in a stewardly manner.

5.5.3 / Administration of Departmental Funds
Before attending a conference, the faculty member must submit an estimate of expenses to the chair on the approved form. The department chair is responsible for approving or denying such requests. Normally, the chair will approve one such request in a fiscal year with expenses that do not exceed the budgeted allotment. However, the chair has the discretion, within the total budget for the department, of authorizing expenses greater than the allotment or a second conference for a given faculty member.
5.5.4 / Supplemental Travel Funds
The Provost’s Office has a small pool of additional funds for further travel opportunities. Faculty members may make application to this fund after departmental funds are allocated. Applications ([http://www.calvin.edu/admin/provost/scholars/research/travelfund/application.html](http://www.calvin.edu/admin/provost/scholars/research/travelfund/application.html)) are made to the dean for research and scholarship.

5.5.5 / Travel Policies
Faculty members must comply with all current policies concerning travel. These are available in the university’s Travel Policy Handbook, which is available through the Financial Services home page. It is especially important that faculty adhere to university policies concerning proper reporting of expenses, use of university travel agent, and use of university-provided charge cards.

5.6 / SUMMER STUDY AID
The Board of Trustees will attempt to grant a tuition allowance of up to 0.5% of base salary per semester hour credit earned (up to a maximum of the equivalent of six semester hours) to any faculty member on regular appointment who successfully completes summer study at a graduate or professional school in pursuit of a higher degree or for university-approved professional development.

In order to determine the availability of such financial aid, which will be conditioned in part by the number who apply, application should be made with the provost a month prior to the end of the school year. It is also necessary that each person who receives the award report to the provost immediately after the summer school session. As a general rule, no more than five faculty members per year will be permitted to receive the allowance.

5.7 / ASSISTANCE IN SEEKING OUTSIDE SUPPORT
In addition to direct support, the university attempts to provide active assistance to faculty in identifying foundation and agency support appropriate to particular research programs. A staff member in the Development Office is assigned to work with faculty members and department chairpersons on the preparation and submission of grant applications.

5.8 / GUIDELINES FOR ENDOWED CHAIR PROPOSALS
One goal of the current comprehensive Calvin Campaign is the establishment of endowments for specific faculty positions. These guidelines are offered to define the nature of endowed chairs at Calvin University and also to assist those who develop proposals for such endowments. Since the purposes of endowed chairs vary, it is difficult to establish common guidelines for the chairs. Overall, the chairs should enrich the program of the university and relieve the operating budget. Each chair proposal should address the following issues:

5.8.1 / Purposes
One purpose of endowed positions is to recruit and retain individuals with outstanding teaching, scholarly, or coaching records who will provide leadership, teaching, scholarship, or coaching that enriches their department, school or unit, and the university. They are elite positions that represent prestige, leadership, and responsibility for the holder. While donors cannot direct research or program agendas, a second purpose of endowed positions is to fulfill the expressed intentions of the donor who made the endowed position possible; often the donation is made to honor the life or
memory of the person in whose name the chair is established. Finally, a third purpose of such positions is to provide operating budget relief.

5.8.2 / Categories of Endowed Positions

**Deanship.** An endowed Deanship provides salary support for the dean position and discretionary funds for deans to support the strategic direction of the school. It is not restricted to a particular effort, program, or research, and provides significant flexibility in fulfilling the mission of the school. For example, the endowment earnings can support urgent or emerging priorities, including, but not limited to, assisting faculty with research funding, graduate assistants, curricular and pedagogical innovations, outreach and public service activities, and new learning opportunities for students. The position is held ex-officio by the administrator only while serving in that position.

**Chair.** A Chair represents one of the highest honors that can be bestowed on a faculty member. It provides salary support for the chair position and discretionary funds. The highest level of performance and recognition of that performance are inherent guidelines for appointment of a chair holder. The institutional expectation of unquestionable excellence in either teaching or research must be met in addition to any specific selection criteria associated with a particular endowed position. The appointment to an endowed chair may recognize a current member of the faculty or it may be associated with recruitment of a new faculty member; but, in all appointments, excellence should be evidenced by several years of outstanding performance. The appointee will typically be a regular faculty member (tenured, or 5-year renewable term) with the rank of full professor though, in exceptional cases, the appointee may be a regular faculty member at the rank of associate professor. Awarded for a term of five years with possible renewal.

**Administrative Program Director or Administrative Chair.** An endowed administrative position is intended to support the scholarship, teaching, research, outreach, and public service activities of the university. Such endowed positions do not support the salary of the person with the administrative director or chair position, but instead support the work of a specific academic unit. The position is held ex-officio by the administrator only while serving in that position.

**Professorship.** An endowed professorship is a high honor, as well as recognition of consistently outstanding performance and ability. Endowed professors are faculty who have achieved acclaim for their accomplishments and who are highly likely to continue producing notable achievements. There is significant flexibility in the use of endowment funds, including course buyouts, travel expenses, and discretionary funds to support research, teaching, or service. The appointment to an endowed professorship may recognize a current member of the faculty or it may be associated with the recruitment of a new faculty member. This designation may be awarded to regular faculty at the associate or full professor rank. Awarded for a term of three years, with possible renewal.

**Endowed Coach.** An endowed coach provides supplemental funding to support athletic programs. There is significant flexibility in the use of endowed funds, including salary support, athletic equipment, facility upgrades, or expenses for student athletes, such as travel to an invitational competition, workshop, or other activities. Donors may specify whether the award is for a specific athletic program or for the overall athletic program at Calvin. Awarded for three years with possible renewal.
Faculty Fellowship. Endowed faculty fellowships will be used to provide temporary support for faculty development in teaching, research, or community engagement. They may also be used to acknowledge and support distinguished service or teaching. Awarded for a term of one year with possible renewal, not to exceed a total of three consecutive years.

5.8.3 / Budget

The Board of Trustees sets the endowment spending rate each year; as such, the amount of spendable funds and the minimum funds needed for named endowed positions are subject to change. A current schedule of the required minimum donations and endowment spending rate is held in the Provost’s Office.

1. Endowment “payout” is defined primarily as the spendable portion of the total return of the endowment investment in the general endowment pool, less any applicable administrative fees.

2. All university regulations and procedures governing personnel, purchasing, and accounting shall be observed. Allowable use of payout include, but are not limited to the following:

- Salaries and benefits (The endowment is expected to cover 100% of the salary and benefits for Endowed Deanships and Chairs)
- Faculty or coach salary support
- Course buyouts (requires appropriate review and approval)
- Salary supplement
- Summer stipend
- Expenses of special seminars and conferences
- Graduate student research assistantships
- Travel expenses
- Enhanced student experiences
- Research equipment, supplies, athletic equipment, or professional materials (items purchased with endowment funds are property of the university)
- Facility upgrades
- Financial aid for graduate students or visiting scholars working with the endowed position holder

The budget for the endowed positions should be presented in the proposal. Any restrictions to the allowable uses of the payout indicated above should be clearly identified. Since one goal of the endowed position policy is to provide relief for the operating budget, the extent to which budgetary relief is provided by the endowed position should be stated in the proposal.
5.8.4 / Expectations for Endowed Position Holders

1. The endowed position holder is expected to continue outstanding scholarly, administrative, or coaching activity. Measurement is based on impact and contribution to the profession and to the holder’s department, school, or athletic program.

2. The endowed position holder is expected to provide leadership, on an ongoing basis and in the broadest sense possible, throughout their term as an endowed position holder. Examples of this leadership include the development multi-investigator programs, innovative education programs and curricula, the recruiting and mentoring of new faculty members, and development of new coaching practices and opportunities for student athletes.

3. Integral to the position are fostering and maintaining extra-departmental collaborations with their school, the university, and external partners. Through these tasks, the holder will build and/or enhance the reputation of the department, school, program, and the university.

4. Endowed position holders are expected to operate within their department(s) as regular administrator, faculty members, or coaches. This involves full interaction with other administrators, faculty members, or coaches. For faculty member this includes teaching, scholarship, advising, and committee assignments. For coaches, this includes regular non-coaching duties as assigned by the Athletic Director. The endowed faculty position holder’s activities, teaching load, other assignments, and any modifications in compensation arrangements will be reviewed annually with the Dean or Provost and/or relevant department chair(s), subject to departmental and university policy and existing agreements.

5.8.5 / Qualifications for Appointment

In addition to the necessary qualifications for the specific responsibilities of the endowed position and the professional qualifications for teaching or administration, appointees to these positions should either fulfill the membership qualifications for Calvin University Faculty or, if the chair is for a visiting professorship, the requirements for a visiting faculty member. The latter, while not as clearly established, include a sincere commitment to and understanding of the Christian faith and mission of Calvin University. No restrictions shall be placed on the viewpoints of the holder of the chair beyond those required for membership on the Calvin University faculty.

5.8.6 / Appointment and Renewal Protocols

1. Depending on the terms, an endowed position may be filled by appointing an outstanding member of the existing faculty or staff, or it may be used to recruit an outstanding individual from outside the university. Appointment to an endowed faculty position does not always confer reduction in teaching load. Appointment and reappointment to the position as well as payout from the position are reserved for active, non-retired employees.

2. In general, appointment of faculty as endowed position holders will be subject to review by an appropriate committee, such as the Faculty Development Committee, which will provide input and make recommendations to the Professional Status Committee, or in some circumstances, the Provost or President. New and renewed appointments will be issued by the Provost following the completion of the selection process.
3. An endowed position will generally be filled by one individual for the initial time period stated, unless a shorter or longer term or non-renewability is otherwise specified (for example, in the position description of the terms of the gift). Faculty may resign from their appointment at any time without prejudice or may decline to petition for renewal of that appointment at the completion of a term.

4. Prior to the end of the term, the Dean or the Provost shall conduct a summative evaluation of the person’s accumulated contributions and achievement. It should not be assumed that a faculty member’s association with the endowed position will be renewed. A faculty member who has excelled in all the expectations related to the appointment (for example, those articulated in the unit’s post-tenure review process) may be reappointed to hold the position for another term. If, however, the Dean, Provost, or President decides that the faculty member has not met expectations at a sufficiently high level, or that a change in the hold of the position would be in the best interests of the university, a new appointment to the position will be made. If a faculty member’s post-tenure review is within one year of this review, their post-tenure review may serve as this review.

5. If a faculty member is found to have committed misconduct, that faculty member may be relieved of their endowed position as a result of disciplinary action outside the regularly scheduled review process.

6. On relinquishment of the title, a holder would be entitled to refer to themselves by the Endowed Position name, appending dates of incumbency, subject to terms of any disciplinary sanction administered against the holder. Upon retirement, the position is automatically relinquished. The designation “Emeritus” shall be added to the appointee’s title upon retirement from tenured status provided university guidelines for emeritus status have been met.

5.8.7 / Procedures for Revisions
Donors should have a clear understanding that revisions may be needed in the future to ensure that the fund continues to support a program that aligns with the mission of the university in a financially sustainable way. Donor agreements should include a clear description of the procedure for revisions to the endowed position. Some examples that might trigger revisions include changing financial conditions that result in endowment payout funds that are not adequate to support the endowed position, changing institutional priorities that result in the elimination of a supported program or agenda, or the vacancy of an endowed position for several years. Clear guidelines for revisions are needed to ensure that future changes to the purpose for which the endowment was established follow the agreed upon procedures.

5.8.8 / Initiation of Endowed Position Proposals
Establishment of endowed positions may be initiated by donors from outside the university or faculty and administrators within the university. In the case of donors, the president, with support from the Development Office, will determine the interests of the donor and then enlist the assistance of the provost who will in turn work with the appropriate dean and department chair in developing a proposal that meets the interests of the donor, fulfills the guidelines for the endowed positions, and furthers the mission and priorities of the university. In such cases the proposal will
be presented to the Faculty Senate for information, and to the Planning and Priorities Committee and the Board of Trustees for approval before accepting the donor's gift.

Proposals for establishing endowed positions may also be initiated by faculty and staff from within the university. Development of these proposals should be done in cooperation with the provost. The Office of the President and the Development Office should be informed of the proposal. These should be concept proposals that are approved by the Planning and Priorities Committee. When a source of endowment funds is identified, the proposal should be completed and presented to Faculty Senate for information and to the Planning and Priorities Committee and the Board of Trustees for approval.

5.8.9 / Deviation from Proposal Guidelines
The above normally apply for all endowed position proposals. In cases where proposals deviate from the guidelines, an explanation and rationale for the deviation should be included in the proposal.

5.8.10 / Criteria for Evaluation
Proposals will be evaluated on the basis of the following criteria:

1. The extent to which they contribute to the distinctive nature of Calvin University and contribute to ensuring that in the future.

2. The extent to which they comport with the mission and strategic plan of the university, i.e., the extent to which they address perceived needs and address strategic opportunities of the university.

3. The extent to which they relieve the operating budget.

5.9 / GUIDELINES FOR ESTABLISHMENT OF CENTERS AND INSTITUTES

The following guidelines are offered to define the nature and development of centers and institutes at Calvin University. Because the purposes of centers and institutes vary, it is difficult to establish common guidelines for initiating them. Overall, centers and institutes should enrich the programs of the university and relieve the operating budget.

5.9.1 / Exploration of Centers or Institutes
Establishment of centers or institutes may be initiated by donors from outside the university or faculty and administrators within the university. In the case of donors, the president (or designee) will determine the interests of the donor and then enlist assistance of the vice president for advancement and the provost, who will in turn work with the appropriate dean and faculty in developing a concept proposal that meets the interests of the donor and furthers the mission and priorities of the university.

Proposals for establishing endowed centers or institutes may also be initiated by faculty and staff from within the university. In cooperation with the provost, the vice president for advancement, and the president, faculty and staff will work to develop a concept proposal that meets the interest of the prospective donors and that furthers the mission and priorities of the university.

A concept proposal should include the following elements:

- A statement of purpose that is tied to the mission of the university
V. Faculty Development

- A statement of alignment with specific components of the strategic plan
- A preliminary budget of revenue and expenses

When a source of endowment funds is provided by the donor or identified by the faculty, the concept proposal should be presented to the Faculty Senate (for information), normally before accepting the donor's gift.

5.9.2 / Further Development of Idea

Upon approval of the concept approval, a formal proposal that lays out the steps for formal establishment should be written by a committee whose composition is determined by the provost. The proposal development committee should include the following in their proposal:

1. **Purpose.** The specific purpose(s) for the institute or center should be clear and these purposes should determine its character. This purpose must be tied to the mission of Calvin University as expressed in the *Expanded Statement of Mission*, including direct connections to the education of Calvin students, support of faculty scholarship and teaching, and contributions to the goals of *From Every Nation*.

2. **Strategic Plan.** The proposal should indicate how the purpose of the center or institute aligns with and carries out the goals of the university's strategic plan.

3. **Budget.** The budget for the center or institute should be presented in the proposal, using the university's template, available from the provost's office.

4. **Selection of the Director.** The proposal should identify how the director of the institute or center will be selected, in alignment with the usual faculty appointment process or usual staff appointment process, with the possible exception of the initial director. The initial stages of development for almost all centers and institutes at Calvin University have had the same characteristics. At this initial stage, usually one person catches the vision for the project—fueled by a grant opportunity or a donor. This individual leads a team in the development of the proposal and works to raise external funds. Thus, almost all newly established entities are led by the same people who directed the early planning stages. The proposal should state whether it is presumed that there will be an appointed first director, or an open search.

5. **Process for the Selection of the Initial Director.** The committee preparing the proposal should propose a process by which the initial director is chosen in consultation with the Professional Status Committee.

6. **Administrative Structure.** The proposal should identify the administrative and reporting structure, both within the institute or center and in relationship to the university.

7. **Advisory Council.** The proposal should identify the make-up of advisory council members, specify their terms, and specify the process by which a chair is selected in alignment with the guidelines established for advisory councils.

8. **Space Needs.** The proposal should specify the space needs and desired location of the proposed center or institute along with a plan for their accommodation.
5.9.3 / Formal Approval
The formal proposal must be approved by the Planning and Priorities Committee, and the Board of Trustees.

Once the center or institute proposal is approved, and funding is secured, the initial director is recommended to the Professional Status Committee in accordance with the stated process in the approved proposal. Once the initial director is in place, the administer who oversees the entity ensures that statements of responsibilities are created, according to the standards established by the Board of Trustees. The director then comes into the regular reappointment process with a thorough evaluation in the final year of the appointment. Subsequent directors are appointed in accordance with the process established in the entity’s governance documents.

5.9.4 / Procedures for Revisions
Proposals should include the procedures for revision that are found in the endowment agreement to ensure that future changes to the purpose for which the endowment was established follow the agreed upon procedures. All revisions must be approved by the Board of Trustees.

5.9.5 / Deviation from Proposal Guidelines
The above guidelines normally apply for all center and institute proposals. In cases where proposals deviate from the guidelines, an explanation and rationale for the deviation should be included in the proposal.

5.9.6 / Criteria for Evaluation
Proposals will be evaluated on the basis of the following criteria:

1. The extent to which they contribute to the distinctive nature of Calvin University and contribute to ensuring that in the future.
2. The extent to which they comport with the mission and strategic plan of the university, i.e., the extent to which they address perceived needs and address strategic opportunities of the university.
3. The extent to which they relieve the operating budget.
Chapter 6: Faculty Policies and Standards

6.1 / PROCEDURES FOR ADDRESSING ALLEGATIONS OF MISCONDUCT AND UNSATISFACTORY JOB PERFORMANCE

When all members of the faculty are attentive to their duty to hold themselves and their colleagues to high standards of conduct, disciplinary procedures are seldom needed. Nevertheless, clear procedures must be specified for those circumstances when a more formal response is warranted.

The university's expectations for faculty conduct and job performance are set forth in chapter 3 above, in the appendices to this handbook, and in other generally applicable policies and procedures of Calvin University. In addition, faculty members may, as members of their scholarly and professional communities, be subject to ethical or licensure standards that bear upon their conduct on campus.

6.1.1 / Definitions

Appropriate Others. Appropriate others are campus professionals who have particular responsibilities, knowledge, or skills related to investigating alleged misconduct or unsatisfactory job performance. An illustrative but not exhaustive list of appropriate others includes the following:

- employees who work for campus offices such as Campus Safety, Computer Information Technology, Student Life, or Financial Services
- faculty with particular expertise in an area germane to the allegation

University Policies and Standards. University policies and standards refer to conduct policies and performance standards stated in the faculty handbook and its appendices, and other generally applicable policies and standards of the university.

Days. Whenever the term days is used in section 6.1, it refers to university business days when the university is open.

Faculty Conduct Group (FCG). The FCG is a standing group of faculty trained to carry out inquiries and investigations, to serve on the faculty hearing committee, to render findings, and to recommend sanctions. Because of the time investment needed for proper training, faculty will be appointed to this committee for a period of three years; appointments may be renewed. Members of the FCG are appointed by the Committee on Governance, in consultation with the PSC. Faculty serving as investigators on a given case may not serve on the FHC for that case.

Faculty Hearing Committee (FHC). The FHC consists of one PSC member and two FCG members who PSC designates at the beginning of each academic year to conduct formal faculty hearings and render findings and sanctions to PSC. Faculty who serve on the FHC may not serve as investigators for the same case.

Finding. A finding is a decision regarding whether or not a faculty member is responsible for a violation of university policies or standards.
Investigator. An investigator is someone who has been trained to properly look into alleged violations of university policies or standards. The investigator may be a dean or may be someone who is part of the university’s Faculty Conduct Group.

Misconduct. Misconduct is defined as conduct that is unjust, depraved, illegal, or shameful, including actions that directly contradict the mission and values of Calvin University. The standard for misconduct does not mean that the moral sensibility of an individual member of the Calvin community is affronted; instead the standard is whether a faculty member has engaged in behavior that would evoke general disapproval by the Calvin community as a whole, as judged by administrators and faculty committees involved in personnel. An illustrative but not exhaustive list of examples of misconduct includes the following:

- fraud or theft
- professional dishonesty
- verbal, psychological, or physical abuse of another person
- sexual misconduct, including sexual relations outside marriage
- discrimination, harassment, or retaliation (addressed through Safer Spaces policy)
- immoderate anger, slander, and verbal abuse
- abuse of alcohol or other drugs
- persistent profane or obscene language in the classroom or in professional contexts.

Participant. A participant is someone present at specified meetings.

Personnel File. A personnel file is defined in section 3.12 of the faculty handbook.

Presenter. A presenter is someone who, in the case of formal hearings, presents the university’s case during the hearing. The presenter is appointed by the provost.

Remediation. Remediation is a set of positive actions intended to restore a faculty member to full participation in the life of the university. An illustrative but not exhaustive list of remedies includes counseling, mediation, professional development, developmental coaching, mentoring, or education about a particular policy.

Respondent. A respondent is a person or group of persons against whom an allegation is lodged.

Sanction. A sanction is a disciplinary action imposed as a result of a finding of misconduct or other policy violation. An illustrative but not exhaustive list of examples of sanctions includes the following:

- written reprimand, documented in the personnel file
- disqualification from privileges normally accorded to faculty, such as eligibility to lead off-campus programs, eligibility for research support, and participation in faculty-student events or mentorship programs
- suspension of tenure, or suspension of tenure-track status, or of renewable-term status for a period of one or more years with specified conditions for reinstatement
• suspension from the faculty for a period of one or more semesters with specified conditions for reinstatement
• dismissal from the faculty

**Unsatisfactory Job Performance.** Unsatisfactory job performance is defined as conduct that violates faculty contractual obligations or faculty performance expectations. An illustrative but not exhaustive list of examples of unsatisfactory job performance includes the following:

• continued incivility
• insubordination
• failure to meet classes or carry out teaching responsibilities in timely and/or effective ways
• failure to execute scholarship, advising, or service obligations
• misuse of university equipment
• in general, failure to engage in professional practices becoming of a Calvin faculty member

Allegations of unsatisfactory job performance are not normally directed toward faculty who have had a single challenging year, nor are they directed at faculty who are engaged in remediation or professional development to meet job expectations. But persistent patterns of poor performance that have not been remediated through formal mentoring, professional development, or some other kind of intervention may lead to allegations of unsatisfactory job performance. In some circumstances, a faculty member's failure to address issues of unsatisfactory job performance, despite receiving notice or an opportunity to remediate, may constitute misconduct.

### 6.1.2 / Safer Spaces Disclaimer

Alleged or actual misconduct related to discrimination and harassment is governed by the university's [Safer Spaces policy](#). The Safer Spaces policy applies to faculty and staff.

### 6.1.3 / Suspension with Pay

At any stage in an investigation or resolution process, the provost, with the approval of PSC, may suspend a faculty member from teaching duties and from the use of facilities and technology when the provost finds that immediate harm to the faculty member or others, substantial disruption to academic operations, or damages to the university's reputation, warrants suspension. If time constraints require the initial decision to be made by the provost in consultation with the president, any decision to suspend pending resolution will be promptly reviewed by and subject to continuation by the Professional Status Committee (PSC). The decision to suspend will not be considered a finding and is purely an interim measure. Any such suspension will normally be with pay pending resolution of allegations. Where a faculty member is suspended pursuant to an investigation in which the resolution takes longer than 60 days to complete, the suspension will be reviewed every 20 days beginning at day 60 to determine whether to continue the respondent’s pay.

### 6.1.4 / Initial Handling of Allegations

Department chairs and academic deans are expected to discuss and record concerns related to misconduct or job performance as they arise. Behavior that occurs but does not rise to the level of persistent and/or serious misconduct or unsatisfactory job performance will be documented in writing by the department chair who discussed the concern with the respondent, and held in the
Office of the Provost. Such documents will be used to establish a pattern of behavior, should such occur. If a letter of warning containing needed corrective measures is written by the dean or provost, that letter will be placed in the faculty member's personnel file; the chair will be informed of this action and the rationale for it.

Continued concerns of a department chair about a faculty member's conduct or performance should be directed to the academic dean of that faculty member for preliminary inquiry. Concerns about a faculty member that come from other employees or others outside of the university should be directed to the academic dean for initial handling, and possibly a preliminary inquiry.

6.1.5 / Preliminary Inquiry Procedures

6.1.5.1 / Preliminary Inquiry

When concerns about a faculty member's conduct or performance are reported to the Office of the Provost from a chair, another employee, or someone outside the university, normally the academic dean, along with appropriate persons as determined by the provost, will oversee a prompt and impartial preliminary inquiry to determine next steps. An investigative team drawn from the FCG may be appointed by the provost to assist in this process. The provost will inform the respondent in writing that a concern has been received and instruct the respondent about the consequences of interfering in the inquiry. In cases where Safer Spaces might be operative, the respondent need not be immediately informed of the allegation.

The dean or other appropriate official will document in writing the initial report of alleged misconduct or unsatisfactory job performance and the findings of the preliminary inquiry; this will be shared with the provost and the respondent and placed in his or her personnel file.

Except in extraordinary circumstances, the initial inquiry must be completed within 10 days of receiving an allegation of misconduct.

6.1.5.2 / Preliminary Decisions

Within 5 days of receiving the preliminary inquiry report, the dean and provost, in consultation with other appropriate persons, will determine next steps. Decision options include:

a. A finding that the allegation is unfounded, does not allege a policy or standards violation, or is not of sufficient severity as determined by the provost. The academic dean will handle as appropriate, in consultation with the provost. The provost may impose sanctions or engage in remediation in an attempt to address concerns. The goal is to address issues in an early and effective manner in order to prevent minor issues from becoming major issues or concerns requiring serious intervention.

The provost will review the dean's inquiry report with the faculty member, and the report will be placed into the faculty member's personnel file along with the provost's summary of the conversation. The faculty member may, within 5 days of receiving the report, respond in writing to the provost; this response will also be placed in the faculty member's personnel file.

If the respondent wishes to appeal the sanctions, the respondent may request that the university's formal review procedures be initiated (see section 6.1.6 and following).
b. The provost, in consultation with the deans, may determine that the issue more appropriately coincides with allegations or concerns investigated and reviewed pursuant to the university’s Safer Spaces policy or another university policy. In such circumstances, the provost has the discretion to determine the sequence of procedures, the application of different policies, and the appropriate timelines.

c. The provost, in consultation with the deans, may determine that the allegation is for misconduct or unsatisfactory job performance. Examples of such behavior are noted in section 6.1.1. In such circumstances, the provost will direct the investigation to commence (or continue, if already started).

6.1.6 / Investigation Procedures

6.1.6.1/ Notice of Investigation

Within 5 days of receiving the preliminary inquiry report, the provost will provide a notice of investigation to the respondent and the department chair. The notice will include a description of the alleged misconduct or unsatisfactory job performance, a list of alleged university violations, and any preliminary findings.

From this point forward, normally the university will complete all investigations within 15 business days.

6.1.6.2 / Investigative Report

Upon completion of the investigation, the investigator will provide the provost with a written investigative report. This report should include the following:

- A description of the alleged misconduct or unsatisfactory job performance, linked to specific violations of university policies or standards;
- All relevant evidence produced in the investigation including evidence that tends to refute the allegations and evidence that tends to support the allegations;
- A summary of any measures toward correction that have already been taken or attempted by the university and/or the respondent;
- An initial finding of whether or not the allegations have been substantiated.

Within 2 days of receiving the written investigative report, the provost will review the report with the respondent; a summary of the report, without evidence, will be provided to the department chair.

If the respondent wishes to respond to the investigative report, the response must be in writing, within 5 days of receiving the report and directed to the provost, dean, and department chair.

6.1.7 / Findings and Allegation Resolution

Within 7 days of reviewing the report with the respondent, the provost, in consultation with other appropriate persons, will make a decision on whether there is cause to proceed further with the allegation based on the investigative report. If the provost decides that no policy or performance violation has occurred, then the process will end. If there is reasonable cause, the provost will recommend, in writing, a resolution without a hearing or a formal hearing.
a. **Resolution without a Hearing.** A resolution may be issued without the need for a hearing when the respondent agrees, in writing, with the provost’s findings and agrees with the provost’s decisions (if any) for sanctions or remedies. If the provost recommends mediation as a remedy, the timeline for beginning and ending mediation will be agreed upon in writing by the provost and the respondent. Approval of this resolution, along with any decision about the need for additional investigation, must also involve the university president and the director of human resources. Resolution without a hearing will normally be decided upon within 15 days of the provost’s receipt of the investigative report. Records of resolution become part of the respondent’s personnel files. If the respondent rejects the findings, sanctions and/or remedies, or fails to follow through on any recommendations, a formal hearing will be held.

b. **Formal Hearing.** A formal hearing will be conducted when resolution cannot be effected without a hearing. When a formal hearing is needed, the provost will inform the department chair and the Professional Status Committee that a Faculty Hearing Committee has been activated.

### 6.1.8 / Formal Hearing Procedures

#### 6.1.8.1 / Formation of Hearing Committee

At the beginning of each academic year, the Professional Status Committee (PSC) will appoint a three-person Faculty Hearing Committee (FHC). One of the FHC members will be a faculty member currently serving on PSC, who will serve as the FHC chair; the other two will be drawn from the Faculty Conduct Group.

Members of the FHC shall recuse themselves in cases where they cannot be fair and impartial; the PSC may recuse a FHC member if PSC judges the FHC member may not be fair and impartial. PSC may appoint a staff member as an additional committee member if circumstances warrant. A student life staff member may be added to the hearing committee when allegations have been brought by a student.

At the beginning of each academic year, PSC will also appoint “back up” teams in the event of recusals or when more than one hearing is underway.

#### 6.1.8.2 / Presenter Appointment

The provost will appoint a presenter from within the university who will speak on behalf of the university and identify university policies and standards that may have been violated. Normally the presenter will be one of the investigators.

#### 6.1.8.3 / Materials for the Hearing

The Office of the Provost will provide the Faculty Hearing Committee, the respondent, and the university presenter with the following documents:

- any documents in the respondent’s personnel file related to past or present conduct or performance;
- follow-up reports from deans and investigators at each stage of the process;
- any written responses provided by the respondent in the process;
any written communications from the provost to the respondent from the beginning of the inquiry (6.1.4), including the provost’s written recommendation for a formal hearing.

6.1.8.3 / Fair Hearing Rights
The respondent and the university presenter are entitled to a fair hearing that will include the following opportunities and rights:

- To be treated with respect by university officials and by the Faculty Hearing Committee.
- To have an advisor who is an employee of the university during the process.
- To review and respond to all evidence, specifically including the opportunity to review and respond to the contents of submitted documents.
- To receive a recommendation that is based solely on evidence that is reviewed by all parties.

In addition, the respondent is entitled to request “Resolution without a Hearing” at any stage of the process; the FHC may confer with the provost regarding such a request and the request should not be allowed to delay or distract the hearing process. The provost, in consultation with the president and the director of human resources, will determine whether to allow this option.

6.1.8.4 / Formal Hearing
Formal hearings will be closed and maintained as confidential consistent with applicable law. They will be held no fewer than 10 days and no more than 20 days after the investigative report is provided to the respondent, unless timelines are extended as described in section 6.1.11 below. All issues regarding the procedure and administration of these hearings not specified explicitly in this policy will be decided by the Faculty Hearing Committee (FHC) in its discretion. The FHC may address procedural questions to the provost for resolution during the hearing.

The FHC will review the submitted documentation and will invite the respondent and the university presenter to participate in a hearing at a defined place and time.

The FHC may ask questions of each party. Each party may be accompanied by an advisor who is an employee of the university and who will act as a support person but who will not participate actively in the hearing. Each party may request of the FHC permission to call other witnesses, and each party will be provided a reasonable opportunity to present other information or documents deemed relevant. This is not a judicial proceeding, and the FHC is not bound by formal rules of evidence as defined by a court of law.

All parties must be invited to be present during all testimony and questioning. The parties will be given the opportunity to respectfully question all witnesses and each other, except in cases where long-term harm, as judged by the FHC, is possible (in which event any questioning shall be conducted by the FHC). Each party may offer a concluding statement, orally or in writing.

After concluding the hearing, the FHC will confer to decide by majority vote whether the respondent is responsible for a policy or standard violation, and prepare a report and recommendation for the Professional Status Committee (PSC). The FHC should present a report as quickly as possible for PSC, but not later than ten days from the end of the hearing. If an additional person has been added to the FHC and there is a tie vote, then PSC will resolve the tie. The applicable standard is whether the allegations have been substantiated by a preponderance of the evidence. The FHC will consider only the evidence and arguments presented to it at its meetings and the information set forth in
statements submitted prior to the hearing. If any additional evidence or information relevant to the FHC’s decision comes to the attention of the FHC or one of its members and is assessed by the FHC as potentially relevant to the FHC’s deliberations or determinations, the FHC will notify the respondent and the university presenter of the information. Each party will be provided an opportunity to respond in writing or during a supplementary hearing, as determined by the FHC, before the FHC renders its report and recommendation.

A taped or written record of all hearings will be kept, with a copy provided to the respondent at no charge. Throughout the hearing process and through submission of the report and recommendations, confidentiality of the FHC process will be strictly maintained, subject to the provisions of applicable law. A university official bringing allegations against a faculty member will take no part in the FHC’s deliberations.

In the event the respondent refuses to continue his/her participation in the formal hearing, the hearing will continue and the FHC will render its judgment. The respondent’s refusal to complete the hearing process may be a basis for a negative independent judgment by the FHC, the PSC, the president, and, in case of appeal, the executive committee of the Board of Trustees.

6.1.8.5 / Sanctions

If the respondent is found responsible for a policy or standard violation, the FHC may make recommendations as to whether any disciplinary sanctions should be imposed and, if so, what they should be. An illustrative but not exhaustive list of sanctions includes the following:

1. written reprimand, documented in the personnel file
2. disqualification from privileges normally accorded to faculty, such as eligibility to lead off-campus programs, eligibility for research support, and participation in faculty-student events or mentorship programs
3. suspension of tenure, or suspension of tenure-track status, or of renewable-term status for a period of one or more years with specified conditions for reinstatement
4. suspension from the faculty for a period of one or more semesters with specified conditions for reinstatement
5. dismissal from the faculty

6.1.8.6 / Faculty Hearing Committee Report and Professional Status Committee Review

No later than 10 days after the formal hearing’s conclusion, the Faculty Hearing Committee (FHC) will prepare for the Professional Status Committee (PSC) a written report and recommendation. This report should include the following:

- a summary of the alleged conduct or performance violations and supporting evidence as uncovered during the process
- a determination as to whether the respondent is responsible for misconduct or unsatisfactory job performance, and if so, notice of which university policies or standards were violated
- If the respondent is found responsible for misconduct or unsatisfactory job performance, the FHC may include a recommendation regarding and rationale for sanctions.
A copy of the report and recommendation will be provided to the members of the PSC by the provost. The five faculty members on the PSC will determine the PSC’s recommendation. The deans are present as advisors only. If the university presenter was a dean, that dean will be recused from the deliberations. The president may be present during the PSC’s deliberations so as to inform his/her decision, but will normally not participate in the PSC’s deliberations except to ask questions clarifying evidence. The provost will chair the PSC deliberations.

The PSC will review and accept or modify the FHC’s finding and recommendation within 10 days of receiving the FHC’s report. The PSC’s recommendation will be based solely upon the report, the transcript, and the recommendation of the FHC.

If needed, the PSC may remand the FHC to consider specific questions or objections raised by the PSC; if need be, the FHC may reopen the hearing to answer questions raised by PSC. The FHC must consider these questions and/or objections and respond to the PSC, in writing, within 10 days of receipt of the questions or objections.

The PSC shall communicate its recommendation in writing to the respondent, his or her department chair, members of the FHC, and the president. The PSC’s recommendation is submitted to the president for final decision (subject to appeal rights as described below). The respondent may submit a written response to the president within 5 days of receipt of the PSC recommendation.

6.1.9 / Professional Status Committee Report and Presidential Action

Upon receipt of the final Professional Status Committee (PSC) report and recommendations, the president will review the PSC report, as well as the reports and record from the FHC, and make a final decision, normally within 5 days. The president may accept the recommended findings and sanctions or modify them, on the basis of the evidence that was presented to the FHC. If the president intends to modify the findings and/or sanctions, the president will remand the matter to the PSC with specific questions or objections; copies of this remand will be provided to the respondent and to the FHC. The PSC must consider these objections and respond to the president in writing, with copy to the respondent and the FHC, within 5 days of receipt of these questions or objections. The president will take final action within 5 days of receiving PSC’s report, based upon the record and his or her sound discretion. The president’s final action will be reported to the respondent, to his or her department chair, to the provost and PSC, and to the FHC.

6.1.10 / Right of Appeal

The respondent has the right to appeal to the Executive Committee of the Board of Trustees. Any such appeal should be submitted in writing within 10 days after the respondent receives the president’s notice of findings and sanctions. Appeals are limited to the following:

- A procedural error or omission occurred that significantly impacted the outcome of the hearing (e.g., substantiated bias, material deviation from established procedures, etc.).

- To consider new evidence, unknown or unavailable during the original hearing or investigation, that could substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included.

- The sanctions imposed are substantially disproportionate to the severity of the violation.
Within 10 days of receiving the appeal, the Executive Committee will consider the appeal on the basis of the evidence previously presented, after reviewing the recommendations of the FHC and the PSC, receiving any additional oral or written testimony it may wish to invite, and reviewing a recording or transcript of the FHC hearings. If the Executive Committee decides, by majority vote, to sustain any part of the appeal, it will instruct the president either to retract or modify the findings or to retract or modify the sanctions previously announced.

6.1.11 / Exceptions to Stated Deadlines
The provost may extend the deadlines in the preceding procedures with written notice and the consent of the parties.

6.1.12 / Confidentiality of Records
All records of formal proceedings, including transcripts of hearings and copies of reports, will be retained by the Office of the Provost in confidential files.

All records of findings, remedies, and sanctions will remain in the respondent’s personnel record. Only the respondent, the president, the provost, and the academic dean will have the right to examine and use the contents of confidential disciplinary files, unless their disclosure to a FHC and PSC is necessitated by future disciplinary proceedings, their release is ordered by a court or other legal authority, or their release is authorized by the respondent in the context of an appeal.

6.1.13 / Public Statements
Unusual circumstances may occasionally necessitate that the university make a public statement regarding a faculty discipline case. The president will be responsible for making or approving the content of any such statements and in doing so will seek to maintain the confidentiality of the proceedings to the greatest extent practicable.

6.1.14 / Prospective Employment Recommendations
In cases where respondents have been suspended or terminated, his/her colleagues must consult with the provost before responding to the respondent and/or potential employers’ requests for recommendations.

6.2 / (Reserved for future use)

6.3 / PROCEDURES FOR HANDLING ALLEGATIONS OF CONFESSIONAL UNORTHODOXY

The following procedure shall be used for cases in which the university receives allegations of confessional unorthodoxy against faculty members.

1. An allegation(s) of confessional unorthodoxy should be directed to the Provost’s Office. The process outlined in section 3.5.4.1.3 shall commence.

2. If the PSC determines that the matter cannot be resolved through the informal procedures described in section 3.5.4.1.3 and 3.5.4.2.1, then the process described in section 3.5.4.2.2 shall commence (see section 3.5.4.2.2 for details). The PSC should engage in as much consultation as is reasonable for the situation, preparing its response in both a consultative and timely manner. The PSC shall communicate its response, along with accompanying grounds, to the faculty member (or members) and to the president, who will present the response to the Board of Trustees. If the president does not concur with PSC’s
response, the provost will present this communication to the Board. If neither the president
nor the provost concurs with the response of the PSC, the PSC may appoint a faculty
member to represent PSC at deliberations of the Board of Trustee. Section 3.5.4.2.2 allows
for the faculty member and/or the president to provide a written response to the PSC or to
the Board of Trustees if they do not agree with recommendation of the PSC.

3. If the Board of Trustees disagrees with PSC’s response, the board could (a) request PSC to
reconsider the position in light of additional information or considerations not reflected in
the grounds or explanation for the decision, or (b) decline to accede to PSC’s
recommendation regarding a judgment about the implications of Calvin’s policies of
confessional subscription and academic freedom for the topic or position at hand. If the
board does not accede to PSC’s recommendation, the matter may be referred back to PSC for
PSC to develop an alternate recommendation prior to the next scheduled board meeting. If
an alternate recommendation is not subsequently approved by the board or if PSC does not
offer an alternative recommendation, the board could choose to develop its own judgment
about the meaning and implications for Calvin’s policies of confessional subscription and
academic freedom for the topic of the position at hand.

4. If the Board of Trustees develops its own judgment about the meaning and implications for
Calvin’s policies of confessional subscription and academic freedom for the topic of the
position at hand and if this judgment is inconsistent with the stance of the faculty member,
the Board of Trustees shall request that the PSC make a recommendation as to whether any
disciplinary sanctions should be imposed and if so, what they should be. (If the PSC does not
wish to make a recommendation regarding sanctions, then the Board will make its own
recommendation.) An illustrative but not exhaustive list of sanctions includes the following:

a. Written reprimand, documented in the personnel file, to not advance such a view in
his/her faculty responsibilities

b. Disqualification from the privileges normally accorded to faculty, such as eligibility
to lead off-campus programs, eligibility for research support, and participation in
faculty-student events or mentorship programs

c. Suspension of tenure, or suspension of tenure-track status, or of renewable term
status, or demotion in rank for a period of one or more years with specified
conditions for reinstatement

d. Suspension from the faculty for a period of one or more semesters with specified
conditions for reinstatement

e. Dismissal from the faculty.

5. The PSC shall make a written recommendation to the president within 10 days of the
Board’s request. The written recommendation should also be shared with the faculty
member and his or her department chair. The recommendation should include the
following:

a. A summary of the controversial issue and the view held by the faculty member

b. The PSC’s judgment on the nature and significance of the issue
c. The PSC’s recommendation regarding needed sanctions (if any) and rationale.

6. Within ten days of receipt of the PSC recommendation, the faculty member may, if he or she desires, review PSC’s recommendation and issue a written response to the president and the PSC. This written response should also be shared with the department chair.

7. The president shall have 15 days to forward recommendations to the Academic Affairs Committee of the Board of Trustees. During this time, the president should review any written response from the faculty member as well as the PSC’s recommendation. The president should add his or her support to the PSC recommendation or submit an alternative recommendation. If the president submits an alternative recommendation, the recommendation and rationale must be submitted to the PSC, the faculty member, and the faculty member’s department chair for information. The president shall submit the PSC’s recommendation, his/her own recommendation, and any written response from the faculty member to the executive committee of the Board of Trustees.

8. Within thirty days of receipt of the PSC and president’s recommendation, the Academic Affairs Committee shall issue a written decision to the faculty member, the department chair, the PSC, and the president. In making a decision, the Academic Affairs Committee of the Board of Trustees can receive any additional oral or written testimony it may wish to invite and any consultations it wishes to have.

9. The faculty member has the right to appeal to the Executive Committee of the Board of Trustees. Any such appeal should be submitted in writing within 10 days of receipt of the executive committee’s decision. Appeals are limited to the following:

   a. A procedural error or omission that significantly impacted the outcome of the executive committee’s decision (e.g., substantiated bias, material deviation from established procedures, etc.).

   b. To consider new evidence, unknown or unavailable during the review process, that could substantially impact the executive committee’s decision. The faculty member must include a summary of this new evidence and its potential impact.

   c. The sanctions imposed are substantially disproportionate to the severity of the violation.

10. Within 20 days of receiving the appeal, the Executive Committee of the Board of Trustees will consider the appeal on the basis of the evidence previously presented, after reviewing the recommendations of the PSC, the president, and the Academic Affairs Committee of the Board of Trustees, and after receiving any additional oral or written testimony it may wish to invite and any consultations it wishes to have. If the Executive Committee of the Board of Trustees decides, by majority vote, to sustain any part of the appeal, it will instruct the Academic Affairs Committee to retract or modify the findings or sanctions previously announced.

11. The provost may extend the deadlines in the preceding procedures with written notice and the consent of the parties.
12. The faculty member may appeal the board’s decision to the synod of the Christian Reformed Church, through the appropriate channels described in the *Rules for Synodical Procedure*. If the faculty member’s views are upheld by the synod of the Christian Reformed Church, the faculty member is entitled to receive back pay for wages lost, not to exceed one year of salary.

13. At any stage in this process, the provost, with the approval of PSC, may suspend a faculty member from teaching duties and from the use of facilities and technology when the provost finds that immediate harm to the faculty member or others, substantial disruption to academic operations, or damages to the university’s reputation, warrants suspension. If time constraints require the initial decision to be made by the provost in consultation with the president, any decision to suspend pending resolution will be promptly reviewed by and subject to continuation by the Professional Status Committee (PSC). The decision to suspend will not be considered a finding and is purely an interim measure. Any such suspension will normally be with pay pending resolution. Where a faculty member is suspended and the resolution takes longer than 60 days to complete, the suspension will be reviewed every 20 days beginning at day 60 to determine whether to continue the faculty member’s pay.

14. In all these matters, the faculty, the PSC, and the Board of Trustees should be governed by a desire to promote confessional integrity, due process, mutual trust and the kind of constructive engagement with difficult issues that will serve the Christian community at large. The qualities and characteristics expected of all participants, described in section 3.5.4 are assumed to be operational, especially in the midst of difficult and controversial matters.

### 6.4 / PROCEDURES FOR HANDLING ALLEGATIONS OF SCIENTIFIC MISCONDUCT

This policy was developed in the Provost's Office of Calvin University. One purpose, among others, is to bring the university into compliance with Public Health Service (PHS) regulations (42 CFR Part 50, Subpart A) concerning institutional response to allegations of scientific misconduct. A copy of this policy is to be given to all those scholars covered by it. Additionally, all scholars with PHS funded research will be given a copy of the PHS regulation referred to above.

#### 6.4.1 / Policy

The university expects that all scholars associated with the university conduct their scholarly activities with honesty and integrity. Calvin University accepts responsibility for promoting practices that discourage scientific misconduct and for developing policies to address allegations of scientific misconduct.

This policy applies to alleged misconduct by any person paid by, under the control of, or affiliated with Calvin University such as faculty members, students, technicians, guest researchers, or others collaborating with such persons at Calvin University.

#### 6.4.2 / Definitions

##### 6.4.2.1 / Scientific Misconduct

Scientific Misconduct means falsification of data, plagiarism, fabrication, misappropriation of the ideas of others, or other practices that deviate from those that are commonly accepted within the scholarly community for proposing, conducting, or reporting research. It does not include honest error or honest differences in interpretation or judgments.
6.4.2.2 / Research Integrity Officer (RIO)
The Research Integrity Officer (RIO) is the university official with primary responsibility for the implementation of the procedures set forth in this document. The RIO is appointed by the president and is normally the Dean for the Natural Sciences and Mathematics. In cases involving funding from federal, state, or private sources, the RIO will be responsible for all reporting requirements as specified by the funding agency.

6.4.2.3 / Whistleblower
A Whistleblower is a person who has alleged scientific misconduct on the part of a covered individual.

6.4.2.4 / Respondent
The Respondent is the person against whom an allegation of scientific misconduct has been directed.

6.4.3 / Procedures for Handling Allegations Of Misconduct
6.4.3.1 / Initiation of an Allegation of Misconduct
Any person associated with the university should report observed, suspected, or apparent misconduct to the RIO. Should the individual be unsure whether an incident falls within the definition of misconduct, he or she may discuss the incident informally and confidentially with the RIO. This person is referred to below as the whistleblower.

6.4.3.2 / Whistleblower Protection
The RIO has responsibility to ensure that whistleblowers are not retaliated against and will review any instance of alleged retaliation. The RIO and the institution will also protect the privacy of whistleblowers to the maximum extent consistent with the procedures described herein for investigating the instance of misconduct.

6.4.3.3 / Respondent Protection
The RIO and the institution will conduct the investigation in a manner that will ensure fair treatment of the respondent. The RIO and the institution will also protect the privacy of respondents to the maximum extent consistent with the procedures below and without compromising public health and safety.

6.4.3.4 / Conflict of Interest
If the RIO has a conflict of interest in the case, he or she shall ask the president to assign another university official to carry out the responsibilities of the RIO described below.

6.4.3.5 / Preliminary Assessment
The RIO will immediately assess the allegation and, possibly in consultation with the president and legal counsel, determine whether there is sufficient evidence to warrant an inquiry. The RIO might also determine that the charges are appropriate for adjudication according to the procedures outlined in section 6.1. Should the RIO determine that there is not sufficient evidence to go forward, he or she shall report that to the president. Should the president believe that an inquiry is warranted, the inquiry process will be initiated.
6.4.3.6 / Inquiry

Should the RIO or the president determine that the allegations warrant further investigation, the RIO will immediately initiate an inquiry. The purpose of the inquiry is not to reach a final determination about whether misconduct occurred. The purpose of the inquiry is to make preliminary evaluation of the evidence and the testimony of key witnesses to determine whether there is sufficient evidence to warrant an investigation.

1. The RIO will appoint an inquiry committee of three persons and designate one of the three as chairperson within 15 days of receiving the allegation. The committee shall consist of individuals from the university community with no conflict of interest in the case. Normally, the committee shall consist of three members of the Science Division Research and Grants Committee but the RIO will appoint other persons from either inside or outside the institution if necessary to ensure that the committee has persons with appropriate scientific expertise. The RIO will inform the respondent of the committee membership and the specific allegations within 15 days of receiving the allegations. The respondent may submit written objections to any member of the committee on the basis of conflict of interest within 5 days. The RIO will determine whether to replace the challenged member.

2. In the case of externally funded research, the RIO will take appropriate administrative actions to protect federal or other funds appropriated for the project and will ensure that the purposes of the financial award are being carried out.

3. The RIO will prepare a statement describing the allegations for the committee. This statement shall be given to the committee members, the respondent, and the whistleblower before the first meeting of the committee.

4. The committee shall meet within 15 days after it is appointed. The committee may determine its own procedures as are appropriate for the specific situation. This will normally include interviews with the whistleblower, the respondent, and other key witnesses as are necessary. All university personnel shall cooperate fully with the committee during the course of the inquiry by supplying any requested documents and information.

5. Anonymity of the whistleblower shall be preserved at this stage of the inquiry if possible.

6. All individuals appearing before the committee are entitled to be accompanied at the meeting by an advisor from within the university community. No person from outside the community (e.g., legal counsel) may participate in the hearings.

7. The hearing committee shall arrive at a judgment as expeditiously as possible. Normally, the committee shall file its written report within 30 days of the initial meeting of the committee and will carefully document reasons for extending the inquiry beyond that time period as appropriate.

8. The written report of the committee must include the name and title of committee members, a summary of the allegations, a description of the process used including a list of evidence gathered, and summaries of any interviews conducted. The report will indicate whether the committee recommends that an investigation take place and whether any other actions should be taken if an investigation is not recommended.
9. The RIO shall provide the respondent with a copy of the report and the respondent shall have 10 days to submit written comments.

10. The RIO will transmit the report and any response to the president, who shall make the determination of whether findings from the inquiry warrant an investigation. This determination shall be made and the respondent and whistleblower notified in writing within 10 days of the receipt by the president of the report.

11. Whether or not an investigation is judged to be warranted, the inquiry report will be kept by the president for a period of three years and should be shared with officials of relevant granting agencies as required.

6.4.3.7 / Investigation

1. Should the president determine that a formal investigation is needed, the RIO shall appoint a committee of three persons for that purpose within 15 days of this determination. The committee shall consist of three persons with expertise necessary to evaluate the scientific evidence. They may be professionals from inside or outside the university community. Normally, if the respondent is a faculty member, one member of the committee shall be a member of the Professional Status Committee. The respondent shall be informed in writing of the membership of the committee and may object in writing to any member on the basis of conflict of interest within 5 days of this notification. The RIO will decide whether to replace such a challenged member.

2. The committee shall meet within 15 days after it is appointed. The committee shall be given the report of the inquiry committee together with all evidence generated by that committee. The committee shall determine its own procedures consistent with those described below. The committee will be given the document “Model Procedures for Responding to Allegations of Scientific Misconduct” from the ORI Handbook for Research Integrity Officers to help it define its procedures.

3. In the case of externally funded research, the RIO will continue to take appropriate administrative actions to protect federal or other funds appropriated for the project and will ensure that the purposes of the financial award are being carried out.

4. The investigation will normally involve the examination of all documentation including, but not limited to, research records, computer files, proposals, manuscripts, publications, correspondence, and notes of telephone calls. The respondent shall be given copies of all documentation immediately on receipt by the committee. Whenever possible, the committee shall interview the respondent, the whistleblower, and other individuals who might have information regarding the allegations. All interviews should be tape-recorded. Summaries of the interviews shall be prepared for the record. The respondent may be present for all interviews and may cross-examine all witnesses. The respondent may have a member of the university community present for advice and support.

5. The final report must describe the procedures used to conduct the investigation, the evidence collected, the findings, and the basis for the findings. The final report and supporting documentation should be sent to the president no later than 15 days after the
last hearing and no later than 120 days after the investigation begins. Any reason for extending the inquiry beyond that time should be clearly documented as appropriate.

6. The RIO shall furnish the respondent with a copy of the report for comment. The respondent will be allowed 10 days for such response. Any response shall accompany the final report.

7. If the respondent alleges that the investigation has been conducted unfairly, the respondent may appeal. In the case of a faculty member, the appeal shall be heard by the Faculty Hearing Committee using procedures as described in section 6.1. In the case of a student, the appeal shall be heard by the Student Disciplinary Committee. An appeal may only be made on the grounds of due process. It is not the intention of this provision to require new evidence or to allow for the reversal of scientific judgments.

8. Whether or not the investigation results in a finding of misconduct, the investigation report together with the evidence collected will be kept by the president for a period of three years and will be shared with the head of the relevant granting agencies as required.

6.4.3.8 / Resolution
6.4.3.8.1 / FINDING OF ABSENCE OF SCIENTIFIC MISCONDUCT
All research sponsors and others initially informed of the investigation should be informed in writing that allegations of misconduct were not supported. If the allegations are deemed not to have been made in good faith, appropriate actions should be taken against the whistleblower in accordance with this policy. If the allegations, however incorrect, are deemed to have been made in good faith, no disciplinary measures are indicated and efforts should be made to prevent retaliatory actions and to protect, to the maximum extent possible, the positions and reputations of the persons who made the allegations as well as those against whom allegations of misconduct were not confirmed. Calvin University will publicize a finding of no misconduct only with permission of the innocently accused.

6.4.3.8.2 / PRESENCE OF SCIENTIFIC MISCONDUCT
When an investigation confirms misconduct, the president shall consider the recommendations of the Committee and shall be responsible for determining an appropriate action. Calvin University must take action appropriate for the seriousness of the misconduct including but not limited to the following: removal from a particular project, special monitoring of future work, letter of reprimand, probation for a specified period with conditions, financial restitution, suspension (of a student respondent) and termination (of a faculty or staff respondent). If the respondent is a faculty member, the Professional Status Committee shall recommend a sanction, and the president shall act upon that recommendation in accordance with the procedures described in section 6.1. In all cases, the action of the president must be ratified by the Board of Trustees. Calvin University should also give formal notification of all involved parties such as sponsoring agencies, funding sources, co-authors, co-investigators, collaborators, editors of journals in which fraudulent research was published, state professional licensing boards, professional societies, and campus media personnel.
6.5 / POLICY ON DISCRIMINATION AND HARASSMENT

6.5.1 / Introduction
Part of the three-fold purpose of Calvin University is to “perform all our tasks as a caring and diverse community.” The members of this community are part of a unity that transcends boundaries of personal characteristics. We are called to be a communion of saints in which each member contributes to the service and support of the other members. Each person, faculty, staff and student who has chosen to join the Calvin community thereby declares that he or she is willing to uphold the community’s stated standards of conduct.

This policy statement on discrimination and harassment explicitly states our community’s commitment to treat all its members with dignity and respect as image bearers of the Creator. Discrimination, harassment, and retaliation which violate this policy will not be tolerated and will be subject to disciplinary action.

6.5.2 / Policy Statement
Calvin University prohibits unlawful discrimination on the basis of race, color, national origin, age, religion, disability, gender, marital status, sexual orientation or other characteristics protected by federal, state or local statute or ordinance.

Calvin University affirms its commitment to maintaining a learning, working, and living environment which is fair, respectful, and free from harassment. Calvin University will apply this policy to all persons who are members of the faculty, staff, or student body. This policy expressly applies to forms of harassment which are prohibited by federal, state or local statute or ordinance. In addition, there are other forms of improper harassment, based on characteristics which are not protected by these statutes. It is the policy of Calvin University that, although such harassment may not be expressly prohibited by law, such harassment nevertheless has no place here and will be subject to disciplinary action. Illustrative examples include harassment based upon physical appearance or social or economic status.

No one at the university may retaliate in any way against a person who makes a report of discrimination or harassment.

6.5.3 / Prohibited Conduct
It is a violation of this policy to engage in any of the following conduct:

1. Unlawful discrimination in providing employment or educational opportunities, benefits or privileges; the creation of unlawful discriminatory work or educational conditions, or the use of unlawful discriminatory evaluation standards in employment or education if the basis of that treatment is, in whole or in part, the person’s race, color, national origin, age, religion, disability, gender, marital status, sexual orientation or other characteristics protected by law or this policy.

2. Harassment is severe or repeated unwelcome sexual advances or verbal comments of a sexual nature or verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her legally protected characteristic, or other personal characteristic which is covered by this policy.

Harassment includes:
• Unwelcome conduct or language which creates an intimidating, hostile or offensive working environment, including epithets, slurs or negative stereotyping; threatening, intimidating, derogatory, or hostile acts; denigrating jokes; written or graphic material that degrades or shows hostility or aversion toward an individual or group. It also includes interfering with or blocking a person’s legitimate movement or access in the classroom or workplace, the use of profanity to convey hostility toward others and pranks or horseplay intended to embarrass or humiliate others.

• Making submission to unwelcome sexual advances, submission to requests for sexual favors, or submission to other unwelcome verbal or physical conduct of a sexual nature a condition of any person’s employment or association with the University. It also includes making submission to, or rejection of, such conduct the basis for decisions affecting a person’s employment or academic status or opportunity, for example, decisions regarding salary increases, promotions, transfers, evaluations, etc., and decisions regarding grades, recommendations, admissions, fellowships or other opportunities, etc.

• Retaliation against anyone for reporting discrimination or harassment or for participating in an investigation of a claim of harassment or discrimination.

6.5.4 / Reporting, Investigation and Remedial Action

The University encourages the reporting of all perceived incidents of discrimination, harassment or retaliation regardless of the offender’s identity or position. If you believe you have been the victim of conduct prohibited by this policy or witnessed such conduct, you should discuss your concerns as follows:

• Students ordinarily will bring reports to the dean of students for judicial affairs. This would apply to student reports concerning faculty, staff, or fellow students.

• Staff ordinarily will report to the director of human resources.

• Faculty members ordinarily will report to an academic dean or file a Safer Spaces report at http://www.calvin.edu/about/safer-spaces/.

If the circumstances make it inappropriate to discuss the matter with the person designated above, the matter may be brought to any one of the other persons listed above.

While there is no specific reporting time, early reporting and intervention are the most effective method of resolving actual or perceived incidents of harassment.

In addition to reporting the behavior, persons who believe they are being subjected to such conduct may, either alone or with a colleague, advise the offender that his or her behavior is unwelcome and request that it be discontinued. Prompt notice often can resolve the problem. The University recognizes, however, that an individual may prefer to use only the reporting procedure described above.

Reported allegations of discrimination, harassment, or retaliation will be promptly and thoroughly investigated. Confidentiality will be maintained consistent with an adequate and thorough investigation and appropriate corrective action. At any time after a report is made, an informal
resolution process may be suggested. However, participation in such a process is voluntary, and if the reporting person or the accused declines, the formal procedure will continue.

Complaints against faculty will be processed according to the procedures in the *Handbook for Teaching Faculty* (section 6.1). Complaints against staff will be processed according to the procedures in the Staff Handbook. Complaints against students will be processed according to the procedures in the Student Handbook. Complaints against other persons, such as visitors or third party suppliers doing business within the Calvin community, will be processed in a manner suitable for the circumstances, as determined by the University.

Individuals found to have violated this policy will be subject to disciplinary action which may include sanctions up to and including termination of employment or enrollment.

**6.5.5 / False Complaints**
The University will seriously investigate all complaints. However, it also recognizes that false complaints are likely to cause significant damage to the person and reputation of an individual who is wrongfully accused. Individuals found to have made false complaints will be subject to disciplinary action which may include sanctions up to and including termination of employment or enrollment.

A complaint which is erroneous, but was made in good faith, will not be subject to disciplinary action.

**6.5.6 / First Amendment Considerations**
Calvin University is a Christian institution situated within the Reformed tradition. As such, the University may, under the Free Exercise Clause of the First Amendment to the Constitution of the United States and various relevant statutes, lawfully discriminate on the basis of religious and confessional criteria in its hiring, personnel practices and admissions. One example is the College’s use of religious faith, confessional commitments and church membership as conditions of employment for faculty and administrators with faculty status. Another example relates to sexual conduct. Though it is the College’s policy to assure equal opportunity in its hiring, personnel practices and admissions without regard to marital status or sexual orientation, sexual relations outside of marriage are proscribed (see, e.g., *Handbook for Teaching Faculty*, section 6.1.2). Marriage is understood by the University and the Christian Reformed Church, with which it is affiliated, to be a covenantal union between a man and a woman.

The policies and procedures set forth in this document do not abrogate the College’s rights under the First Amendment or relevant statutes, nor do they limit the ability of the University to take disciplinary action against members of the community who violate the College’s legitimate requirements or standards of behavior.

**6.6 / EMPLOYEE SUBSTANCE ABUSE POLICY**

**6.6.1 / Overview**
Calvin University has a vital interest in maintaining a safe, healthful and efficient workplace for its employees. Being under the influence of illegal drugs or alcohol on the job may pose serious safety and health risks not only to the user but to all those who work with the user.
Calvin University recognizes that its future is largely dependent upon the physical and psychological health of its employees. Accordingly, it is the right, obligation and intent of Calvin University and Seminary to maintain a safe, healthful and efficient working environment for all of its employees and to protect Calvin’s reputation, property, equipment and operations.

Calvin University maintains a short-term employee assistance program through the Broene Center. Upon referral from the Department of Human Resources help will be given to employees who have need of assistance for alcohol or illegal drug abuse.

With these basic objectives in mind, Calvin University has established the following policy with regard to the use, possession, abuse or distribution of alcohol or illegal drugs.

6.6.2 / Policy Statement

6.6.2.1 / Preemployment Screening

Calvin University maintains the right to require preemployment screening to prevent hiring individuals who use illegal drugs or individuals whose use of alcohol would impair or cause unsafe job performance.

6.6.2.2 / On-the-Job Use, Possession, or Distribution of Drugs or Alcohol

1. Alcohol: Being under the influence of alcohol\(^3\) by any employee while performing Calvin business or while on Calvin property is prohibited. Consumption or possession of alcohol on Calvin property or in a Calvin vehicle is prohibited.

2. Illegal Drugs:\(^4\) The use, sale, purchase, transfer or possession of an illegal drug by an employee while on Calvin property, while in a Calvin vehicle or while performing Calvin business is prohibited. The presence in any detectable amount of any illegal drug in an employee while performing Calvin business, while in a Calvin vehicle or while on Calvin property is prohibited.

6.6.3 / Notification

6.6.3.1 / Criminal Drug Conviction

Employees who are convicted of any workplace related criminal drug activity are required to inform Calvin of such conviction within five days of their conviction. Notification must be made to the Director of Human Resources. It is a condition of employment with Calvin that all employees provide this notification.

6.6.3.2 / Agency Notification

Calvin will be required to notify Federal contracting officers or Federal granting officers within ten days of receiving notification of an employee’s criminal drug conviction under the provisions of the

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\(^3\) "Under the influence" means, for the purposes of this policy, that the employee is affected by a drug or alcohol or the combination of a drug and alcohol in any detectable manner. The symptoms of influence are not confined to those consistent with misbehavior, nor to obvious impairment of physical or mental ability, such as slurred speech or difficulty in maintaining balance. A determination of influence can be established by a professional opinion, a scientifically valid test and in some cases by a lay person’s opinion.

\(^4\) "Illegal drug" means any drug (a) which is not legally obtainable or (b) which is legally obtainable but has not been legally obtained. The term includes prescribed drugs not legally obtained and prescribed drugs not being used for the prescribed purposes or in prescribed quantities. It also includes marijuana.
Drug-Free Workplace Act of 1988 as incorporated in the Federal Acquisition Regulation, if and when this Act applies to Calvin.

6.6.3.3 / Modification of Policy
The administration of Calvin is authorized and directed to modify this Policy in order that it would continue to remain in compliance with the Drug Free Workplace Act of 1988, and related regulations.

6.6.4 / Discipline

6.6.4.1 / Disciplinary Action
The procedure of section 6.1 will generally be used to determine if there is a violation of the policy and, if there is, the appropriate disciplinary sanction.

6.6.4.2 / Drug and Alcohol Screening
Calvin may require a blood test, urinalysis or other drug/alcohol screening of those persons suspected of using or being under the influence of a drug or alcohol or where circumstances or workplace conditions justify it. Employee consent to submit to such a test is required as a condition of continued employment.

6.6.5 / Employee Assistance Program
Drug and Alcohol Use Policy: Relationship to Employee Assistance Program
Calvin maintains a short-term Employee Assistance Program through the Broene Center. Upon referral from the Department of Human Resources help will be given to employees who suffer from alcohol or illegal drug abuse. It is, however, the responsibility of each employee to seek assistance before alcohol and drug problems lead to disciplinary offense. Once a violation of this policy occurs, subsequently using the Employee Assistance Program will not necessarily lessen disciplinary action and may, in fact, have no bearing on the determination of appropriate disciplinary action. An employee’s decision to seek prior assistance through the Department of Human Resources’ referral to the Broene Center or through one of Calvin’s Health Care Benefits will not be used as the basis for disciplinary action and will not be used against the employee in any disciplinary proceeding.

6.6.6 / Searches

6.6.6.1 / Calvin Property and Facilities
Calvin may conduct unannounced searches for illegal drugs or alcohol anywhere in Calvin facilities or vehicles or on Calvin property. Employees are expected to cooperate in the conduct of such searches which may be conducted at any time and do not have to be based on reasonable suspicion.

6.6.6.2 / Searches of Employees and Their Personal Property
Searches of employees and their personal property may be conducted where there is reasonable suspicion to believe that the employee or employees are in violation of this policy or when circumstances or workplace conditions justify the search in the opinion of Calvin University.

An employee’s consent to a search is required as a condition of continued employment and the employee’s refusal to consent may result in disciplinary action, including termination, even for a first refusal.
6.7 / POLICY ON EMPLOYMENT OF RELATIVES

6.7.1 / Policy
The basic criteria for appointment and promotion of all university faculty, staff, and student employees shall be appropriate qualifications and performance. Relationship to another individual employed by the university shall not constitute an advantage for appointment, promotion, retention, salary or leave of absence granted by the university.

6.7.2 / Regulations
1. No employee shall be assigned to a division or department under the direct supervision or control of a relative.
2. Faculty and staff members will not be placed in a supervisory role over members of their family nor shall individuals be appointed into positions that result in a supervisory relation with a relative herein defined.
3. Faculty and staff members should neither initiate nor participate in institutional decisions involving a benefit to members of their families (i.e., initial appointment, retention, promotion, salary, leave of absence, etc.).
4. Employment of relatives in the same department or under the same supervisor is presumed to be unacceptable and may be authorized only with the prior written approval of the relevant vice president, in consultation with the associate vice president for human resources.

6.7.3 / Definition
Relative is defined as spouse, daughter, son, parent, grandparent, brother, sister, grandchild, aunt, uncle, niece, nephew (or the spouse of any of these) of either the staff member or the staff member’s spouse, or any other related person or non-related person who is part of the staff member’s household.

6.7.4 / Exceptions to the Policy
When the relevant vice president, in consultation with the associate vice president for human resources, determines that it would be in the best interest of the university, individual exceptions to this policy may be approved for persons who are relatives, but only when:

- The interests of other employees or students are not prejudiced by the exception, and
- All recommendations or decisions made by one relative about the other relative are subject to review and approval either by an unrelated supervisor or by another university employee designated to perform this function.

Employees as of January 1, 1997, are hereby granted a blanket exception under section 6.7.2, number 4.

Any approval of an exception shall be documented in writing and shall specify the reasons for the exception.
6.8 / POLICY ON INCLUSIVE LANGUAGE

Calvin University is committed to creating a campus environment which honors the diversity of gender and race in the Christian community. Since language is a powerful influence in our academic community, we are committed to using inclusive language in all areas of the Calvin community’s life. We understand that some traditional uses of language (e.g., using man as a generic term to refer to all people), though once acceptable in our speaking and writing, now tend to alienate a substantial group of people. We want to avoid harm, even when no harm is intended, and we intend to avoid language which might express or encourage discrimination within the church or society. Our commitment to using inclusive language arises out of our desire to be a just, sympathetic, and disciplined community.

The university encourages writers of publications and documents of the following kinds to employ inclusive language:

1. Those officially representing the university to potential students, their parents, alumni, the denomination, and other supporters;
2. Those which the university produces for its students, staff, faculty, and administrators;
3. Internal communications, such as committee reports, memos, and department minutes; and
4. Written academic work by employees of the university.

Students, as participants in the academic community, should also be encouraged to use inclusive language in their writing.

6.8.1 / Guidelines

Although the particular stylistic challenges of employing inclusive language may vary from one discipline to another, we can establish the following general guidelines:

1. Avoid demeaning terms or expressions reinforcing demeaning attitudes about persons or groups based on age, disability, ethnicity, gender, race, or national origin;
2. Avoid using masculine terms to refer to persons who might be either male or female, e.g.:
   • avoid using man and mankind for reference to people in general;
   • avoid the exclusive use of forms of he or she as references to a person whose gender is unspecified; and
   • avoid using masculine titles (such as Chairman) for persons of both sexes.

Examples and further applications of the these guidelines can be found in the publication guidelines of the American Psychological Association, the National Council of Teachers of English, and many other professional organizations. Several representative samples are available in the bookstore and the library. Teaching faculty can also refer their students to the recommended handbook for Written Rhetoric.

Anyone with concerns or questions about the substance, implications, or implementation of this policy may address them to the members of the Committee on Gender Equity.
6.9 / POLICY ON SECONDARY EMPLOYMENT AND INVOLVEMENT

For the full-time members of the faculty, a position in the university is their primary vocational calling. Each faculty member is expected to exhibit, in addition to evidence of an informed and vibrant Christian faith, a commitment to effective teaching, advising, and professional scholarship. Faculty members are also strongly encouraged to serve various communities when such involvement arises naturally out of the faculty member’s calling as a Christian teacher and scholar at Calvin University. Although one’s position in the university does not make a claim on all of one’s waking hours, a commitment to the above ideals does require persistent effort. Any outside activity, professional or personal, should not interfere with fulfilling well all responsibilities to the university.

It is in the light of this calling, therefore, that all opportunities for outside professional activities not directly entailed by one’s position in the university ought to be evaluated. Effective teaching, professional scholarship, academic advising, and service to various communities are expected of us all, and no outside activity should interfere with excellent performance of those responsibilities. Faculty members are encouraged to have a professional plan which would provide a context for considering opportunities for outside activities.

This policy recognizes that outside activity may be done pro bono as well as for remuneration. Secondary professional pursuits should either enhance one’s work at the university or serve the university as well as the beneficiary of the service rendered. Those outside activities which are clearly consistent and compatible with the ideals set forth above may be worthy of undertaking by faculty members. Such activities may include, for example, professional consultation, research collaboration, artistic performance and the like. These activities, however, should be undertaken only when it is certain that they will not reduce teaching effectiveness or impede professional growth and contributions. The question of judging whether the activity is consistent or compatible with the above ideals is separate from the question of remuneration; the criteria for acceptable secondary pursuits should apply regardless of whether remuneration is received.

Academic Year

The academic year is that time from September through May in which one has obligations for teaching, scholarship, advising and service that is associated with the rhythm of enrollment, classes, and exams, including preparation for those activities. During this time, the faculty are expected to be professionally engaged in the work of the university. (Times during the academic year when there are no classes are considered recesses from class but not vacations from work.)

Regardless of whether the outside professional activity is pro bono or remunerative work, such activity should not exceed ten percent of one’s working time unless such activity is an integral part of one’s professional work (preferably included in a professional plan) and approved by the department chair and academic dean. Then it should not exceed twenty percent of one’s working time. Unless the university has a collaborative teaching relationship with another institution, teaching at another institution is discouraged. Each opportunity for a faculty member to teach at another institution must be approved in advance by the department chair and the academic dean, preferably in response to a formal request from an academic officer at the other institution.
While *pro bono* and remunerative work are both covered by this policy, remunerative work that involves a significant commitment of university resources requires approval by the Academic Dean. If a contract is involved in any secondary employment, special attention should be given to avoid potential conflicts between the obligations of the primary contract with the university and the secondary contract.

Volunteer work in the civic, church, and school communities that is not related to professional activity, while not expected of all faculty, is encouraged by the university. Such activities should be considered in the context of one’s gifts and other responsibilities. The limits stated in the preceding paragraphs are devoted to one’s working time and do not apply to this nonprofessional volunteer work. Engagement in such volunteer work should not interfere with excellent performance in fulfillment of professional responsibilities.

The nature and extent of outside professional activity should be reported to the provost as part of the annual report of publications, service, awards, and other professional accomplishments and service.

**Summer**

During three months of the summer, faculty members have freedom to establish their own schedule. This should include a renewing vacation. The summer should also include professional activities that promote effective teaching and engage the faculty member in research and scholarship. This can include doing research and scholarship, teaching development, consulting, professional service, or completing administrative assignments. Limited teaching is also acceptable. Normally, the university will not provide remuneration for more than the equivalent of teaching one four-week summer session. Faculty members are free to develop contracts with outside agencies or receive remuneration from grants for two months of the summer. In no case should planned summer activity be an excuse for not fulfilling the scholarship and professional activity expectations or preparation for teaching that is expected. Departments are expected to provide advising for summer orientation.

In the practical implementation of the principles expressed above, it is expected that faculty members will use their best judgment in all matters pertaining to secondary employment and outside activities. In some instances even acceptable activities, if they detract from excellent performance of one’s primary responsibilities for teaching and scholarship, will have to be discouraged or curtailed. A faculty member who is uncertain about a secondary pursuit, which he or she is considering, is encouraged to discuss the matter with his or her department chair or the academic dean.

**6.10 / POLICY ON COMMISSIONS, ROYALTIES, AND PATENTS**

The following policy is for research, scholarship, and artistic projects that have either partial or full financial support from the university. The policy is introduced to clarify financial arrangements that follow university support for the project.

**6.10.1 / Guidelines for Support of Scholarship**

**6.10.1.1 / Non-reimbursed Expenses**

The university will support reasonable, non-reimbursed expenses in doing research and scholarship. This includes secretarial service, copying, computer use, interlibrary loan services,
VI. Faculty Policies and Standards

office supplies, and others that are expected as a faculty member. While these are normal expectations of faculty members, they too can be used unreasonably, and the university may need to establish guidelines for reasonable support when there is evidence of abuse of the privilege or when the university resources are limited. Prudent use of these resources is expected and should not interfere with providing these services to faculty in their teaching.

6.10.1.2 / Application for Support
Support for scholarship and research beyond that which is expected by being a faculty member can take quite different forms depending on the nature of the research. In general, whenever possible, faculty members should seek outside support for scholarship that has requirements for support beyond that which is normally supplied for a faculty member. Student assistants, special equipment and supplies, publication expenses, computer software or computer intensive projects, rare books, translation needs, travel to sources, survey expertise, etc. may be funded by the university on occasion, but in all cases, application for support is necessary. Application for support should be made to the Academic Dean or the Dean for Research and Scholarship.

6.10.1.3 / Salary Support
Salary support for scholarship and research comes with faculty appointment since there are scholarship expectations of each faculty member. These costs are part of the salary budget of academic departments. However, salaries for study leaves granted as part of a scholarship or faculty development program are allocated to the budgets of those programs (sabbatical, interim, Calvin Research Fellowship, CCCS Fellowship or summer stipend). These study leaves are available according to established policy and availability of funds. When included as part of the expense of scholarship, the cost of fringe benefits as well as salaries are included as an expense of the program.

6.10.1.4 / Special Support
In this policy, regular university support is distinguished from special support. In regard to inventions and patents, special support means financial support for pursuit of a patent as defined in the policy below. For all other scholarship projects, special support means financial support for projects in response to written application. This includes support for services and supplies and salary (as stated above). The application process for special support will include agreement to share the revenue when income is received from the product of the research and scholarship according to the policy stated in this document.

6.10.2 / Policy Regarding Inventions and Patents
6.10.2.1 / Discovery or Creation
A member of the faculty is expected to notify the provost or designee of the conception of discoveries or creations which could be useful and/or which are potentially patentable. Those discoveries or creations conceived or reduced to practice within the course and scope of the faculty member’s employment by the university are considered to be owned by the university. Those discoveries or creations not conceived nor reduced to practice within the course and scope of the faculty member’s employment by the university, are considered to be owned by the faculty member, but the university shall have an unencumbered right to use the discoveries or creations for its own purposes. In either case, after notification, the provost or designee, on behalf of the university, can choose to further develop the discovery or creation including obtaining or assisting in obtaining a patent, or waive its rights to the discovery or creation. For those discoveries or creations owned by
the university, the faculty member is expected to assist the university in such developments, including any patent application. If the university joins with the scholar or inventor in application for a patent on a discovery or creation owned by the faculty member, it will provide special support for the process of patent application.

When the university waives its rights to the discovery or creation, the faculty member provides the financial resources for pursuit of a patent.

6.10.2.2 / Outside Sponsor

When the research involves an outside sponsor, there should be an agreement which specifies and protects the interests of the faculty member, the university, and the outside sponsor in regard to ownership of any patents that result from the work.

Agreements with outside sponsors must be approved by the provost or designee and will include, at a minimum, clarification of ownership; identification of licensable rights, if any; and an indemnity of the university and the faculty member against damages arising from anything placed into the stream of commerce through the sponsor’s efforts.

6.10.2.3 / Income

6.10.2.3.1

Income from discoveries or creations, as defined above, that is legally protected and for which the university has waived its interests shall belong solely to the faculty member.

6.10.2.3.2

Income from discoveries or creations resulting from work accomplished with the support of an outside sponsor will be divided according to the agreement between the university and the outside sponsor.

6.10.2.3.3

Income resulting from discoveries or creations for which the university has provided resources and for which the university has NOT waived its interests will be apportioned as follows:

1. The first $2,500 goes directly to the creative professional(s).

2. Income beyond $2,500 will be used to reimburse the university for two times any actual expenses in developing the discovery or creation. During this repayment period, the income will be divided between the creative professional(s) (thirty percent) and repaying the university (seventy percent).

3. After repaying twice the university’s actual expenses, the creative professional(s) will receive the next $20,000 in income. This sum will be increased every five years from the date of policy approval based on the CPI.

4. Any additional income will be divided between creative professional(s) (sixty percent) and the university (forty percent).

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5 College expenses do not include faculty salary or monies coming from regular internal grant programs that support faculty scholarship except for Calvin Research Fellowships. The CRF actual expenses will be repaid at only one times the expense.
Income is defined as revenues minus expenses. Expenses are all costs needed to maintain the value of the IP required in the year the revenues are obtained.

These thresholds ($2,500 and $20,000) apply individually to each separate project for which intellectual property protection has been obtained.

When more than one creative professional is involved in a single project, the distribution among the creative professionals will be determined on a case by case basis.

6.10.2.4 / Funds
Funds the university receives from the income from inventions and royalties shall be placed in a fund restricted for further support of research and scholarship. The provost will authorize the distribution of the funds among the investigator, department, and the university.

6.10.2.5 / Board of Trustees Approval
This policy shall take effect upon approval by the Board of Trustees and will apply to those projects for which financial support is received subsequent to that date.

6.10.3 / Policy Regarding Copyrights
6.10.3.1 / Copyrights
Copyrights on publications (defined as the product of research and creative activity; e.g., books, artwork, and software) shall be owned by the faculty member who is the author or artist unless the author(s) or artist(s) sign away such rights to the university as a condition of a grant. Unless stated to the contrary by separate agreement, the university waives its rights to ownership under the work-made-for-hire provisions of the Copyright Act, it being the intention of the university that the faculty member shall own all copyrights to works created by the faculty member.

6.10.3.2 / Royalties, Commissions and Income
If publication by a faculty member does not involve any special university support, all royalties, commissions, and income from artwork, software, films, or tapes resulting from it belong to the author.

6.10.3.3 / In-House Publishing or University Ownership
When the university produces and/or publishes the work in-house or the university owns the copyright, the revenue from the sale is first used to repay the direct and indirect expenses incurred by the university. Subsequent to that the author will receive a royalty on all sales. The amount of the royalty will depend on the nature of the publications but will not exceed eight percent of sales.

6.10.3.4 / University Support
For purposes of determining the sharing of revenue from publication of scholarship, university support will mean special support as defined in section 6.10.1.4 above. Publication refers to printed material, artwork of all types, and software.

6.10.3.5 / Revenue from Research and Scholarship Support by the University
Revenue from publications which result from research and scholarship supported by the university (as defined above) will be shared between author(s) and university until twice the amount of special support provided by the university is paid by the scholar to the university. This maximum payment will apply unless the author(s) assign the rights to the university. The schedule for such payment is as follows:
1. The first revenue received from the publication is used to repay personal expenses incurred by the author(s) in doing the research and publication.

2. After repayment of personal expenses, the next revenue in the amount of one-fourth of base salary (for the year of the grant) is not shared with the university.

3. From the revenue received that exceeds the amount in 1 and 2 above, the scholar should pay the university fifty percent (50%) until the maximum payment is reached.

After the threshold for payment has been reached, the scholar/artist shall report annually on income received from the products of the work done with university support until the obligation for payment is fulfilled.

Funds the university receives from royalties, commissions, artworks, and software shall be placed in a fund restricted for further support of research and scholarship. The provost will authorize the distribution of the funds received.

6.11 / THE FAMILY EDUCATIONAL AND PRIVACY ACTS OF 1974

The Family Educational Rights and Privacy Act of 1974 became law on November 19, 1974. On December 31, 1974 President Gerald R. Ford signed a bill which contained significant amendments to the student privacy statute. The following statement has two main sections: 6.11.1—Statement of Provisions of the Law and, 6.11.2—Calvin University Guidelines. Section 6.11.1, a brief description of the law, is intended to give the student information about rights. The law, complemented by U.S. Department of Health, Education, and Welfare guidelines, is printed in the Federal Register of January 6, 1975, and is available at the Calvin University Library or the Registrar's Office. Section 6.11.2. of this statement is a description of guidelines which will be followed at Calvin University.

6.11.1 / Statement of Provision of the Law

6.11.1.1 / Summary of the Law

“In brief, the statute provides: that such institutions must provide . . . students access to official records directly related to the students and an opportunity for a hearing to challenge such records on the grounds that they are inaccurate, misleading, or otherwise inappropriate; that institutions must obtain the written consent . . . before releasing personally identifiable data about students from records to other than a specified list of exceptions; that . . . students must be notified of these rights; . . .” (Federal Register, January 6, 1975).

6.11.1.2 / Definitions

“Student” (a) means any person who is attending or has attended an educational institution and with respect to whom that institution maintains education records or personally identifiable information. (b) The term does not include a person who has not been in attendance at such institution. (section 99.3)

“Education records” (a) means those records, files, documents, and other materials which (1) contain information directly related to a student; and (2) are maintained by an educational agency or institution, or by a person acting for such agency or institution. (Section 99.3) “Records excluded from the provisions of the Act are defined as (a) personal files seen only by the writer, (b) law enforcement files, (c) files related to employment status, (d) medical or related professional files
(however, they are open to review by an appropriate professional of the student’s choice)” (State of Michigan Department of Education Memorandum, January 15, 1975).

6.11.1.3 / Notification
“(a) Each educational institution to which this part applies and which maintains records on students, shall inform . . . eligible students of the rights accorded them by this part” (section 99.5).

6.11.1.4 / Waivers
“(a) Educational institutions shall not require . . . eligible students to waive their rights . . . (b) A student or a person applying for admission may waive his or her right of access to confidential statements . . . Such waivers may not be required as a condition for admission to, receipt of financial aid from, or receipt of any other services or benefits . . .” (section 99.6).

6.11.1.5 / Access to Records
“Educational agencies or institutions shall provide . . . eligible students who are or have been in attendance at a school . . . access to education records of the students, except as set out in . . .”—see next paragraph (section 99.11).

“Excluded from inspection are the following: (a) financial records of the parents of the student, (b) confidential letters of recommendation filed before January 1, 1975, (c) confidential letters solicited under a waiver of the right of future access.” (State of Michigan Department of Education Memorandum, January 15, 1975, and section 99.12).

“Each educational institution shall establish appropriate procedures for the granting of a request . . . by eligible students for access to their own education records within a reasonable period of time . . .” (section 99.15).

6.11.1.6 / Challenges to the Content of Records
“Each educational . . . institution shall provide . . . eligible students . . . an opportunity for a hearing . . . to challenge the content of such students’ education records in order to insure that the records are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of students . . .” (section 99.21).

“Formal hearing procedures may only be necessary when such informal means are not satisfactory to the . . . eligible student or the educational institution” (section 99.21).

6.11.1.7 / Release of Records
“Educational institutions shall not permit access to or the release of education records . . . other than directory information . . . without the written consent of an eligible student to any party other than the following:

- Other school officials . . .
- Officials of other schools in which the student seeks or intends to enroll . . .” (section 99.30).

“Where the consent of . . . eligible student is required under this part for the release of education records, it shall be in writing, be signed and dated by the person giving such consent, and shall include (a) a specification of the records to be released, (b) the reasons for such release, and (c) the names of the parties to whom such records will be released” (section 99.31).
“(a) Educational institutions shall not release personal information on a student except on the condition that the party to which the information is being transferred will not permit any other party to have access to such information without the written consent of . . . the students. (b) Educational institutions shall include, with any information released to a party . . . a written statement which informs such party of the requirements set forth in paragraph (a) . . .” (section 99.39).

6.11.2 / Calvin University Guidelines

Calvin University reaffirms its policy of assuring the safekeeping and confidentiality of student records and files, maintaining them for the benefit of the student. The university recognizes the rights of students given under this federal legislation and the responsibilities incumbent on the university because of the legislation. Wishing to fully comply with the law, the university issues this statement of guidelines.

6.11.2.1 / Education Records of Students

Records of students at Calvin University maintained as official records of the university fall into three categories:

1. Records Kept by the Registrar. The following types of records are kept by the Registrar for each student:
   - Directory information, including name, addresses, phone numbers, and class level, is published annually in a printed directory, and distributed to members of the university community. Additional demographic information provided by the students at the time of admission is stored in the computerized student records file. It includes such items as high school attended, church affiliation, ethnic group, and citizenship. Access to the student records file is controlled by the Registrar.
   - Academic transcript information includes a permanent record of course credits, grades earned, and degrees earned. It is maintained in a computerized file with paper backup copy in a fireproof vault. This information is released to university officials other than the Registrar only by permission of the Registrar or his/her designates. It is released to parties outside the university only as indicated in “Release of Student Records” below.
   - Academic history information includes all correspondence which relates to the student’s academic progress, as well as all admission, registration, and completion forms. These materials are kept in file folders while the student is in attendance, after which they are microfilmed and kept in the vault. Both the Admissions and Registrar’s Offices personnel have access to these files; however, they are released to other parties only as indicated below.

2. Records Kept by the Placement Office in the Student Affairs Division
   - The teacher placement file contains a student registration form, an academic transcript, a student autobiography, two faculty recommendations, one ministerial recommendation, an employer recommendation, and evaluations by the university supervisor and supervising teacher of the student’s internship experience.
VI. Faculty Policies and Standards

- The graduate placement file contains information sheets completed by the student which contain personal data, work and personal experience, three faculty recommendations, and a student-written record of courses taken at Calvin. These files are released in the interest of the student to prospective employers.

3. Records Kept by the Office of Scholarships and Financial Aid

- The student scholarship and financial aid file includes the student's application, correspondence, confidential financial statement, and need analysis report. If a current student applies for scholarship the file also includes two university staff recommendations to support the application. These files are used only as internal working documents.

Other records kept by administrative and faculty staff members, the Broene Center counselors, the Health Center staff, the academic department offices are in the sole possession of the maker of the records and are not accessible or revealed to other persons.

6.11.2.2 / Student Access to Records

Current and former students at Calvin University have the right to inspect and review the content of the records mentioned in section 6.11.2.1 above with these exceptions specified in the law: (a) financial records of the parents of the student which are filed in connection with an application for financial aid, (b) confidential letters and statements of recommendation, which were placed in the education records prior to January 1, 1975, (c) documents for which the student may have signed a waiver of the right of access. Request by students to inspect and review are subject to reasonable precautions to insure the safeguarding of the records.

Upon request students will be provided a copy of the records. The cost will be twenty-five cents per copy except for request for official transcripts, in which case the rate schedule continues as reflected in the Catalog and as announced at the Registrar's Office. University offices will attempt to meet all student requests for access or for copies promptly, but may, at some extremely busy periods, announce a delay of a few days in meeting the request. Staff members in each office will explain and interpret the record to students when needed and requested.

Students should make requests for access to records directly to the office responsible for the maintenance of the record. The Registrar of the university will receive requests, questions, and comments about the enforcement of these guidelines and will generally oversee the protection of student rights in these matters.

6.11.2.3 / Release of Student Records

Calvin University shall not permit the release of education records or personally identifiable information contained in records without the written consent of the student. Although directory information is considered public information, the university exercises restraint in the release of lists of students or such other types of public release. Records may be released without written consent of students to:

1. Calvin University faculty and staff, where appropriate.

2. Those who require such information in connection with a student’s application for, or receipt of financial aid.
3. Local, state, or federal officials as required by statute.

4. Accrediting organizations.

5. Educational institutions and organizations who are conducting studies, developing tests, or in other ways attempting to improve instruction, who will not permit the personal identification of students by persons other than officials of the organization.

6. Parents of a dependent student as defined in Internal Revenue Code of 1954.

A record of information disclosed to agencies outside the university will be kept with each student’s file.

Calvin University will require that the consent of a student shall be in writing, be signed and dated, and shall include (a) specification of the records to be released, (b) the reasons for such release, and (c) the names of the parties or a designated class of people (e.g., school principals) to whom such records will be released. Each office will provide forms which will request this information. Third party requests for student records will not be honored unless the student makes written request that the university office involved release information at the request of third parties who the university decides have legitimate interest in the record. For example, a student preparing to be a teacher may wish all prospective employers to have an opportunity to view the student’s teacher placement file. Such requests should include a termination date for such “blanket” release.

Each record of a student which is released will be accompanied by this statement:

- Calvin University complies with provisions of the Family Educational Rights and Privacy Act and hereby notifies you of the following stipulation of this law and of your obligation to comply with it.

- Section 99.33 (a) An educational agency or institution may disclose personally identifiable information from the education records of a student only on the condition that the party to whom the information is disclosed will not disclose the information to any other party without the prior written consent of the parent of the student or the eligible student, . . .

6.11.2.4 / Waivers of Right to Access to Records

Students are not required to, but may waive their right of access to documents which heretofore have been called “confidential.” Although the university encourages full disclosure of evaluative statements about a student to a student whenever this is feasible, the university recognizes that many who are requested to write evaluative statements feel that full disclosure to a student will greatly inhibit the candor and forthrightness of their comments and that frequently time and location does not permit a discussion with the student. Therefore, at the top of recommendation forms (or attached thereto), rating sheets, and other forms requiring evaluation the university will print this message:

According to law, a student may waive his or her right to examine any document in his or her file. Failure to waiver will not be prejudicial to the student.

By signing this statement I waive all rights of access to this document.

__________________________  _________________
Student’s Signature  Date
6.11.2.5 / Challenges to the Content of Records

Calvin University students have an opportunity for a hearing to challenge the content of education records in order to insure that the records are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of students. Such challenge should normally be made to the administrative official in charge of the record. If the results of such a meeting are not satisfactory to the student, the student may appeal to the Registrar who will arrange for a formal hearing by an institutional official or other party who does not have a direct interest in the outcome of the hearings.

6.12 / POLICY ON GRANT OVERHEAD MONIES

6.12.1 / Distribution of Overhead Monies

Overhead monies, at the established percentage rate, will be divided three ways:

1. 50% will go to the university general fund.
2. 25% will go to a restricted fund in the Provost’s Office for the support of research throughout the university. The provost will submit a report to the departments each year on how the funds have been spent.
3. 25% will go to a departmental restricted account for supporting research within the department. The department chair will submit a report to the dean each year on how the funds have been spent.

6.12.2 / Minimum Overhead Rate

At times, it may be desirable to request an overhead rate which is lower than the approved rate. Requesting a lower rate reduces the overall budget for a proposal and the reduction can be specified as a university contribution to the project. This may increase the probability for funding.

Grant proposals should not request less than 50% of the approved overhead rate (if overhead is allowed). If a rate lower than 100% is thought to be appropriate, the proposal writer must have prior approval from the department chair to forego any or all of the department’s 25% and from the academic dean to forego any or all of the Provost’s Office 25%.

6.13 / CLARIFICATION OF FACULTY MEMBERSHIP REQUIREMENTS AND PROCEDURES FOR REQUESTING EXCEPTIONS

Context for the Requirements

Calvin University has always been strongly committed to a Reformed view of academic practice and community life. The university expects each member of its faculty to affirm and live out this Reformed perspective in every area of personal and professional endeavor.

Broadly speaking, Calvin holds faculty to two related expressions of Reformed commitment. First, members of the faculty are expected to demonstrate the Reformed character of their professional work, especially in the way their Christian faith shapes their teaching and scholarship. This demonstration may occur informally, through discussions and peer review, but it also occurs formally at the time of appointment through interviews, candidates’ written statements of their religious faith, and the required pastor’s letter; and at the time of reappointment and tenure through student evaluations of teaching, department reviews of teaching and scholarship, and
written statements on faith and learning. These formal and informal means of promoting the integration of faith and learning have helped to create a faculty and an institution which have earned high distinction in both the wider Christian community and the broader academy.

Second, Calvin University has always expected its faculty members to demonstrate their commitment to Reformed confessions and institutions through their formal affirmations and involvement in church and school. As members of the broader community of Reformed believers, the faculty are required to affirm certain ecumenical creeds and historic Reformed confessions, to participate in the Reformed church community, especially the Christian Reformed Church, and to promote Christian schooling at all levels.

The three specific faculty membership requirements described below do not represent a litmus test of Christian faith, nor do they imply a judgment on the integrity of the faith of those who do not meet them. Rather, they reflect the fact that Calvin's place in higher education is distinguished partly by its stance as a confessional community. Given the rapid secularization of society and its influence on Christian higher education, one important way of keeping faith with our confessional community is to carefully monitor faculty appointments, since the character of the faculty fundamentally affects the identity of the university. Maintaining the distinctive confessional identity of the university begins with the faculty's affirmation of the teachings of the Reformed church, an affirmation that is nurtured through the life of the church and finds expression in a Christian philosophy of education. The faculty membership requirements thus reflect a desire for integrity—integrity between communal traditions and contemporary commitments, as well as integrity between our institutional principles and personal belief and practice.

6.13.1 / Requirements

6.13.1.1 / Signing the Covenant for Faculty Members

Calvin University faculty members are required to sign a synodically approved Covenant for Faculty Members in which they affirm three historic “forms of unity”—the Belgic Confessions, the Heidelberg Catechism, and the Canons of Dort—and pledge to teach, speak, and write in harmony with these confessions.

While affirming the final authority of the Scriptures for faith and life, the Reformed tradition shares with other confessional traditions within Christianity the conviction that the doctrines contained in Scripture must be structured in a way that promotes adherence to orthodox Christian belief. The university uses a Covenant for Faculty Members that is itself based on a historic document, dating from the 17th century, rather than substituting a statement of faith specific to this institution and these times. This historic document and these confessions identify Calvin University with the Christian faith as it finds concrete expression in the Reformed tradition and in a particular denomination, the Christian Reformed Church, whose pastors and officers are required to sign the same Covenant.

To sign the Covenant for Faculty Members is to indicate sincere acceptance of the doctrines articulated in the confessional statements listed above. The signatory does not thereby declare that these doctrines are all stated in the best possible manner or that they are an exhaustive or definitive summary of what the Scriptures teach. While signing represents a sincere pledge to teach, write, and speak in harmony with these confessions, it does not prevent a person from engaging in continuing study, research, or personal reflection on the Scriptures, the creation, or the confessions...
and the doctrines addressed in them. Signing the Covenant does represent an acknowledgment that no person is free to decide for himself or herself, or for the church, what is and what is not a doctrine asserted in these confessions.

6.13.1.2 / Church Membership

Calvin University faculty members are required to be professing members in good standing and active participants in the life of a congregation in the Christian Reformed Church (CRC) or a denomination in ecclesiastical fellowship with the CRC as defined by its Synod. The theological tradition of the CRC has not only shaped the university's history, but continues to define the university's mission. The close relationship between the church and university has been the primary source of the university's identity—the moral, spiritual, confessional, cultural, educational, theological, and historical identity that is indispensable for institutional cohesion and unity of purpose.

At the same time, both Calvin University and the Christian Reformed Church are part of a broader Reformed confessional tradition, in recognition of which the church membership requirement can be satisfied by affiliation with other denominations with which the CRC enjoys official ties, such as the Reformed Church in America.

6.13.1.3 / Christian Schooling

Calvin University faculty members are expected to support and promote Christian education at all levels and are normally required to provide their children with Christian schooling for grades kindergarten through 12. Schools affiliated with Christian Schools International (CSI) are expected to be the primary schools of choice, though exceptions are possible (see section 6.13.2.3).

The Reformed tradition insists that all educational enterprises are religiously grounded, wittingly or unwittingly, including public, private, and parochial schools. Calvin University embraces Reformed Christianity as the basis for integrating faith and learning, and expects its faculty members to acknowledge that this tradition has cogency for primary and secondary education as well as for university. Thus, the primary reason for the Christian schooling requirement is to demonstrate commitment to a distinctive Reformed philosophy of education.

Not all Reformed communities have developed Christian day schools; yet, the particular CRC community which gave birth to Calvin University did choose long ago to develop such schools as an important means of fulfilling the communal vows, made at baptism, to help parents in rearing their children in the Christian faith. This university is an integral part of a widespread network of schools established in the Reformed tradition, a community from which a substantial portion of our support and enrollment comes, and one in which Calvin University has a long history of leadership. Thus, the requirement for Christian schooling is also an important element in maintaining fidelity to a loyal supporting community.

Detailed information about many of the Christian schools in the community is available from the Provost’s office. The university pays 20% of the full stated tuition at any approved Christian school up to the amount that would be paid if the student(s) were enrolled in Grand Rapids Christian Schools. Additional university assistance is available for faculty families with financial need. In appropriate cases the university will provide funds for a newly appointed faculty family with
school-age children to make a trip to Grand Rapids during the months preceding relocation to visit and select a Christian school.

**Applicability of Requirements**

The requirements for membership on the university faculty described above apply to all persons on regular appointment (full-time and reduced-load). Unless an exception is granted, the *Covenant for Faculty Members* must be signed during the first year of appointment. In order to provide sufficient time to make an informed decision regarding church membership and schooling, faculty on regular appointment will normally be expected to be in compliance with the church membership and Christian schooling requirements by the beginning of their second year of service on the faculty.

Affiliated faculty are expected to affirm the Reformed confessions and are encouraged to sign the *Covenant for Faculty Members* after 50 hours of teaching. In order to promote understanding of these requirements, affiliated and adjunct faculty will be invited to attend one or more professional development seminars focusing on confessional issues. While all contingent faculty are strongly encouraged to join a Reformed church and provide Christian schooling for their children, this is not a requirement.

Adjunct faculty must support the mission of the university and are encouraged to abide by the requirements. They are encouraged to sign the *Covenant for Faculty Members* after 50 hours of teaching, but signing is not required. In order to promote understanding of these requirements, adjunct faculty will be invited to attend one or more seminars, for which they shall receive a stipend.

Visiting faculty and cooperating staff must support the mission of the university and are encouraged to abide by the requirements; however, their compliance with the requirements is not mandatory.

**6.13.2 / Exceptions**

The university recognizes the need for granting exceptions to one or more of the faculty membership requirements in certain extraordinary circumstances. The authority to grant such exceptions resides with the Board of Trustees, which considers such an action only upon recommendation from the President in accordance with the process described below (section 6.13.3).

**6.13.2.1 / Exceptions to the Requirement for Signing the Covenant for Faculty Members**

Exceptions to this requirement are made occasionally for individuals on term appointment, following discussion between the individual and the provost or dean, on the basis of a written statement of both the reasons why the individual is unable to sign the *Covenant for Faculty Members* and the individual’s affirmation of a deep Christian faith and of support for the mission of Calvin University as a Reformed Christian institution of higher education.

Since reasons for requesting exceptions are often idiosyncratic, it is difficult to state criteria for granting exceptions. The exception will be for a particular person and is not applicable to any class of individuals. No person on a regular appointment will be granted an exception to signing the *Covenant* on a continuing basis.

If any faculty appointees have difficulty signing the *Covenant for Faculty Members* for reasons that are within the limits of continuing discussion of the confessions within the church (e.g., on total depravity or view of Anabaptists), the university expects these persons to sign the *Covenant* and...
indicate, in writing, their reservations concerning an unqualified affirmation of the confessions. Exceptions will not be granted to persons who hold theological positions which are not consonant with the mission and purpose of Calvin University.

6.13.2.2 / Exceptions to the Church Membership Requirement

Exceptions to this requirement are occasionally granted, usually for reasons involving ordination in another denomination on the part of a faculty member or a spouse.

Such exceptions will not be approved in cases where the faculty member wishes to affiliate with a church that embraces confessional teachings fundamentally contrary to the affirmations of the Heidelberg Catechism, Belgic Confessions, and Canons of Dordrecht; nor will an exception be granted if the church is not willing to supervise the spiritual life of the faculty member.

6.13.2.3 / Exceptions to the Christian Schooling Requirement

Exceptions to this requirement have been granted on an individual basis for a variety of reasons. In every case, the primary concern is to weigh the communal expectations of the university, the needs of the child, and the circumstances of the family. The following criteria are common to most of the cases where exceptions have been granted:

1. Evidence of support for Christian schooling, as demonstrated by sending siblings to Christian schools, having sent the child for whom an exception is requested to a Christian school, financial support of Christian schools, and other service toward the advancement of K–12 Christian education.

2. Evidence that the child for whom an exception is requested has unique education needs, including but not limited to those arising from medical or disability issues that cannot be effectively met or supported at a local Christian school. The student’s unique educational needs exceed the perceived level of support available within the local Christian school program.

3. In some instances the special needs of a gifted student or a child of color may be an acceptable basis for the granting of an exception, provided that the parents have made diligent efforts to work with appropriate Christian schools to provide suitable instruction and have determined in consultation with the administrators and faculty of those schools that the student’s needs cannot be adequately served by any of these schools at that time.

Other situations that may be acceptable bases for granting an exception are:

1. A request to enroll in a non-CSI Christian school or homeschool (these requests will normally be granted);

2. A request to enroll in a one-year specialty program, such as at the Zoo School and Blandford Nature Center (these requests will normally be granted);

3. A request to participate in an international exchange program or a family year abroad (these requests will normally be granted);

4. A request by a new faculty member who has not had experience with Christian schooling for an extension of the exception for a second year to make the adjustment to this community (such a request would require an explanation of the special circumstances that warrant an extension);
5. Evidence of profound parent-child conflict or conflict with a spouse or non-custodial parent that does not arise from opposition to Christian schooling in principle, but threatens the child’s welfare and/or the integrity of the family;

6. Compelling evidence of a family’s sacrificial commitment to a special ministry in the community. Such evidence would include a demonstration that the special ministry arises from a sincere commitment to Reformed Christian beliefs and confessions, that it would further the mission of the church and the university, that it has the endorsement of the faculty member’s church, and that it would be significantly more effective if the family’s child(ren) were not in a Christian school.

6.13.3 / Process for Making Exceptions

1. The process for requesting exceptions to signing the covenant for faculty members and church membership is the same. A request from a member of the teaching faculty must be presented in writing to the chair of the department, who will forward the request, along with a recommendation, to the Academic Dean and Provost for their recommendation. A request from a staff member who has faculty status must be presented in writing to the Vice President of the division for a recommendation. The request and the recommendation of the Academic Dean and Provost or Vice President will be forwarded to the Professional Status Committee for their recommendation, which will be forwarded to the President. A faculty member requesting an exception may request and will be granted opportunity to present the request in person to the Professional Status Committee prior to the university’s making a final determination upon the request. When exceptions are granted, the information will be part of the faculty member’s file at the time of consideration for reappointment and appointment with tenure.

Covenant for Faculty Members. Requests for exceptions to this requirement must come at the time of the first appointment unless, after signing the Covenant, there is a change in one’s understanding of the ecumenical creeds or historic Reformed confessions that leads to difficulty in having one’s signature affixed to the Covenant for Faculty Members. The faculty member must present the reservations in writing. If the President determines that an exception should be granted, he or she will present a recommendation to Board of Trustees, which has the authority to grant these exceptions.

Church Membership. Newly appointed faculty on regular appointment who seek an exception to the church membership requirement must make the request in writing during the first year of appointment. Faculty members who are in compliance with the church membership requirement but wish to affiliate with a congregation which does not meet the requirement must request an exception prior to such affiliation or beginning regular attendance. If the President determines that an exception should be granted, he or she will present a recommendation to the Board of Trustees, which has the authority to grant these exceptions.

2. Faculty requesting an exception to the Christian schooling requirement should submit their written request to the director of Human Resources. Requests should be for a specific period
(i.e., one year, middle school years, etc.) or, if the need is considered permanent, for an unspecified period but contingent on the continuing basis for the request.

**Routine Exceptions.** A faculty member who seeks to enroll his/her child in a non-CSI Christian school, a specialty school, an international school, or provide homeschooling should submit a statement of the reason(s) for the request and the name and description of the school or home schooling program to the director of Human Resources before proceeding with enrollment. The director of Human Resources, in consultation with the provost, will normally recommend these routine exceptions. The provost will report the recommendations to the PSC and the PSC to the President, who will make the final decision. The president will report this decision to the Executive Committee of the Board of Trustees for information.

**Children with Identified Learning Disabilities, Psychological Challenges, or Medical Conditions.** A faculty member who seeks to enroll his/her child in a non-CSI school because of an identified learning disability, psychological challenge, or medical condition should submit a written request to the director of Human Resources, accompanied by documentation from the faculty member and treaters or appropriate professionals about nature of the issue and needs of the child and the reasons why appropriate accommodations or support is not or may not be available in a local Christian school. The director of human resources will review the written request with the provost and, when appropriate, consult with the parents and appropriate treaters, including those identified by the faculty member in the documentation accompanying the request. The university’s role would not be to evaluate the special needs of the child (that is, to step into the role of a treater), but rather to confirm that the necessary documentation is being presented. The recommendation of the director of Human Resources and provost will be shared with the President, who will make the final decision. The president will report this decision to the Executive Committee of the Board of Trustees for information.

The university will retain, for a period of three years following the university’s taking final action upon a request for an exception, all documentation regarding the specifics of a child’s medical condition, challenge, or disability submitted in support of an exception to the Christian schooling requirement, as well as any notes, emails, recommendations, decisions, or other internal documentation generated by university personnel in the process of reviewing, processing, and evaluating any such request for an exception. Such information shall be maintained as strictly confidential, and all such documentation shall be gathered and maintained in a separate, confidential file within the office of the director of Human Resources. Such documentation shall not be included in the faculty member’s personnel or other files (including performance review, promotion, or tenure dossiers), nor shall it be shared with anyone within the university except on a strict need-to-know basis for purposes of addressing the faculty member’s request for, or continuing need for, such exception. Such information may not be shared with enrollment, student life, or any offices involved in considering student admission applications, recruiting of students, or matriculation of students. Such information will not be retained beyond three years after an exception is granted or denied. The director
of Human Resources may request recertification at certain times (e.g., transition to middle school) to confirm that an exception is still required. In such circumstances, documentation submitted by the faculty member will be maintained and its circulation limited consistent with the provisions of this paragraph.

**Other Exceptions.** If the faculty member’s exception request does not fall clearly into either category above, the director of Human Resources, in consultation with the provost, will forward the faculty member’s request to the appropriate academic dean. The academic dean, after consultation with the faculty member and his or her department chair, will make a recommendation to the Professional Status Committee and the PSC to the President, who will make the final decision. A faculty member requesting an exception may request and will be granted opportunity to present the request in person to the Professional Status Committee prior to the president’s making a final determination upon the request. The president will report this decision to the Executive Committee of the Board of Trustees for information.

In each case, the faculty member will be notified in writing of the action taken by the president; notification will include the reason(s) for granting or denying the request.

3. A faculty member requesting an exception may request and will be granted opportunity to present the request in person to the Professional Status Committee prior to the president’s making a final determination upon the request.

### 6.13.4 / Appeals

Faculty members who wish to appeal decisions made by the president (in the case of Christian schooling) or the Board of Trustees (in the case of church membership or signing the *Covenant*) may present an appeal to the Executive Committee of the Board of Trustees.

1. A faculty member whose request for an exception has been denied shall have the right to make one appeal in writing within 14 calendar days upon receipt of written notification of denial. The faculty member may request and will be granted opportunity to present the request and appeal in person to the Executive Committee of the Board of Trustees. Because of the implications of these decisions for the family, the faculty member’s spouse is also welcome to participate.

2. Appeals related to children with identified learning disabilities, psychological challenges, or medical conditions shall be adjudicated solely by the Executive Committee. For all other appeals, the Executive Committee will recommend that the full board either sustain the original denial or grant an exception. The Board’s decision will be conveyed to the faculty member in writing.

3. If a request for an exception has been denied, a request for the same exception will only be considered at a later time if the faculty member’s individual and/or family circumstances have changed such that added rationale for an exception exists or in extraordinary, unforeseen circumstances.
In 1991 Synod took several actions with respect to issues concerned with creation and science. Fundamental to the issues on which Synod made declarations and gave pastoral advice is the understanding of theorizing. Nicholas Wolterstorff poses the question as follows:

The Christian who is a scholar finds himself in two communities: the community of his fellow Christians and the community of his fellow scholars. Each has its own criteria for membership, its own characteristic practices, its own characteristic training programs. . . . if one who is a scholar as well as a Christian wants coherence in life—or even if he only wants self-understanding—he cannot help asking, how does my membership in these communities fit together? . . . The basic issue behind our question is that of the role of one’s Christian commitment in one’s practice of scholarship. . . . It is a theory of theorizing that we need along with an understanding of the nature of Christian commitment. (Reason Within the Bounds of Religion, Wm. B. Eerdmans, 1976, pp. 21–22)

For the above reason, in its “Pastoral Advice” (Acts of Synod, Article 93) the synod urged the church’s scholars to reflect on their obligations with respect to sensitive issues of faith and learning. In response, Calvin University presents the following affirmations and principles, describes its understanding of the Synodical action, and provides general guidance for teaching and writing on potentially controversial issues.

**Affirmations**

As followers of Jesus Christ,
    living in this world—
    which some seek to control,
    but which others view with despair—
    we declare with joy and trust:
    Our world belongs to God.

(A Contemporary Testimony, par. 1)

Our world not only belongs to God, but it was created and is sovereignly governed according to God’s will. God has specially equipped some to explore the structures of the created world and the structures of governance that are woven into that world and through which God reveals himself Lord. Recognition of God’s ownership and sovereignty demands that we be faithful in our exploration: open to the cleansing light of revelation, always subservient to God’s word in scripture and creation.

Of course, as creatures of this world’s dust, we belong to God too, and we must not forget that our deepest belonging rests with Christ’s work and not our own. Our identity as God’s children is neither enhanced nor eroded by the correctness or incorrectness of our theories or by the inability either to grasp or to accept such theories. We recognize the obedient exploration of creation as the legitimate task of some, but the ultimate salvation of none.

These affirmations find their place not in a vacuum, nor in some ivory tower, but in the context of a liberal-arts university serving a confessional community. Consequently these affirmations have implications in our scholarly work and can create tensions as we interact with our several
communities. The obligations we have to our disciplines, our theological tradition, and our confessional community all have to be respected, even when they seem to pull us in different directions. However, while we are accountable to distinct communities with differing standards, our final accountability must be to God.

At Calvin University, we claim and enjoy an academic freedom that comes from the freedom we have in Jesus Christ as Lord of life and learning. Within our confessional terminology, academic freedom might better be understood as our God-given liberty in the academic profession to which we are called. In our vocation, we have the right and responsibility to explore thoughts and confront theories not always comfortable to ourselves or members of our constituency. But we exercise this freedom with a view toward our largest obligation, ultimately to bring every thought captive in submission to Jesus Christ.

Principles

The position taken by 1991 Synod seems to embody the following general principles:

1. Christian scholars have a responsibility and mandate to pursue research and scholarship into all areas of God’s creation.
2. The proper calling of the church is to proclaim Scripturally-mandated beliefs which guide obedient theorizing (whether scientific, philosophical, theological, or other).
3. The beliefs in question involve, among others, such essentials to the faith as creation, sin, redemption, and human uniqueness in imaging God.
4. Beyond the central core of Christian beliefs, the church in its ecclesiastical assemblies is neither called nor equipped to pronounce on technical aspects of scholarly theories, and therefore must respect the scholar’s calling and freedom to explore creation.
5. Christian scholars must exercise responsible pastoral wisdom in both theorizing and espousal of theories, must be sensitive to the needs and expectations of the various audiences with whom they communicate, and must accept the burden of establishing both the professional and confessional legitimacy of their particular work.

The Task of the University

Part of the mission of Calvin University is “to produce substantial and challenging art and scholarship” (*The Mission of Calvin University: Vision, Purpose, Commitment*). Consequently, the University should encourage the scholarship and research activities of its faculty. Such activities should always be done with a critical sensitivity to philosophical foundations and an acknowledgement of the often close and reciprocal relationship between worldviews and theories. The University should also encourage communal dialogue on and assessment of the formulations of such research; such review should consider the implications of worldview as well as the commitments and capabilities of the intended audience for that research.

While affirming the important role of and mandate for scholarship, the Pastoral Advice expresses a concern about the grip that scientific theories may have on persons who accept them uncritically and those who do not understand the assumptions implicit in scientific work. In its action, Synod 1991 seemed to be looking for assurance that the scholars of the church not only believe the teachings of scripture and the Reformed confessions and relate these beliefs to their science and
teaching, but also exercise prudence in presenting the ideas in teaching and writing. As an academic community we share these concerns. We understand the tentative nature of all theorizing and affirm the duty of all scholars always to remain open to new evidence, both exegetical and empirical. With respect to the particular case of the creation-science controversy, the University should continue to promote and support research that deals with the historical and developmental aspects of the world and of human life.

6.15 / COPYRIGHT POLICY SUMMARY

6.15.1 / Copyright Policy Summary

The U.S. Copyright Law (http://www.copyright.gov/title17/) exists to protect the owners of intellectual and creative work from the unlawful use or theft of their work. Calvin University respects the copyright law and recognizes an obligation to act in accord with the law.

The students, staff, and faculty of Calvin University, and the university as a corporate entity, have a legal and ethical obligation to respect the rights of property owners, to refrain from illegal and unethical use of others’ intellectual and creative property, and when in a supervisory position, to refrain from asking others to break the law, for example, by requesting that illegal copies or other reproductions be made.

Members of the Calvin community have an obligation to familiarize themselves with the basic tenets of Copyright Law and to consider the ethical implications of using the intellectual and creative property of others.

Section 6.15 of the faculty handbook serves as a general summary of Calvin University policy on copyright. This section also summarizes certain general principles of U.S. copyright law, such as “fair use,” that hold particular importance for higher education.

Section 6.15 intentionally provides only general guidelines and policy statements regarding copyright. For specific advice about particular issues in copyright in relation to particular practices and media, members of the Calvin community should turn to the online document “Advice about Copyright” (on the Provost’s Office website). The purpose of “Advice about Copyright” is threefold:

1. it identifies those offices and persons to which the university currently turns for advice on copyright issues;
2. it provides references to appropriate sections of Carol Mann Simpson’s Copyright for Schools: A Practical Guide, 5th ed. (Linworth Publishing, 2010), a copy of which is housed in academic departments and administrative units of the university; and
3. it provides links to websites that offer advice about copyright issues.

6.15.1.1 / Summary of Title 17, the U.S. Copyright Law

The federal copyright law gives copyright owners the exclusive right to reproduce, adapt, dramatize, arrange, distribute, perform, and display their works, and to authorize others to do so, except for situations that the copyright law exempts. Copyright law applies to nearly all created materials, including books, journals, DVDs, movies, videos, computer programs, photographs, art, music, plays, dance choreography, and architecture. Copyright protection does not need to be formally applied for
by the creator of the work; it is automatically granted when a work is “fixed in any tangible medium of expression” (Subsection 102[a]).

6.15.1.2 / Limitations on Exclusive Rights: Fair Use, etc.
Copyright law requires that permission be obtained for the use of copyrighted material unless such use is within legal exceptions. Some exceptions are clearly specified in subsections 107-112 of Title 17, United States Code subsection 107: Fair Use

The use of copies or recordings of a work may fall under fair use if they are used for purposes such as criticism, comment, news reporting, teaching (including distributing multiple copies for classroom use), scholarship, or research. In determining whether the use made of a work in any particular case is subject to fair use, four factors should be considered:

1. the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
2. the nature of the copyrighted work (courts generally are more protective of creative than of “factual” material, for example);
3. the amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
4. the effect of the use upon the potential market for or value of the copyrighted work.

Members of the Calvin Community who wish more information about the scope of fair use and the general practices of the Calvin Community should consult the “Advice about Copyright” website. It is also useful to consult with members of the community to determine practices widely used at the university to ensure compliance with copyright law and to meet our ethical obligations.

6.15.1.3 / Public Domain
A work enters the public domain when its term of copyright protection expires. Works in the public domain may be used in any way without obtaining permission. See “Advice about Copyright.”

6.15.1.4 / Ownership
Calvin University disclaims ownership of copyrighted materials created by faculty unless they were created (1) under prior funding agreements that specifically assign copyright in part or in whole to the university, or (2) under special circumstances that involve unusual or atypical commitments of university resources. Sabbatical grants and Calvin Research Fellowships, being a regular and common support for faculty scholarship, do not constitute unusual or atypical commitments of university resources.

6.15.2 / Permissions and Penalties
6.15.2.1 / Obtaining Permission
Those who want to use copyrighted material in a way which conflicts with one of the exclusive rights given to the copyright holder, and there is no legal exemption to allow it, must obtain permission from the copyright holder or proprietor: securing the proper permission overrides copyright prohibitions. Permission can be obtained from the copyright owner or from a representative clearance agency (such as the Copyright Clearance Center, http://www.copyright.com).
Although the amount of material that can be used without specific permission can vary, many copyright owners will grant permission for one-time use of parts of their works without charge, or upon payment of a minimal fee. However, repeated use or reproduction is often not allowed unless royalties are paid. These royalties are the legitimate compensation for the creative effort made by the author, lyricist, composer, artist, architect, choreographer, or other creator. To avoid payment by not obtaining authorization is to commit theft.

Although much can be accomplished using the telephone, "verbal authorization" for a use is not valid. The final form of permission must be in writing, filed, and kept for at least three (3) years.

6.15.2.2 / Penalties

Any person who violates the copyright law is an infringer, and is liable to be sued in a civil court by the copyright owner [subsection 501(a), (b)].

A common action preceding an actual suit is the serving of an order to "cease and desist" the infringing activity. This might be done when the copyright owner wants to stop the infringing activity, but prefers not to spend the time and money required to follow-through with a suit.

6.15.2.3 / Damages

In addition to actual damages and lawyers' fees, the infringer may be liable for statutory damages. Willful infringement can be punished by the awarding of statutory damages of up to $50,000 [subsection 504, 505].

Any person who, with fraudulent intent, removes or alters any notice of copyright appearing on a copy of a copyrighted work shall be fined not more than $25,000 [subsection 506(d)].

6.15.2.4 / Innocent Infringer

If an infringer proves to a court that he or she was not aware and had no reason to believe that his or her acts constituted an infringement, the court may reduce or eliminate the damages. This especially applies to employees of a nonprofit educational institution who believed their use qualified as Fair Use under Subsection 107 [subsection 504(c)(2)]. Calvin faculty are encouraged to reference a Fair Use Checklist (Copyright Advisory Office of Columbia University, Kenneth D. Crews) [http://copyright.columbia.edu/copyright/files/2009/10/fairusechecklist.pdf] which will assist faculty in analyzing fair use guidelines for classroom use of copyrighted materials.

6.15.2.5 / Limitations on Actions

Actions against an infringer must be initiated within three years after they occur [subsection 507]. Records of permissions must be kept for three years.

6.15.3 / Sources

Circular 92, the Copyright Act of October 19, 1976, Title 17 of the United States Code, Pub. L. 94-553, 90 Stat. 2541, is the source for this document.

Bibliography

6.15.4 / Medium-Specific Policies
For information and advice regarding copyright in relation to individual media and to common
practices of the university, the university will maintain a page titled “Advice about Copyright” on the
website of the Provost’s Office. “Advice about Copyright” provides references and links to online
advice and to relevant sections of Copyright for Schools: A Practical Guide (available in most Calvin
departments and administrative units) regarding a range of media and practices.

6.16 / POLICY ON COMPLIANCE WITH FEDERAL, STATE AND LOCAL ENVIRONMENTAL HEALTH
AND OCCUPATIONAL SAFETY STANDARDS

6.16.1 / Overview
Calvin University is committed to maintaining and improving a safe and healthful workplace for its
employees. Compliance with environmental health and occupational safety (EHOS) regulations is
essential to this task. Violations of these standards may pose serious safety and health risks not only
to the employee but also to all who work in the vicinity of the employee.

Calvin University recognizes the importance of compliance with federal, state, and local EHOS
standards. Accordingly, it is expected that all employees will abide by the requirements set forth by
regulatory agencies as specified in Calvin’s various EHOS programs.

6.16.2 / Policy
Occupational safety and environmental protection must be an integral part of every job. It is the
responsibility of all to comply with safety rules and to work in such a manner as to prevent injuries
to themselves or others and to prevent damage to the environment.

Each student, faculty member and staff member is responsible for his or her individual safety and
for protection of the environment. All faculty members also have responsibility to protect the safety
and health of those whom they supervise, including students and visitors to their areas, as well as
the responsibility to comply with environmental regulations. Faculty members are also responsible
for:

- Butler, Rebecca. Smart Copyright Compliance for Schools: A How-To-Do-It Manual (New York:
- Helm, Virginia. Fastback 223, What Educators Should Know about Copyright (Bloomington,
  IN: Phi Delta Kappa Educational Foundation, 1986).
- McJohn, Stephen M. Copyright: Examples and Explanations, 2nd ed. (Aspen Publishers,
  2009).
- Simpson, Carol. Copyright for Schools: A Practical Guide, 5th ed. (Santa Barbara: Linworth,
  2010).
- Wilson, Lee. Fair Use, Free Use, and Use by Permission: How to Handle Copyrights in All Media
1. Ensuring that each employee or student under their supervision receives safety training, including an initial safety orientation.

2. Investigating and reporting all student and employee injuries or property damage. This includes use of the "Calvin Injury Report" and possibly the "Follow Up Incident Report." (Forms available through EHOS.)

3. Investigating and reporting events that have the potential for serious injury or property damage. This includes use of the "Follow Up Incident Report."

4. Upholding and enforcing all Calvin University safety, health and environmental protection policies and procedures.

5. Department Chairs/Program Heads are responsible for the overall occupational safety and environmental health of their department/program.

6.16.3 / Disciplinary Action

If an alleged violation occurs, the procedures of section 6.1 will generally be used to determine if there is a violation of the policy, and, if there is, to determine the appropriate disciplinary action.

6.17 / POLICY ON CONSENSUAL ROMANTIC RELATIONSHIPS

6.17.1 / General Rationale

Part of the three-fold purpose of Calvin University is “to perform all our tasks as a caring and diverse educational community.” As a Christian academic community, the members of Calvin University strive to live by a biblical sexual ethic; our sexuality is not to be expressed in a manipulative way. Consensual romantic relationships can give rise to conflicts of interest and become potentially exploitative when they involve colleagues in the workplace or people in teaching or mentoring relationships. In addition, such relationships can create an uncomfortable work or educational environment for other students, faculty, and staff. Employees of Calvin are expected to be aware of their professional responsibilities and avoid apparent or actual conflicts of interest, favoritism, or bias in their relationships.

6.17.2 / Definition of Romantic Relationships

The term “romantic relationships,” as used in this document, is difficult to define in its entirety. However, evidence of a romantic relationship may include but not be limited to the following behaviors: a pattern of exclusivity between the couple; time spent together as a couple after work hours; physical touching that implies a romantic intention or desire; the sharing of personal information appropriate for a romantic relationship but beyond the boundaries of a professional workplace relationship; actual physical intimacy; written communications or other actions that imply or directly indicate romantic interest.

6.17.3 / Types of Relationships

6.17.3.1 / Mentoring Relationships

Faculty, and staff who have mentoring roles with students, have a special relationship with students. As with clergy or counselors, a mentoring relationship is particularly vulnerable to abuse, due to the elements of differential power. Romantic relationships are not allowed where a mentoring relationship exists.
6.17.3.1.1 / RELATIONSHIPS BETWEEN FACULTY AND STUDENTS
Romantic relationships are not allowed between faculty members and students. The mentoring relationship exists between all faculty and all students, not merely in the many cases of direct professional responsibility, such as teaching, assigning grades, advising, writing recommendations, directing performances, coaching, supervising research, making decisions about awards, disciplining, and any other action which may affect a student’s current or future study or employment. The decision to become a faculty member or a student at the university assumes this mentoring relationship and precludes engaging in such a romantic relationship.

6.17.3.1.2 / RELATIONSHIPS BETWEEN STAFF IN MENTORING POSITIONS AND STUDENTS
Romantic relationships are not allowed between students and staff members in mentoring positions with students (e.g., administrative staff who work with students in Student Life, Admissions, and Financial Aid). The mentoring relationship exists between any such staff member and students, not merely in the many cases of direct professional responsibility, such as Prelude courses, admissions counseling, financial aid planning, writing recommendations for jobs, disciplining, and any other action which may affect a student’s current or future study or employment. The decision to become a student at the university or a member of staff in a position that is defined by a mentoring role with students assumes this mentoring relationship and precludes engaging in such a romantic relationship.

6.17.3.2 / Supervisory Relationships
Romantic relationships are not allowed between employees of Calvin University when a supervisory relationship is involved. This applies to all employees (faculty, staff, or student) and their supervisors. The power differential makes such relationships open to abuse and to charges of sexual harassment or unprofessional conduct. Such relationships can also create a hostile work environment for others.

Note that Calvin’s Policy on Employment of Relatives (Handbook for Teaching Faculty section 6.7 and Employee Handbook) forbids spouses and other immediate family members from supervising one another, and requires approval of the president for spouses to be co-workers in the same department.

6.17.3.3 / Relationships between Students
Where students have supervisory employment roles with other students (e.g., in Food Services), a mentoring role (e.g., resident assistants in the dorms), or otherwise have authority that affects the work or educational environment of other students, they are discouraged from having a romantic relationship with a student under their authority.

6.17.4 / Exceptions
Exceptions to the above prohibitions (e.g., in the circumstances of a pre-existing relationship) will be considered by the provost or the director of human resources on a limited, case-by-case basis. Faculty or staff with questions about the application or effect of this policy should consult with the provost or the director of human resources.

6.17.5 / Complaints
Complaints may be filed by the student or subordinate in the relationship, by a supervisor, or by third parties who are affected by the relationship. The complaint could be of sexual harassment,
unprofessional conduct, or hostile educational or work environment. Procedures for filing and handling of such complaints are addressed in the Student Handbook (appendix C), Handbook for Teaching Faculty (section 6.5), and Employee Handbook (Rules of Conduct & Policy).

Third parties who feel that their learning, campus life, or work environment has been negatively affected by a specific romantic relationship between faculty, staff, or students should report their complaint to the appropriate supervisor or department chair and to Human Resources.

6.18 / POLICY ON RESPONSIBLE USE OF TECHNOLOGY

6.18.1 / Overview

“Grateful for the advances in science and technology, we make careful use of their products, on guard against idolatry and harmful research, and careful to use them in ways that answer to God’s demands to love our neighbor and to care for the earth and its creatures” (paragraph 52, Our World Belongs to God, CRC Publications, 1988).

As a community that yields to the leadership of Jesus Christ, Calvin University expects responsible use of technology by enfranchised users of Calvin information technology resources. This policy was created to amplify what this community intends by responsible use.

This policy defines responsible use as regards to:

- Respect for one another’s need for access
- Respect for one another’s values and feelings
- Respect for one another’s property
- Respect for one another’s privacy
- The stewardly use of the university’s information technologies
- Respect for the ownership, right to use, and protection of information

6.18.2 / Scope

This policy applies to all enfranchised users of Calvin information technology resources. An enfranchised user is anyone who has been given permission to use Calvin information technology resources.

6.18.3 / Consequences for Policy Violations

Use of information technology resources at Calvin University is a privilege, not a right. Violation of any part of this policy will subject the violator to disciplinary action, which may include any of the following: warning, loss of access, or referral to the appropriate judicial body.

- Students: A breach of any part of this policy may warrant referral to the Senior Judicial Advisor or Judicial Advisor as defined in appendix G of the “Student Handbook: General Disciplinary Process”
- Staff: A breach of any part of this policy may warrant referral to their immediate supervisor as addressed in “The Staff Handbook” section on Rules of Conduct and Working Relationships
VI. Faculty Policies and Standards

- Faculty: A breach of any part of this policy may warrant referral to the Provost’s Office as addressed in section 6.1 of the faculty handbook: “Procedures for Addressing Allegations of Misconduct”

- Alumni and guests of the university: A breach of any part of this policy may warrant suspension or permanent termination of access to Calvin information technology resources

Any violation or suspected violation of this policy should be reported to one of the Information Technology Directors or the VP for Administration, Finance, & Information Services.

6.18.4 / Policy

6.18.4.1 / Respect for One Another’s Need for Access

Calvin University is a community where all members are expected to act in their neighbor’s best interest. No enfranchised user may appropriate information technology resources that interfere with the educational, research, or service activities of the university or the administration thereof.

Examples of technology appropriation which do not respect one another’s need for access include but are not limited to:

- Anything that negatively affects the university’s network bandwidth (e.g., running any program that generates a large volume of network traffic)

- Destruction or potential destruction of resources by the use, ownership, or distribution of viruses, worms, Trojan horses, spam, spyware, chain email or other destructive programs

6.18.4.2 / Respect for One Another’s Values and Feelings

New technologies often increase our ability to communicate as well as miscommunicate. That communication should demonstrate respect for others and a sense of personal integrity. Ephesians 4:29 is applicable here: “Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen.” Thus, communication that degrades or harasses individuals or groups is unacceptable.

The need to communicate with respect and integrity is particularly important in our contacts with those outside of Calvin University. Our communications will reflect not only on the university but also on our witness as Christians.

Examples of technology use that do not respect one another’s values and feelings include but are not limited to:

- Messages that intimidate, harass, threaten or embarrass (e.g., email, IM, voicemail, web pages, web logs)

- Any use of web life (Facebook, MySpace, etc.) that is contradictory to the principles of the university codes of conduct (faculty handbook—chapter 6; Staff Handbook—section D, Student Code of Conduct).

6.18.4.3 / Respect for One Another’s Property

Theft or unauthorized use of tangible property, intellectual property, university data, or university information technology resources will not be tolerated. Such theft is both unethical and illegal, and can subject both the individual as well as the university to prosecution.
Examples of technology use that do not respect one another’s property include but are not limited to:

- Unauthorized copying of copyrighted software (software piracy), documents, and intellectual property including music and movies
- Unauthorized access of someone else’s account
- Unauthorized access of any of the university’s information technology resources
- The unauthorized sending of messages or publishing of information under someone else’s username
- Using university information technology resources for illegal, commercial, profit-making, or any other purposes other than those approved by the university
- Granting access to the university’s information technology resources to non-enfranchised users (e.g., giving out your password so an unenfranchised user can access the university’s information technology resources)
- Use of unauthorized software or devices on the university network that bypass the university’s network security, interfere with the operations of the university network or provide unauthorized services on the network. (e.g., switches, hubs, repeaters, wireless access points, modems - For additional clarification, please see 6.18.5: Statement on Wireless Networking Devices)

6.18.4.4 / Respect for One Another’s Privacy

Respect for others also means a respect for their privacy. Any unauthorized access to other’s files, electronic mail, voicemail or other communications is not permitted. Likewise, unauthorized access into restricted system files is not permitted.

Examples of technology use that do not respect one another’s privacy include but are not limited to:

- Unauthorized tapping of telephones or network transmissions including wireless transmission (e.g., running network sniffers, keystroke loggers)
- Obtaining, possessing, using, or attempting to use someone else’s password, PIN, PAC, voicemail ID or other electronic communications

6.18.4.5 / The Stewardly Use of the College’s Information Technologies

We are stewards of technology; therefore God requires accountability in our use of these gifts.

Examples of technology use that do not represent a stewardly use of the university’s information technologies include but are not limited to:

Using large amounts of fileserver space (e.g., storing a large number of personal mp3s, digital images, etc. that do not pertain to the educational, research, or service activities of the university or the administration thereof)

- Misuse of printers and printer supplies (e.g., printing extensive source materials such as entire chapters of books, taking paper from labs for personal use)
- Misuse of email (e.g., sending email to the entire campus for any purpose including spam, spyware, chain email, etc.)
• Unsolicited mass mailings to individual email addresses. (e.g., advertising for events or activities, or “non-personalized” surveys.) These mailings should use established Calvin mailing lists.

• The removal of CIT-approved management client software on University-owned resources or the renaming of a computer that is owned by Calvin University. (See section 6.18.7, “CIT Management of Calvin-owned Information Technology Resources”)

6.18.4.6 / Respect for the Ownership, Right to Use, and Protection of Information

As a community of individuals, Calvin University strives to balance an individual’s right to personal privacy against the community’s need to collect information for accountability, assessment, security, and other purposes. Calvin University classifies information using the following categories:

1. Sensitive information: Information in this category should not be distributed without consideration of its sensitive nature. (See section 6.18.6)
   • Private information is personal information, including personal intellectual property, which is accessible only by its owner and those to whom they entrust it, except under exceptional circumstances.
   • Confidential information is institutional information normally handled in the same manner as private information, but may be accessed by other authorized members of the University community under limited additional circumstances.
   • Community information is institutional information that is intended for distribution within the University community.

2. Public Information: Information in this category is distributed without restriction. (See section 6.18.6, “Information Security: Ownership, Right to Use and Protection of Information”)

Examples of technology use that do not respect the ownership, right to use, and protection of information include but are not limited to:

The transfer of ownership and/or granting access to your personal information technology accounts. Individual technology accounts are for the exclusive use of their owners.

• You may not share your passphrase, log in for another user or in any way grant access to your IT accounts.

• Calvin employees (faculty, staff, and student employees) may not be required to share their username and passphrases as a part of the normal course of business operations.

• You may, however, grant access to your files, your computer or grant remote control access to CIT support personnel if you have requested assistance in solving a hardware or software problem. (See section 6.18.7, “CIT Management of Calvin-owned information technology resources”)

Faculty staff and students should observe the appropriate safeguards to protect access to sensitive information. (See section 6.18.6, “Information Security: Ownership, Right to Use and Protection of Information”)

6.18.5 / Statement on Wireless Networking Devices

6.18.5.1 / Purpose
Managing the deployment and configuration of wireless networking devices on Calvin's campus is necessary to prevent unauthorized or insecure use of Calvin’s data network and to prevent the conflicting use of the unlicensed radio frequency spectrum.

6.18.5.2 / Two Specific Issues Need to Be Addressed by Calvin Information Technology (CIT) in the Management of a Wireless Environment:

3. Since there are a limited number of wireless networking channels available in the 2.4 GHz and 5 GHz unlicensed frequency ranges in which many wireless devices operate, and since this range is also shared with other devices such as cordless phones, CIT needs to make sure that wireless devices do not conflict with one another. This means that CIT needs to manage which networking channels are in use and where wireless devices are located.

4. It is the responsibility of CIT to control access to our campus network. Allowing unencrypted and unauthenticated access through a wireless access point constitutes an opportunity for a significant security breach in our campus network.

6.18.5.3 / Wireless Implementation on Calvin's Campus

1. All authorized wireless access points on campus will be purchased and installed by CIT.

2. The location of authorized wireless access points on campus will be determined by the Network Operations Center of CIT in consultation with academic and administrative departments, the Information Services Committee, and Faculty Senate.

3. CIT reserves the right to disconnect any access point which is not part of the CIT deployed wireless network and may require the discontinued use of any other device, such as cordless phones or microwave ovens, etc. which interfere with that wireless network.

4. There are occasions when groups have a legitimate need to wireless access in areas not covered by the authorized wireless network. In such cases, wireless access points may be set up with the permission of CIT, but the maintenance and configuration of these would not be the responsibility of CIT. If they are deemed problematic, they are to be removed at the request of CIT.

6.18.6 / Information Security: Ownership, Right to Use and Protection of Information

6.18.6.1 / Purpose
Calvin University strives to balance an individual’s right to personal privacy against the community's need to collect information for accountability, assessment, security, and other purposes. This document defines the details that govern the ownership, right-to-use, and protection of information at Calvin University.

6.18.6.2 / Information Ownership Definitions
Generally speaking, Calvin University categorizes the information it gathers during the normal course of institutional operation into two categories:

1. **Sensitive information**: Information in this category should not be distributed without consideration of its sensitive nature.
VI. Faculty Policies and Standards

- **Private information** is personal information, including personal intellectual property, which is accessible only by its owner and those to whom the owner directly entrusts it, except under exceptional circumstances.

- **Confidential information** is institutional information normally handled in the same manner as private information, but may be accessed by other authorized members of the University community under limited additional circumstances.

- **Community information** is institutional information that is intended for distribution within the University community.

2. **Public Information**: Information in this category is distributed without restriction.

6.18.6.3 / Information Ownership Examples

6.18.6.3.1 / PRIVATE INFORMATION

Members of the Calvin University community have access to information technology (IT) equipment, including but not limited to computers, the university network including their personal file space, computer-related equipment, telecommunications equipment, and associated infrastructure. The University will treat information created by individuals on such equipment within the areas specifically assigned to the individual as *private* information.

Examples of *private* information include:

- Information stored on personally owned computers, such as files containing personal correspondence, homework assignments, etc. are considered *private* information, even when those computers are operated on Calvin’s campus.

- Information stored on the hard drive of University-owned computers is considered private. Please be aware that unless these files are stored in an encrypted format they are readily accessible to anyone else that logs into that computer.

- Personal information stored on the University network in storage space specifically assigned to the person will be considered *private* (e.g., your home drive, email, voicemail). Files stored on the network in public locations are not considered private (e.g., your department’s common drive or legacy\users\common).

NOTE: Staff or faculty member who leave the university forfeit ownership to any files remaining on any personal space on the university network or on any Calvin-owned computer hard-drive. These files will then be considered to be *confidential* property of the university.

6.18.6.3.2 / CONFIDENTIAL INFORMATION

During the course of its normal day-to-day operation, the University records information about individuals. The University will treat such information as *confidential*.

Examples of confidential information include:

- Personnel records such as social security number, personal account and financial transaction information and academic records, such as academic transcripts, class registration lists, employment histories, teaching evaluations, demographic information, etc. As an educational institution and employer, the University must collect and maintain information regarding its students, employees, alumni, and prospective students. Calvin
maintains a policy of confidentiality and non-disclosure with respect to this personal information.

- Academic records of current and former students regardless of their age or status in regard to parental dependency are protected under the Family Educational Rights and Privacy Act (FERPA) of 1974. The Calvin Registrar’s office holds the responsibility for implementation of FERPA at Calvin. This information is published in the university catalog and on the Registrar’s Office website (http://www.calvin.edu/academic/services/ferpa/).

- Information that is provided incidentally, such as phone records, office records, Campus Store purchase records, ID card reader records, etc.; or information that is provided voluntarily, such as membership in a campus organization, participation in campus studies or surveys, etc. Permission to divulge such information should not be required to use campus facilities, access campus resources, join campus organizations, participate in campus studies, etc.

- Information that is provided incidentally by anyone who accesses Calvin’s network resources that may automatically and unknowingly generate information about themselves and their habits (e.g., web-page access logs, in-transit user-passwords, network packets, etc.). To ensure that university resources are used appropriately, various software and hardware tools may be used by the Calvin Information Technology department (CIT) to monitor Calvin owned or operated communications systems, computing resources and/or files. This may include log analysis tools, or tracking software to help CIT report trends and errors on university websites or equipment.

Note: Voluntarily-provided or incidentally-collected information will be presumed to be confidential unless prominently noted otherwise.

6.18.6.3.3 / COMMUNITY INFORMATION

As a community of individuals, the University must balance its individuals’ rights to personal privacy against the needs of the community. Wherever possible, the University will strive to provide individuals with control over their own personal information. However this right must be balanced with the right of the members of the community to access information that affects them, and the need for the community to be able to disseminate important information to its constituents quickly and efficiently. Community information is thus an intermediate information category falling between confidential and public.

Examples of community information include:

- Information intended for on-campus distribution only, such as messages sent to campus listservs, outcomes of campus studies, community directory information (Names and Faces, PeopleSearch), etc. Community directory information includes a community member’s address, telephone number, or likeness when linked to the member’s name or other personal identity information.

- Note: Care should be taken when giving a person’s community directory information to someone outside the University community.
6.18.6.3.4 / PUBLIC INFORMATION

Information that is not considered “sensitive” will be treated as public information.

Examples of public information include:

- Information the university collects for public dissemination, such as faculty annual reports, information for the campus yearbook (Prism), information for the campus newspaper (the Chimes), likenesses not linked to personal identity information (for brochures or other public relations purposes), etc.

- Information accessible via the World Wide Web from Calvin University servers, such as personal web pages, department web pages, etc.

Note: Calvin University web pages are governed by the Calvin University Web Policy (http://www.calvin.edu/admin/webmanager/policy/). As stated in this policy: “... [the University] will periodically monitor University-sponsored web pages for quality and identity issues. It will not review student organization or personal home pages. If alerted to objectionable pages by another source, [the University] will discuss the page and may either make a contact with the person responsible or decide to refer to the proper campus judicial body.”

6.18.6.4 / The Right to Use Information

6.18.6.4.1 / PRIVATE INFORMATION

Members of the university community will access private information only with verbal or written authorization by the person owning the information or by written authorization from the College's Vice President for Information Services and one other officer of the university. Written authorization may be requested:

- to comply with a judicial order or subpoena.
- in the event of accusation of academic dishonesty.
- in the event of a health or safety emergency.
- in the event of a request by Federal, State, and local authorities involving an audit or evaluation of compliance with education programs or employment law.
- in the course of investigating abnormal system performance, a security breach, or abuse of IT resources, as defined in the College's Policy on the Responsible Use of Technology.

Information gathered by tracking software or log analysis tools may be used to help in tracing unusual trends or suspicious computer activity. To protect the security, safety and welfare of the university and its resources, authorized CIT employees may need to use this data to access or examine the contents of normally private files and/or information.

6.18.6.4.2 / CONFIDENTIAL INFORMATION

Authorized personnel may access confidential information under the circumstances governing access to private information, plus the following additional circumstances:

- to comply with the Family Educational Rights and Privacy Act (FERPA)
• to comply with a request by an organization conducting studies on behalf of educational institutions. An individual’s personally identifiable information will not be released without the permission of that individual.

• in the performance of their responsibilities in their position as a university employee.

Note: Non-academic confidential information will not be released to parties outside of the University, except for information necessary to maintain the affiliation of the University with the Christian Reformed Church (CRC) and its associated organizations.

6.18.6.4.3 / Community Information

Whether to safeguard intellectual property, ensure the integrity of the educational process, or for other reasons that benefit the community, the University supports information distribution that is limited to members of the University community.

• Access to community information in electronic format will be restricted via IP address or user-authentication, such as information available to non-guest users of the Calvin portal, the Hekman Digital Library, online evaluation systems, and web-pages containing community information.

• When collecting information that will be distributed to the campus community, the collection tool (e.g., form, information sheet, web page, etc.) should indicate this prominently.

  Sample statement: This information will be distributed to the campus community.

Note: Individuals should be aware that while some information may be intended for the community, such information can easily become public, since the University is unable to prevent the dissemination of such information outside of the campus community.

Because the University cannot enforce the containment of community information in hard copy and other portable formats individuals should exercise caution and restraint when releasing personal information to the community category.

6.18.6.4.4 / Public Information

The University regularly requests information from faculty, staff, students and prospective students for the purpose of publication.

• The University is free to release such public information as it sees fit, via print, electronic, or other media. When requesting such public information, the collection tool (e.g., form, information sheet, web page, etc.) should indicate prominently that the information is for publication.

  Sample statement: The information requested here is for publication.

6.18.6.5 / Protecting Confidential Information on Electronic Devices

3. All electronic records containing Calvin University confidential information must be stored in a secure fashion against unauthorized access.

4. Confidential information stored on any portable electronic medium (e.g., laptop, CD, DVD, USB drive, “thumb drive,” etc.), even for temporary use, must be stored in a secure fashion
against unauthorized access using an appropriate technology prescribed by CIT. Please contact the CIT HelpDesk for additional information or assistance.

5. If you have access to confidential information and you must leave your desk you must secure your computer from unauthorized access. Example: Turn on a password-protected screen saver, lock the workstation, or shut down the computer.

6. Electronic records containing confidential information that are stored on Calvin’s computer network must be stored in a “secure” location that is accessible only by those authorized to view the information. Example: Store confidential information on your home drive or another network location where access is restricted by password to those authorized to access the information.

7. Persons with access to Colleague, Benefactor, or other electronic systems containing confidential information must take reasonable care to minimize the time that their computer screen displays the information. They must also take reasonable precautions to shield their computer screen from displaying this information from those without a legitimate work-related reason to view the confidential information. Computer screens displaying confidential information should never be left unattended.

8. Appropriate procedures will be followed to remove confidential information when computers or electronic media containing confidential information are disposed of or redeployed.

6.18.6.6 / Protecting Printed Confidential Information

1. Persons finding it necessary to print a file containing confidential information must take reasonable efforts to ensure that unauthorized users do not have access to the information. This includes printing to printers not accessible to the general public and minimizing the time the file is left on the printer.

2. All paper documents containing confidential information should be destroyed in an appropriate manner.

6.18.6.7 / Protecting Confidential Information in Email/IM

1. Calvin will not require individuals to send confidential information over the Internet or by email for a University-related purpose, unless the connection is secure or the confidential information is encrypted.

2. Confidential information must not be sent over the Internet or by email unless the connection is secure or the confidential information is encrypted.

6.18.6.8 / Adjudication of Future Cases

The preceding sections provide a framework within which particular kinds of information can be categorized. For each category, it also offers specific cases that illustrate the kinds of information that fall within that category.

Given the changing nature of information services, new and unanticipated cases will undoubtedly arise. In such circumstances, the given cases are intended to serve as guidelines by which new cases can be positioned within the framework.
It is possible (and even likely) that different people will disagree on the placement of a new case within the framework. In such situations, the case will be brought to the College’s Information Services Committee for adjudication.

6.18.7 / CIT Management of Calvin-Owned Computers

6.18.7.1 / Purpose
Centralized management by CIT of the deployment and management of Calvin computers is necessary to ensure the security of both personal and university data and to aid in compliance with government and industry requirements and regulations.

6.18.7.2 / Computer Deployment
1. Calvin-owned computers are configured and deployed with CIT-approved management client software installed as appropriate for their operating systems and hardware configurations.

2. This software performs functions including, but not limited to, application deployment, configuration management, inventory, antivirus and antispyware, patch deployment, encryption, and remote support. These management clients are an essential component of a secure, manageable, efficient, and supportable computing infrastructure for users of Calvin University computing facilities. As such, CIT is obligated to install and maintain these management clients on all Calvin owned computers.

6.18.7.3 / Removal of Management Clients
1. Management clients may not be removed except by authorized CIT personnel or with written permission from CIT’s Security Officer or his/her designee.

2. Additionally, to aid in the correct function of management clients, each computer owned by the university will be assigned a computer name by CIT which may not be modified by users.

6.18.7.4 / Protecting the Privacy of Calvin Community Members
1. One function of the management clients is the ability of support staff to remotely view and remotely control Calvin-owned information technology workstations.

2. To protect the privacy and security of Calvin’s community members, remote access requires explicit approval of the user logged in to the workstation prior to support staff remotely viewing or remotely controlling the workstation.

3. Users, whose workstations are being remote controlled will, at all times, be allowed to view the actions of support personnel. If the user chooses to leave his or her workstation during the remote access or remote control, they should first inform the support staff and give explicit approval for remote access/remote control to continue.

4. Public use computers may be remote controlled when no one is logged in to the machine.

5. Several Calvin computer classrooms use classroom computer management software. This software is designed to allow the instructor to supervise the work being done on each workstation, take control of the workstations, share any workstation’s desktop with the rest of the class, block access to web browsing, and manage the individual workstations. The use of this kind of classroom management software is exempt from items 6.18.7.4 #2 and
6.18.7.4 #3 of this appendix provided those who are logged in to the computers have been notified that classroom computer management software is being used.
Chapter 7: Faculty Compensation and Benefits

7.1 / SALARY

7.1.1 / Compensation Philosophy
The context for the philosophy statement is described in the Faculty Compensation Study report, approved by Faculty Senate in May 2017 (appendix G).

7.1.1.1 / Vision Statement
Calvin University is dedicated to providing an academically excellent and distinctively Christian education for its students and a thriving academic community for its faculty.

The objectives of the faculty compensation program are to attract, retain, and engage talented faculty and to compensate them for fulfilling their job responsibilities and providing dedication, knowledge, skills, and experience to ensure the success of the university.

7.1.1.2 / Compensation Program
Calvin University uses salary, benefits, retirement contributions, tuition reimbursement, and paid time off to recognize and compensate faculty for their contributions and dedication to the institution and its mission.

Calvin’s compensation program is governed by a desire for internal and external equity, performance, and financial stewardship, values that exist in tension. Egalitarian pay means that faculty members with equivalent credentials, experience, and workload are paid similarly.

Compensation is not the primary driver Calvin College’s faculty value. Other key elements include the university’s mission, service, culture, work environment, and career opportunity.

7.1.1.3 / Pay Positioning
Calvin University has identified peer institutions for comparing faculty salaries to the market by rank and by department, discipline, or program. Calvin uses the median of the mean salaries paid at these institutions as its market benchmarks and strives to pay salaries in the range of 85–115% of these benchmarks.

Calvin University will monitor these benchmarks and may choose to target pay above the standard faculty scale in departments, disciplines, or programs for which faculty salaries by rank typically fall below the 85% minimum benchmark.

7.1.1.4 / Link to Performance
Calvin University values an egalitarian-communitarian culture. All faculty are expected to perform at the highest level in order to contribute to the success of the university and are compensated similarly.

There is no explicit mechanism to provide merit pay. Instead, the university links faculty compensation to rank and experience insofar as it expects faculty members’ abilities to contribute to the success of the university increases with experience. This may be viewed as a communitarian substitute for merit pay.
7.1.2 / The Salary Scale
The heart of the Calvin University salary plan is the flexible salary base. The salary for all instructional ranks is related to this base by means of increments (steps) of this base. The base salary is established annually by the Board of Trustees upon the recommendation of the president and the Planning Priorities Committee and the Professional Status Committee. When the base is changed, the salaries within all ranks are adjusted proportionally. A copy of the complete salary scale is available from the Provost's Office.

7.1.3 / Initial Placement
The placement in the salary scale of new faculty members is based on their degree(s) and related experience. Related experience includes teaching, scholarship, and other relevant professional experience directly related to the discipline to be taught. The Provost's Office determines what constitutes related experience. A copy of the guidelines used by the provost to determine placement on the scale is available from the Provost's Office.

Faculty members who complete all of the requirements for an academic degree while in the employ of Calvin University will be repositioned in the salary schedule in accord with the rules for salary placement, effective the first week of the next semester after the semester in which the requirements are completed. Completion of the requirements includes official granting of the degree or defense and acceptance of the dissertation as documented by an official communication.

7.1.4 / Progression through the Scale
Each year, subject to satisfactory performance, instructors, assistant professors, and associate professors move one step in the salary scale until reaching the ceiling established for his or her rank.

Associate professors who are promoted to full professors will receive a salary increase at the time of promotion, normally in the form of additional step(s), and then will continue to move one step each year in the salary scale until reaching the ceiling established for full professors.

7.1.5 / Salary for Reduced-Load Appointees
The placement and progression in the salary scale for those persons with reduced-load appointments are determined using the same rules as for those with full-time faculty appointments. In particular, a faculty member progresses one step in the salary scale (subject to ceilings) for each year of service even if it is at a reduced-load. The salary for a reduced-load appointee is expressed as a proportion of a full faculty load.

7.1.6 / Planned Medical and Family Care Leave
7.1.6.1 / Salary Calculation
For the purposes of calculating a faculty member's salary in the context of an approved planned medical or family care leave, 3 weeks of leave shall be equivalent to 2 semester hours. The percentage of total salary for the year is calculated by adding up the paid semester hour equivalents for all sources (e.g., classes taught, CRFs, medical and family care leave, etc.) for the year. If the sum is 21 hours or more, the faculty member shall receive 100% of their full-time salary. (This cap applies only for family care leave and does not imply that 21 hours is a full load in general; see section 4.1.2.) If the sum is less than 21 hours, the sum is multiplied by 4.5% and rounded to the nearest 5% to obtain the percentage of salary the faculty member earns for the year. The same
calculation applies to regular faculty and faculty on reduced load, overload, and shared appointments. For faculty on reduced load appointments, the total salary in the year of the leave may not exceed their typical yearly compensation unless they obtain permission from their department chair and dean. Appendix E lists several examples for how planned medical and family care leaves can be implemented for faculty in various situations.

7.1.6.2 / Medical Leave in Summer
For the purposes of calculating a teaching load reduction that results from a medical leave, including maternity leaves, summer is defined as June 15 to August 15. The fraction of medical leave that falls before June 15 will be converted into paid semester hours for the prior academic year, according to the calculation in section 7.1.6.1 of the Handbook for Teaching Faculty. The fraction of medical leave that falls after August 15 will be converted into paid semester hours for the upcoming academic year, according to the calculation in section 7.1.6.1 of the Handbook for Teaching Faculty. If the medical leave results from the birth of a child, the due date of the child will be used for the purposes of compensation and planning. Compensation will not be changed if the child arrives early or late. If medical emergencies arise (e.g., bedrest, premature birth, etc.), teaching assignments will be adjusted on a case by case basis.

7.1.6.3 / Summer Courses
In the context of an approved family care leave, teaching faculty may include summer courses in their teaching load for the academic year. This option may not be available for faculty in all departments; summer courses are assigned by the department chair and an approved family care leave does not imply a preemptive right to teach a summer course.

7.2 / BENEFITS
Information about insurance benefits, time away from work benefits, and other benefits (e.g., adoption, education, library, athletic events) are available from the Human Resources department. The Planning and Priorities Committee, subject to approval by the Board of Trustees, is charged with determining employee benefit packages.

7.3 / COMPENSATION FOR OTHER SERVICES
7.3.1 Summer School Teaching
Remuneration for teaching in a summer session is directly related to the regular teaching faculty salary schedule for any given year. All instructors, whether adjunct or members of the teaching faculty, are paid at the summer school rate for summer school teaching. Details are available from the Provost’s Office.

7.3.2 / Independent Studies and Tutorials
Faculty will not be compensated for supervising undergraduate independent or tutorial study projects during the regular academic year; they will be compensated for such supervision during the summer sessions. Information on faculty compensation for supervising graduate work (i.e., tutorials, independent study, thesis, project) is available from the Provost’s Office.
7.3.3 / Administrative or Other Non-teaching Assignments
Compensation for non-teaching assignments is determined by the provost. Normally such compensation is either a teaching-load reduction or a stipend. A stipend is not considered part of the faculty member’s salary in determining other benefits, such as pension contributions.

7.3.4 / Non-teaching Duties during an Approved Family Care Leave
Faculty members taking a full semester of approved family care leave without teaching may receive 2 semester hours of teaching credit for maintaining routine non-teaching duties during the semester of the leave. These routine duties may include research, course development, advising, committee work, writing letters of recommendation, or other activities approved by their chair and the Provost’s office and should be the equivalent of about 3 weeks of full time work. The mix of activities is flexible and faculty members may spread them throughout the leave as is appropriate to their situations. Faculty members will submit a one-page proposal outlining the type of nonteaching activities that they will do to their chair and the Provost’s office for approval before compensation will be calculated. If a CRF is used during the same semester as the family care leave, the routine activities may not include research.

7.4 / VOLUNTARY PHASED RETIREMENT PROGRAM
A voluntary retirement program is available to eligible Calvin University teaching faculty members that provides opportunities for those who prefer a gradual transition to retirement.

The Voluntary Phased Retirement Program accomplishes a number of important goals:

- It addresses a commonly expressed desire for “gradual retirement.”
- It supports the retirement of eligible faculty members at an age they individually consider appropriate for them.
- It permits orderly faculty planning within academic units.
- It is sufficiently flexible to meet a variety of circumstances.
- It conforms to legal requirements and sound management principles.

7.4.1 / Eligibility
A full-time teaching faculty member is eligible to participate if, as of the date his or her phased retirement would commence under the Voluntary Phased Retirement Program, s/he is at least 57 years of age and has completed at least 10 academic years of fulltime employment at the University.

7.4.2 / Participation and Compensation
7.4.2.1 / Phase-Down Period
Eligible faculty members may elect to take a reduced work load over a period of one year to five years (the phase-down period), followed by retirement at the end of the phase-down period.

7.4.2.2 / Work Load during the Phase-Down Period
Eligible faculty members may elect to reduce their work load to a minimum of half time over the phase-down period they elect. The reduced work load may be a constant fraction or may vary from year to year over the phasedown period, but it will always be at least half time. The faculty member will continue to be assigned to departmental committees but will not normally receive a university
committee assignment. The faculty member will continue to advise a full load of advisees. The faculty member is expected to be engaged in the department throughout the academic year.

7.4.2.3 / Compensation and Benefits

Compensation will be proportionate to work load. Participants will continue to be eligible for annual step increases. Participants will be eligible for prorated benefits under the university's benefit plans to the extent provided by the terms of those plans and to the extent the participants continue to pay any applicable contributions for such benefits. The faculty member will continue to be eligible for the early retirement incentive based on the salary s/he would have received if full time, as long as the faculty member retires prior to his/her normal retirement age.

7.4.2.4 / Procedure for Participation

All eligible teaching faculty must make an election to participate in the Voluntary Phased Retirement Program by September 15 preceding the academic year in which they intend to begin the phase down. An eligible faculty member must complete a Voluntary Phased Retirement Agreement and make a transition appointment proposal to his or her dean, in consultation with his or her department chair and a member of the Human Resource department. A dean may disapprove or alter a proposed transition appointment based on legitimate institutional need. Denial or alteration of a faculty member's proposed transition appointment by the dean, to which the faculty member objects, is subject to review by the provost who will make the final determination of whether a disapproval or an alteration of a proposed transition appointment is based on legitimate institutional need. The provost reserves the right to modify this procedure for participation in appropriate situations if such modification is determined to be in the best interests of the university.

7.5 / EARLY RETIREMENT INCENTIVE

7.5.1 / Early Retirement Incentive

An early retirement incentive is offered to teaching faculty on a regular appointment and administrators with faculty status who retire from employment at Calvin at age 62, 63, or 64 at the end of an academic year (August 31) and notify the provost or divisional vice-president by July 1 prior to the year of retirement (i.e., 14 months in advance).

7.5.2 / Eligibility

The full incentive is available to those faculty with twenty or more years of fulltime employment prior to retirement. Faculty with at least ten years but with fewer than twenty years of full-time employment accrue this incentive at the rate of 5% for each year of employment as a faculty member at Calvin. For example, a person with fifteen years of full-time employment prior to retirement is entitled to 75% of the incentive. Faculty with fewer than ten years of full-time employment prior to their retirement date are not eligible for this incentive.

Payments are subject to all of the normal payroll taxes, including social security taxes. An alternative payment schedule may be arranged through the Payroll Office. Tax advice should be gathered before setting up a payment schedule.
7.6 / AMENDMENTS OR TERMINATIONS

The Board of Trustees reserves the right to amend or delete any and all provisions of the salary (7.1), benefits (7.2), and other compensation (7.3) policies described above, with any such changes taking effect no sooner than September 1 following the date of Board action. For the Voluntary Phased Retirement Program (7.4) and the Early Retirement Incentive (7.5), such changes shall not become effective until one year from September 1 following the date of the Board’s resolution authorizing the change.

7.7 / FACULTY TECHNOLOGY ACCESS

Faculty members of Calvin University have access to certain types of technology necessary for performing their job functions. When employment at the university ends, access to university technology also ends, with the exception for emeriti who are eligible to receive continued access to their GroupWise email account upon request. Any technology access for emeriti beyond email must be requested by the Provost’s Office and the department chair. For part-time faculty, all university technology access will be terminated two weeks after the end of a term. For regular appointments and term appointments, all university technology access will be terminated at the end of their contract (usually August 31). It is the faculty member’s responsibility to work with his or her department chair to organize or move appropriate university documents prior to the last day of employment. For more specifics on these policies please see the IT web pages.
Appendix A: Organizational Charts
Academic Division

Graduate Studies
- Accounting
- Education
- SPAUD

Division of the Arts, Languages, Humanities, and Social Sciences
- Asian Studies
- Communication
- Congregational and Ministry Studies
- Economics
- English
- Global Development Studies
- Historical Studies
- Philosophy
- Political Science
- Religion
- Sociology and Social Work
- Speech Pathology and Audiology
- Visual and Performing Arts
- World Languages

Division of the Natural Sciences
- Biology
- Chemistry and Biochemistry
- Computer Science
- Education
- Engineering
- Geology, Geography, and Environmental Studies
- Kinesiology
- Mathematics and Statistics
- Nursing
- Physics and Astronomy
- Psychology
- Public Health
- Science Education Studies

School of Business
- Business
- MA Accounting

School of Education
- Education
- Science Education Studies
- MEd Education
Calvin University Finance Division

President

Vice President for Finance

Director of Event Services

Grants & Investments

Senior Financial Analyst

Controller

Executive Assistant

Auxiliary Services

Dining Services

Prince Conference Center

Campus Store

Event Planners

Bursar

Payroll Specialist

Staff Accountants

Senior Accountant

Accounts Payable Specialist
Calvin University Governance Structure

CRCNA Synod

Board of Trustees

Executive Committee

President

Provost (Vice President for Academics)

Vice President for Advancement

Vice President for Administration and Finance

Vice President for Enrollment Strategy

Vice President for Student Life

Vice President for People, Strategy, and Technology

Faculty Senate

Faculty-Service Committees
Appendix B: Parliamentary Procedure and Definitions

*Robert’s Rules of Order* will be used to govern the procedures at meetings of the Faculty Senate and Assembly. Since the efficient transaction of faculty business requires familiarity with the standard rules of procedure, a very brief digest of *Robert’s Rules* as well as a chart of the standard motions and their rank is appended.

The Executive Committee members of Faculty Senate are the President (chairperson), Provost, Vice-Chair, and Secretary. The president of the university shall serve as the non-voting chair of the Senate. the vice chair of the Senate shall be elected in a faculty-wide election for a three-year term and is a voting member of Faculty Senate. The secretary of the Senate is elected by the Faculty Senate from among currently serving or just elected senators at the last spring meeting for a two-year term. The parliamentarian is an officer of the Senate and is appointed from among currently serving or just elected senators by the Executive Committee of Faculty Senate for a one year, renewable term. This appointment is ratified at the first meeting of the year.

Committees perform many duties; generally, they do those things which cannot be efficiently done by the entire body. It is customary to have two types of committees: (1) standing committees and (2) special or *ad hoc* committees. Standing committees deal with regular and continuing matters. They may initiate action and recommendations and dispose of certain matters when empowered to do so by the parent body. Such committees traditionally develop their own modes of operation and, to some extent, their rules of procedure. Special or *ad hoc* committees are appointed whenever necessary to deal with unusual matters or a special problem. Such committees are generally appointed with a specific mandate and are dissolved as soon as that mandate is fulfilled. Both types of committees generally follow modified rules of procedure which allow for a great deal of informal discussion. It is desirable to develop a standing committee structure sufficiently open and flexible so that the need for special committees is minimized.

Frequently the chairperson of the parent body is an *ex officio* member of all standing and special committees, unless specifically excluded. We have followed that practice in recommending that the President be *ex officio* a member of all faculty committees; we have also designated selected administrators as *ex officio* members of committees dealing with the administrator’s area of jurisdiction. An *ex officio* member has the right, but not the obligation, to participate in the proceedings of the committee, and is not counted in the quorum. He or she is a full-fledged member with all the accompanying rights, and has all the privileges of membership, including the right to introduce motions and vote.

In a well-organized meeting, a standard order of business is used. First the minutes of the preceding meeting are read and approved by a majority vote. Following that, the standing and special committees give their reports. Then unfinished business from previous meetings is dealt with. New business may then be introduced by the members; next members may submit miscellaneous matters, such as announcements or requests, that require no formal action. The meeting is concluded by adjournment, approved by majority vote. Deviations from the order of business are permissible any time, for instance, if the body wishes to devote a large block of time to some special matter.
Occasionally a body may wish to go into executive session to consider matters which should not be communicated outside the membership of the body. Executive session is a meeting, or a portion of a meeting, of a deliberative assembly at which proceedings are secret. A motion to go into executive session is adopted by a majority vote. Only members, special invitees, and such employees or staff members as the assembly or its rules may determine to be necessary are allowed to remain in the hall. A member may be punished under disciplinary procedure if he or she violates the secrecy of an executive session. Anyone else permitted to be present is honor-bound not to divulge anything that occurred. The minutes of an executive session must be read and acted upon only in executive session.

The standard method of initiating action in a meeting is by use of a motion. A motion is a brief, precise statement of a proposed action, and can be made only when the mover has the floor, i.e., has been given permission to speak by the presiding officer. Discussion is not permitted until the motion has been seconded or supported, by another member of the body. The members then debate the motion. If any one wishes to change the motion he or she must move an amendment, which must be supported and can be debated. No discussion on the main motion is allowed while an amendment is being considered. If the motion to amend is successful, then debate continues on the motion as amended. Debate on the main motion continues until every member who wishes to speak has done so; however, members of the body may end or limit debate at any time by a ⅔ majority. A motion must be disposed of before another item of business may be considered. If it is impossible to complete action or make a decision on a motion, it must be tabled, referred to a committee, or disposed of in some other way before new business is introduced.

Motions are of four types: privileged, subsidiary, incidental, and main. These various categories are explained in the attached table.

Voting on motions normally takes place when there are no more requests to speak, or after debate has been ended by a ⅔ majority vote. The chairperson then restates the motion and asks for a voice vote; he or she then announces whether or not the motion has passed. Any member of the body questioning the chair’s ruling may request a show of hands. The chairperson normally votes only when that vote would change the result.

This brief summary touches only the major points of parliamentary procedure; Robert’s Rules of Order should be consulted whenever questions arise.

We append a brief glossary and a table of the types of motions used in parliamentary procedure.

Revised August 1991 to use inclusive language.

Revised August 1995 including Faculty Senate changes.
**PRIVILEGED MOTIONS** deal with the welfare of the group, rather than with any specific proposal. They must be disposed of before the group can consider any other motion.

<table>
<thead>
<tr>
<th>Motion</th>
<th>Interrupt Language</th>
<th>Second Needed?</th>
<th>Motion Debatable?</th>
<th>Motion Amendable?</th>
<th>Vote Needed?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adjourn the meeting</td>
<td><em>I move that we adjourn</em></td>
<td>yes</td>
<td>no</td>
<td>no</td>
<td>majority</td>
</tr>
<tr>
<td>Recess the meeting</td>
<td><em>I move we recess until</em></td>
<td>yes</td>
<td>no</td>
<td>yes</td>
<td>majority</td>
</tr>
<tr>
<td>Complain about noise, room temperature etc.</td>
<td><em>Point of privilege</em></td>
<td>no</td>
<td>no</td>
<td>no</td>
<td>none, chair rules</td>
</tr>
</tbody>
</table>

**SUBSIDIARY MOTIONS** provide various ways of modifying or disposing of main motions. They must be acted upon before all other motions except privileged motions.

<table>
<thead>
<tr>
<th>Motion</th>
<th>Interrupt Language</th>
<th>Second Needed?</th>
<th>Motion Debatable?</th>
<th>Motion Amendable?</th>
<th>Vote Needed?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Suspend debate on a matter without calling for a vote</td>
<td><em>I move we table the matter</em></td>
<td>yes</td>
<td>no</td>
<td>no</td>
<td>majority</td>
</tr>
<tr>
<td>End debate</td>
<td><em>I move the previous question</em></td>
<td>yes</td>
<td>no</td>
<td>no</td>
<td>⅔ majority</td>
</tr>
<tr>
<td>Limit length of debate</td>
<td><em>I move debate on this matter be limited to</em></td>
<td>yes</td>
<td>no</td>
<td>yes</td>
<td>⅔ majority</td>
</tr>
<tr>
<td>Ask for a vote by actual count, to verify a voice vote</td>
<td><em>I call for a division of the house</em></td>
<td>no</td>
<td>no</td>
<td>no</td>
<td>none*</td>
</tr>
<tr>
<td>Postpone consideration of a matter to a specific time</td>
<td><em>I move we postpone the matter until</em></td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>majority</td>
</tr>
<tr>
<td>Have a matter studied further</td>
<td><em>I move we refer this matter to a committee</em></td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>majority</td>
</tr>
<tr>
<td>Consider a matter informally</td>
<td><em>I move the question be considered informally</em></td>
<td>yes</td>
<td>yes</td>
<td>no</td>
<td>majority</td>
</tr>
</tbody>
</table>
### Amend a Motion

**INTERRUPT LANGUAGE:**

```
I move that this motion be amended by
```

**INTERRUPT SPEAKER?**

| no |

**SECOND NEEDED?**

| yes |

**MOTION DEBATABLE?**

| yes |

**MOTION AMENDABLE?**

| yes |

**VOTE NEEDED?**

| majority |

### Reject a Main Motion without Voting on the Motion Itself

**INTERRUPT LANGUAGE:**

```
I move the question be postponed indefinitely
```

**INTERRUPT SPEAKER?**

| no |

**SECOND NEEDED?**

| yes |

**MOTION DEBATABLE?**

| yes |

**MOTION AMENDABLE?**

| no |

**VOTE NEEDED?**

| majority |

*But majority vote if someone objects*
### INCIDENTAL MOTIONS

INCIDENTAL MOTIONS grow out of other business that the group is considering. They must be decided before the group can return to the question that brought them up.

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Correct an error in parliamentary procedure</td>
<td>Point of order</td>
<td>yes</td>
<td>no</td>
<td>no</td>
<td>no</td>
<td>none, chair rules</td>
</tr>
<tr>
<td>Object to a ruling by the chair</td>
<td>I appeal the chair's decision.</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>no</td>
<td>majority</td>
</tr>
<tr>
<td>Consider a matter that violates normal procedure, but does not violate the constitution or bylaws</td>
<td>I move we suspend the rules</td>
<td>no</td>
<td>yes</td>
<td>no</td>
<td>no</td>
<td>2/3 majority</td>
</tr>
<tr>
<td>Object to considering some matter</td>
<td>I object to the consideration of this matter</td>
<td>yes</td>
<td>no</td>
<td>no</td>
<td>no</td>
<td>2/3 majority</td>
</tr>
<tr>
<td>Obtain advice on proper procedure</td>
<td>I raise a parliamentary inquiry</td>
<td>yes</td>
<td>no</td>
<td>no</td>
<td>no</td>
<td>none, chair rules</td>
</tr>
<tr>
<td>Request information</td>
<td>Point of information</td>
<td>yes</td>
<td>no</td>
<td>no</td>
<td>no</td>
<td>none</td>
</tr>
<tr>
<td>Withdraw a motion</td>
<td>I request leave to withdraw the motion</td>
<td>no</td>
<td>no</td>
<td>no</td>
<td>no</td>
<td>majority</td>
</tr>
</tbody>
</table>

### MAIN MOTIONS

MAIN MOTIONS are the tools used to introduce new business.

<table>
<thead>
<tr>
<th>Main Motions</th>
<th>Motion Debatable?</th>
<th>Motion Amendable?</th>
<th>Vote Needed?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduce business</td>
<td>yes</td>
<td>yes</td>
<td>majority</td>
</tr>
<tr>
<td>Take up a matter previously tabled</td>
<td>no</td>
<td>yes</td>
<td>majority</td>
</tr>
<tr>
<td>Reconsider a matter already disposed of</td>
<td>yes</td>
<td>yes</td>
<td>majority</td>
</tr>
<tr>
<td>Strike out a motion previously passed</td>
<td>no</td>
<td>yes</td>
<td>majority</td>
</tr>
<tr>
<td>Consider a matter out of its scheduled order</td>
<td>INTERRUPT LANGUAGE</td>
<td>INTERRUPT SPEAKER?</td>
<td>SECOND NEEDED?</td>
</tr>
<tr>
<td>---------------------------------------------</td>
<td>-------------------</td>
<td>-------------------</td>
<td>----------------</td>
</tr>
<tr>
<td>I move we suspend the rules and consider</td>
<td>no</td>
<td>yes</td>
<td>no</td>
</tr>
</tbody>
</table>
Appendix C: Preparing Reports for the Faculty Senate

1. On the front of the report should be a reference code which, at a glance, indicates the committee source or subject of the report, the number in a series of reports from that committee or on that subject, and the year in which the report is made. The secretary of the Faculty Senate shall assign these reference code numbers. The date of the placement of the report on the agenda should be given under the code number.

2. The report should then reproduce the mandate and any interpretation of that mandate which has developed in the committee which is making the report.

3. The report should next describe the recommendations being proposed in order to alert the reader to the direction the report will take. In a long report these recommendations may be repeated at the conclusion of or throughout the report and then should be placed in the form of motions or a motion on which the assembly shall act. Omnibus and all-inclusive motions, and those which can be divided, should be avoided.

4. The report should next state, if pertinent, an analysis of the problem. This may be the history of the issue, the present status of the question, and the objectives of the proposed change.

5. Thereupon should follow the argumentation and development of the proposal or proposals. Whenever optional proposals have been considered by the committee, the pros and cons of these options should be given, along with the rationale for the committee recommendation.

6. Committee members who do not concur in the report may submit minority views over their signatures. Such reports should be considered with the majority report unless there is an objection; in this event the matter of the objection should be submitted to the assembly for vote without debate. Proposals for action in minority reports may reach the floor only as amendments to or substitutions for the majority committee proposals.

7. Preparation of committee reports for Faculty Senate meetings is the responsibility of the committee chairperson or his or her designee. If services for preparation, reproduction, and distribution of reports are not available in department offices, the reports should be submitted to the office of an administrative representative on the committee who should see to the processing and distribution to faculty. If a committee does not have an administrative representative, reports should be submitted to the Academic Administration Office.

8. Faculty senators should know clearly in advance of a meeting the issues on which they will be asked to make decisions or comments. Thus reports should be distributed early enough to allow thoughtful consideration. Reports from administrators should not be exempt from this principle.

9. Reports should be brief. The intent of the above guidelines is to reduce to a formula everything the senators will need to know, eliminating the need for questions of information.
COMMITTEE REPORT TO THE FACULTY

Name of the Committee Reporting _____________________________________________________________
Date of Committee Actions ___________
Subject of Report __________________________________________________________________________________
_____________________________________________________________________________________________________
Reference Key ________________
Date of faculty meeting at which report will be made ________________________________________________
Committee Members ____________________________________________________________
_____________________________________________________________________________________________________
Reporter ________________
Statement of assignment or mandate, observations about the mandate ____________________________
_____________________________________________________________________________________________________
Action being proposed ____________________________________________________________
_____________________________________________________________________________________________________
_____________________________________________________________________________________________________
_____________________________________________________________________________________________________
Rationale for action ____________________________________________________________
Committee Report to the Faculty Senate—Page Two

(only for items submitted for approval)

Reference Key: ______________________________

Summarize the item’s issues as determined by the committee:

__________________________________________________________________________________________________________________
__________________________________________________________________________________________________________________
__________________________________________________________________________________________________________________
__________________________________________________________________________________________________________________
__________________________________________________________________________________________________________________
__________________________________________________________________________________________________________________

List the committee’s conclusions:

__________________________________________________________________________________________________________________
__________________________________________________________________________________________________________________
__________________________________________________________________________________________________________________
__________________________________________________________________________________________________________________
__________________________________________________________________________________________________________________
__________________________________________________________________________________________________________________

Summarize the committee’s rationale for its recommendation:

__________________________________________________________________________________________________________________
__________________________________________________________________________________________________________________
__________________________________________________________________________________________________________________
Appendix D

(Reserved for future use)
Appendix E: Miscellaneous Procedures for Implementation of Handbook Polices

Policies and Examples for Implementing Maternity and Family Care Leave under FMLA

Guidelines for Teaching Faculty

Summary of relevant policies (follow links for important details and special cases):

1. All leave requests should be developed in joint consultation between the faculty member, the department chair, the academic dean, and Human Resources.

2. Maternity leave can be a combination of medical leave for the birth mother and, if requested, family care leave to care for the new child.

3. In addition to adoption and paternal leaves, under the Family and Medical Leave Act (FMLA), an employee may take leave under a variety of other circumstances to care for a seriously ill child, parent or spouse. A written application is required (section 7.5.2).

4. Faculty members are not expected to teach the first portion of a course before taking leave, or the second portion of a course after returning from leave. Instead, maternity and family care leaves are typically spread over a semester by reducing or eliminating the teaching load for that term.

5. Faculty pay is based on teaching load, while a medical or family care leave is typically counted in weeks. For the sake of this calculation, 3 weeks of leave is equivalent to 2 semester hours of teaching credit (section 7.1.5). In the items below, the semester hour equivalent for each benefit is given. To calculate a faculty member’s salary for the year, add up the semester hours for courses taught, CRFs, etc., and add in semester hour equivalents for the benefits that are used. If the sum for the year is 21 semester hours, the faculty member receives their full salary. If the sum is less than 21 hours, multiply the sum by 4.5% and round the result to the nearest 5% to obtain the percentage of a full-time salary that the faculty member will receive.

6. Medical leave for a normal vaginal birth is 6 weeks or equivalent to 4 semester hours. Medical leave for a cesarean birth is 8 weeks or a credit of 5 semester hours. Multiple births or medical complications may receive longer leaves as recommended by a doctor (section 7.1.5).

7. Family care leave is equivalent to 2 semester hours under Calvin’s paid family care benefit. For summer medical events, family care leave may be taken in the fall semester (section 7.5.2).

8. During a full-semester medical/family care leave away from teaching, a faculty member may receive 2 semester hours of teaching credit for routine non-teaching duties (section 7.9.4).

9. In the academic year of a family care leave, summer courses can be used as part of the total teaching load for the year, i.e. pay for a summer course shall be the same as for academic year courses (section 7.1.5).

10. For summer births, the medical portion of a leave receives semester hour credit only if it overlaps with the end of spring semester or the beginning of fall semester (section 7.1.5).
For the purposes of this calculation, spring semester ends June 15 and fall semester begins August 16; the benefit is prorated based on the amount of overlap. For planning purposes, the due date is used; medical emergencies (e.g., bed rest, premature birth, etc.) are handled on a case-by-case basis.

11. For faculty on reduced load appointments, family care benefits are prorated based on typical load in the preceding years. If the pay for the year during a family care leave exceeds the typical pay for the position, permission must be obtained from the department chair and dean (section 7.1.5).

12. Faculty members may, with the permission of their department chair and dean, choose to reduce their teaching load for reduced pay for situations not meeting FMLA guidelines, such as care of a healthy preschooler (section 3.11.4).

13. For medical leaves of 6 weeks or longer, a faculty member automatically receives a one-year extension of the tenure clock. Extensions may also be requested for other personal and family circumstances (section 3.4.3.3).

14. Sabbatical pay is based on the average teaching load of the faculty member in the six preceding years (section 3.3.4.10). This average will not include years in which family care leave is taken.

15. If a faculty member’s load is less than 21 hours, their benefits will be affected in several ways. Medical and dental coverage continue uninterrupted, however, the employee’s premium increases. Calvin’s contribution to retirement and other benefits is reduced as these benefits are proportional to pay. For complete details, see section 7 of the Handbook for Teaching Faculty and Human Resources.

Examples

The above policies provide flexibility so that each faculty member can design a leave package that is appropriate to their situation and their department while also being equitable within the community. Below are several examples of how these policies may be implemented. These are only examples. An individual faculty member’s package may be different. In ALL cases, the leave package must be developed in consultation with the department chair, dean, and human resources, who can help the faculty member deal with any unique circumstances. FMLA leave and related benefits may not be guaranteed by any person without the authorization and approval of Human Resources.

1. A faculty member has a baby due early in the fall semester. She chooses to take the fall semester off from teaching, but maintains routine non-teaching duties during the fall. During the interim and spring semester, she teaches a total of 13 semester hours. The load for the year is 13 (teaching) + 4 (medical) + 2 (family care) + 2 (other duties) = 21 semester hours. The pay for the year would be 100% of a full time salary.

2. A faculty member has a baby due early in the fall semester and chooses to take off the entire fall semester with no duties. During the interim and spring semester, she teaches a total of 13 semester hours. The load for the year is 13 (teaching) + 4 (medical) + 2 (family care) = 19
semester hours. The pay for the year would be $19 \times 4.5\% = 85.5\%$, which rounds to 85% of a full time salary.

3. A faculty member has a son who is diagnosed with cancer in the middle of the fall semester. He continues to teach his assigned load of 8 semester hours, but elects to take the interim off to be with his son during his treatment. In the spring, he elects to teach a reduced load of only 5 semester hours and utilize Calvin's paid family leave benefit. In addition, he teaches a 3 semester hour summer course. The load for the year is $16$ (teaching) + 2 (family care) = 18 semester hours. The pay for the year would be $18 \times 4.5\% = 81\%$, which rounds to 80% of a full time salary.

4. A faculty member has a baby due late in the fall semester. She does not teach in the fall, but she uses a 1 course CRF and maintains her routine duties of advising and committee work. She takes interim off entirely. During the spring semester, she teaches 10 semester hours. The load for the year is $10$ (teaching) + 4 (medical) + 2 (family care) + 2 (other duties) + 1 course (CRF) = at least 21 semester hours. The pay for the year would be 100% of a full time salary.

5. A faculty member adopts a child at the end of the fall semester. He teaches full time (10 hours) in the fall semester and takes interim off completely. Utilizing the Calvin paid family leave benefit, he teaches a reduced load (6 hours) in the spring. The load for the year is $16$ (teaching) + 2 (family care) = 18 semester hours. The pay for the year would be $18 \times 4.5\% = 81\%$, which rounds to 80% of a full time salary.

6. A faculty member who shares a position with her husband has a baby due in January. She decides to teach a 3 hour course in the fall and take the interim and spring off completely. Since she is normally half load, she receives half the medical leave benefit. Her husband takes on a somewhat higher load than usual, teaching 14 semester hours during the academic year. Both spouses receive a prorated family care benefit amounting to a full family care benefit for the shared position. The load for the year for the position is $17$ (teaching) + 2 (prorated medical for the mother) + 2 (full family care for the position) = 21 semester hours. The pay for the year for the position would be 100% of a full time salary portioned between the pair according to the number of semester hour equivalents each accrued during the year.

7. A faculty member has a baby due early in the spring semester. She chooses to teach a heavy load in the fall semester and interim, a total of 14 hours, and take the spring semester off entirely. The load for the year is 14 (teaching) + 4 (medical) + 2 (family care) = 20 semester hours. The pay for the year would be $20 \times 4.5\% = 90\%$ of a full time salary.

8. A faculty member on a reduced-load appointment has a baby due in the middle of the spring semester. She normally carries a load of 11 semester hours or 50% time, and this normal load is used to prorate the medical and family care benefits. This year she shifts her load earlier in the year, teaching 7 semester hours in the fall and 3 hours in interim, and taking the spring semester off completely. The load for the year is $10$ (teaching) + 2 (prorated medical) + 1 (prorated family care) = 13 semester hours. The pay for the year would be $13 \times 4.5\% = 58.5\%$, which rounds to 60% of a full time salary. Since this is somewhat above her
9. A male faculty member’s wife has a baby due in the middle of the spring semester. In the fall before the baby arrives, the father uses a CRF and teaches 7 hours. During interim, he teaches 3 hours. In the spring, he chooses to take a family care leave and teach a reduced load of 6 hours. The load for the year is 16 (teaching) + 2 (family care) + 1 course (CRF) = at least 21 semester hours. The pay for the year would be 100% of a full time salary.

10. A faculty member has a baby due in late May, after spring grades are due. She taught a full load of 12 hours during the preceding fall semester and interim, and she teaches a reduced load of 7 hours in the spring. Since half of the medical leave falls before June 15, she receives half of the teaching credit for medical leave, i.e. 2 semester hours during the spring semester. The load for the year before the birth is 19 (teaching) + 2 (prorated medical) = 21 semester hours. She chooses to take family care leave during the fall semester of the following academic year, for a 2 semester hour credit in her teaching load. She chooses to use the 21 hour cap in the academic year preceding the birth (and receives 100% of a full-time salary); in the academic year following the birth, she must accrue the standard 21-24 semester hours as is common for her department.

11. A faculty member has a baby due in late June. The 6 weeks of medical leave occur entirely between June 15 and August 15, so medical leave does not reduce her course load during the academic year preceding or following the birth. In the following academic year, she chooses to take family care leave with a reduced teaching load in the fall, teaching only 6 semester hours. She teaches full time during interim and spring semester, for a total of 12 semester hours. Her load for the year is 18 (teaching) + 2 (family care) = 20 semester hours. Her pay in the academic year following the birth would be 20 × 4.5% = 90% of a full time salary.

12. A faculty member has a baby due in late July, so that three weeks of the medical leave fall after August 15. Thus, she receives half the medical leave in the form of a fall teaching credit of 2 semester hours. She decides to teach 4 semester hours in the fall with some guest lectures early in the term and utilize Calvin’s paid family care benefit. During interim and spring semester, she teaches a total of 13 semester hours. The load for the year is 17 (teaching) + 2 (prorated medical) + 2 (family care) = 21 semester hours. The pay for the year would be 100% of a full time salary.

13. A faculty member’s father is in failing health. In order to be able to spend more time caring for him, the faculty member chooses to teach a reduced load of 6 semester hours during the fall semester and utilize Calvin’s paid family care benefit. The faculty member’s father stabilizes, and she chooses to teach a full load of 13 semester hours during the interim and spring semesters. The load for the year is 19 (teaching) + 2 (family care) = 21 semester hours. The pay for the year would be 100% of a full time salary.
Appendix F: Student Media Coverage of Faculty Senate

A. Relationship between the Faculty Senate and Student Media

The *Handbook for Teaching Faculty* (section 2.1.1.6) makes clear that *Chimes* is a welcome member of the Calvin University community at Faculty Senate meetings. Indeed, *Chimes* is one of the most important ways that students, colleagues, and community members learn of the actions of Senate. Thus, the accuracy of *Chimes* reporting is paramount—which highlights the need for its ready access to the Senate’s officers as well as the Senate’s agenda and materials. At the same time, as a deliberative body, Faculty Senate needs freedom to fully discuss matters in a manner that allows for both a rigorous exchange of ideas and a provisional exploration of policies through discussion. That is, Senators should be able to “think out loud” without fearing that their comments in discussion will be rendered as their final word on a subject. Both the journalistic independence of *Chimes* and the legislative needs of the Faculty Senate, then, are affirmed.

B. Accessing Faculty Senate agenda, materials, and membership

- Before each Faculty Senate meeting, the vice-chair of Faculty Senate will ensure that *Chimes* has timely access to the agenda and supporting materials for that Faculty Senate meeting. At the beginning of the academic year, *Chimes* will designate a staff member to receive this information and provide appropriate contact information to the vice-chair.

- At the beginning of the academic year, the vice-chair of Faculty Senate will provide *Chimes* a list of the members of Faculty Senate, along with their contact information.

- All written materials submitted to Faculty Senate should be provided with the expectation that these materials may be utilized by and quoted with appropriate context in *Chimes*’ reporting. [The guidelines for reporting on oral presentations and discussion at Faculty Senate are detailed in D, below.]

- Interviews given to *Chimes* staff by members of (or presenters to) Faculty Senate should be considered “on-the-record” unless explicitly specified otherwise.

C. Receiving Pre-Senate information

- The vice-chair of the Faculty Senate will also include the designated *Chimes* staff member in the “Senate preview” emails that are sent out in the week before the Senate meeting. (Upon request, *Chimes* may also be included in the Senate summary mailed after the Senate meeting as well).

- In the week before Faculty Senate, the vice-chair will make her/himself available for questions of background or clarification. (*Chimes* staff may, of course, interview any other pertinent person).

D. Reporting on Senate meetings proper

a. For publication (print and online versions of *Chimes*)
F. Student Media Coverage of Faculty Senate

- Faculty Senators must be able to deliberate freely, both while considering motions and while discussing reports.
- Before publication, *Chimes* staff must fact-check their articles with any member of Senate (or guest presenter) whom they wish to quote in order to ensure the accuracy of both the details and context of the speaker’s comments.
- Photos of Senate/Senators are allowed with the permission of the person(s) pictured.

b. With Social Media (e.g., Twitter, Facebook, live blogging, etc),
- Via social media, *Chimes* may only record decisions on motions, but not the discussion surrounding them.
- Via social media, *Chimes* may summarize oral reports, but not the discussion that follows them.
- The use of hashtags which are interpretative and/or editorializing is not allowed.
- Photos of Senate/Senators are allowed with the permission of the person(s) pictured.

E. Resolving Disputes

Should an unresolvable disagreement arise between a member of *Chimes* and a member of Faculty Senate about the veracity of the details or context presented in an unpublished article (either in print or online) related to the content or discussion of a related to a faculty senate meeting, the article in question will be withheld from publication until the matter is resolved by an ombudsmen team.

- The ombudsman team will be composed of the vice-chair of Faculty Senate, the secretary of Faculty Senate, one of/or the advisor(s) of *Chimes*, one student member of *Chimes*, and the chair of the Student Life Committee (or his/her designee). The vice-chair of Faculty Senate will serve as chair (except as specified in the following point).
- The ombudsmen may not be direct parties to the complaint and will recuse themselves in the event of a conflict of interest. Their replacement will be made from the group (Faculty Senate, *Chimes* advisor/staff, or SLC committee) they represent, and a new chair appointed.
- In order for an appeal to commence, one party must send the other an email (copying the vice chair of Faculty Senate), giving notice that an unresolvable disagreement has occurred. This email must be received within 36 hours of the unresolved disagreement taking place. This email starts the clock for resolution purposes. Upon receiving such notice, the Ombudsmen Chair will then schedule a meeting. This meeting will take place in a timely manner (within no more than 4 days after the notice of appeal is filed). Positions to the ombudsmen who will forward them to the committee at least 24 hours before the scheduled meeting time. These summaries must include specific reference to violations of the policy listed above.
• Complainants may be present at the meeting in order to answer questions from the ombudsmen team.
• The goal is the swift resolution of the matter.

F. Publishing Without Agreement

Mutual respect and trust building is the basis for work between Chimes and Senate. In the event the disputed article is published or unauthorized tweeting/media occurs on the part of the Chimes staff, the matter will be forwarded to the Student Life Committee (as per the Constitution of Media Subcommittee, article III); if a violation happens on the part of the member of Faculty Senate, the matter will be sent to the Committee on Governance for resolution.
Appendix G: Faculty Compensation Philosophy
Report to the Faculty Senate

Name of Reporting Body: Faculty Compensation Committee

Type of Reporting Body: Task Force / Ad hoc Committee

Date of Action Taken by Reporting Body: April 11, 2017

Subject of Report: Faculty Compensation Philosophy

Reference Key: FacComp-AdHoc 16-02

Date of Senate Meeting at Which Report Will Be Made: May 9, 2017

Reporter: J. Westra

Members of Reporting Body: M. Bolt, C. Brandsen, H. Fynnewever, A. George, P. Goetz, L. Klatt, W. Lee (co-chair), C. Slagter, M. Stob (co-chair), J. VanAntwerp, J. Voskuil, J. Westra

Statement of Assignment or Mandate, Observations about the Mandate: The committee is charged with proposing a faculty compensation plan that meets the salary goals of the strategic plan.

Action Being Proposed: Adopt the faculty compensation philosophy that is on pages 15-16 of the report of the committee.

Presented: for approval

If action is for approval or for discussion and input, additional information appears on the following page.
Reference key: FacComp-AdHoc 16-02

Summarize the issues:

On March 28, 2017, Senate agreed to a process for considering the recommendations of the Faculty Compensation Committee. This included, as a first step, that Senate approve a faculty compensation philosophy.

List the conclusions:

Faculty Senate should approve the compensation philosophy found on pages 15-16.

(Note that the specific recommendations of the committee are intended for PPC and/or PSC and are not the subject of this vote. However, they do inform the discussion of philosophy.)

Summarize the rationale for its recommendation:

The attached report provides the background and data supporting the proposed philosophy.

While this philosophy has no immediate consequence for faculty salaries, it provides guidance to PSC and PPC in their consideration of the recommendations of the committee.
To: Faculty Senate; Planning and Priorities Committee (PPC); Professional Status Committee (PSC)

From: Faculty Compensation Committee (FCC)

Subject: Faculty Compensation Committee Recommendations

Date: April 18, 2017

COMMITTEE MANDATE

The Planning and Priorities Committee (PPC) established an ad hoc Faculty Compensation Committee (FCC) in Summer 2016 to make recommendations regarding objectives from Theme III of the Calvin College Strategic Plan (2014-2019) pertaining to faculty compensation.

The preamble to Theme III (Support Calvin’s Mission in Community) of the Strategic Plan provides the following context (emphasis added):

The objectives under this goal are meant to develop policies that encourage balance in work and life; promote mutuality in service; enable faculty and staff to grow in their vocations; foster more effective leadership and coordination between all sectors of the College; cultivate strategic thinking; recruit and retain a diverse community of faculty, staff, and students; and to do so in an efficient and sustainable way. The College’s focus in the near future is on being more effective at retaining and sustaining employees and developing better strategies for recruiting employees when we have opportunities to hire. Sustainability in this mission refers specifically to the natural environment on campus and its material infrastructure, but the ideal also points to sustaining the health and welfare of the community of people who make up the College.

This committee’s mandate is specified in Section III.4.c. of the Strategic Plan, which should be viewed within the context of all of Section III.4.

III.4. Implement an aligned and coordinated compensation strategy that recruits and retains highly qualified faculty and staff.

a. Calvin’s benefits will rank above the 75th percentile when compared to similar benefit packages of peer institutions.

b. Calvin's employee retention will rank in the top 10% among peer institutions.

c. The median salaries of faculty, staff, and administrator groups will exceed the median salaries paid in similar categories by peer institutions.

d. Calvin will review its financial support of employee families with children attending K-12 Christian schools, to fully align this support with university strategic goals.

Within the context of the Strategic Plan, the FCC understands its mandate to include recommending a compensation philosophy and corresponding faculty salary structure that better would enable the
university to recruit, retain, and sustain faculty, promote faculty excellence, and result in faculty salaries that exceed the median salaries paid in similar categories by peer institutions.

**EXISTING SALARY STRUCTURE**

Faculty salaries at Calvin currently are calculated from a salary base “established annually by the Board of Trustees upon the recommendation of the president” (Calvin College Handbook for Teaching Faculty 7.1.1.). Faculty salaries are related to this base by equal salary increments (“steps”). When the base is changed, as generally occurs each year to provide a cost-of-living increase using remaining funds in the faculty salary pool, all faculty salaries are adjusted accordingly. Faculty members are placed on the salary scale “based on their degree(s) and related experience” with the Provost determining “what constitutes directly related experience and which other professional experiences might be counted toward a full year’s credit” (Calvin College Handbook for Teaching Faculty 7.1.2.). Each year, “subject to satisfactory performance,” each faculty member advances one step in the salary scale until reaching the ceiling that has been established for each faculty rank (Calvin College Handbook for Teaching Faculty 7.1.3.). Current faculty members also can move up the scale of steps by acquiring additional degrees. Since 2007–08, there has been no distinction between steps of different faculty ranks, although tenured faculty and full professors may reach higher salary ceilings. Faculty members who have reached their salary ceilings receive salary increases only if the base increases.

The basic structure of the faculty salary scale was first used for the 1955–56 academic year. The structure was a typical one for K–12 schools at the time (and is still quite common for such schools). Over the past sixty years, the salary scale has been adjusted by changing the base salary, increasing the number of steps, and changing the size of the steps. In 1988–89, PPC increased the entry-level salary and reduced the step size from 5.00% to 4.50% of the base to make the salaries of junior faculty members more competitive with salaries paid at peer institutions. In 1999–2000, PPC added six steps to the top of the scale and reduced the step size to 3.00% of the base to make the salaries of senior faculty members more competitive with salaries paid at peer institutions. In 2003–04, PPC added an additional step to the top of the scale and increased the step size to 3.14% of the base to make the salaries of senior faculty members more competitive with salaries paid at peer institutions.

The FCC draws five inferences from Calvin’s faculty salary scale (past and present), which help to guide the committee in making salary comparisons, outlining a compensation philosophy, and recommending changes to the existing salary scale.

- The salary scale does not differentiate among faculty from different departments or disciplines.
- The salary scale seeks to balance concerns of internal equity and external equity.
- The salary scale rewards faculty experience through yearly step increases.
- The salary scale indirectly rewards faculty merit through differentiated salary ceilings for untenured, tenured, and full professors.
The salary scale seeks to sustain faculty through cost-of-living increases, though yearly step increases have priority over cost-of-living increases.

Our understanding from the Faculty Handbook is that a yearly step increase is automatic (subject to a faculty member’s “satisfactory performance”). This has not always been followed, however. In 2009, PPC decided under difficult budgetary circumstances that there would be no step increases. This prevented a net decrease in compensation to faculty members at the top step of the salary scale, but it had an enduring, negative effect on faculty at lower steps on the scale.

EXISTING FACULTY CONTRACT

The Faculty Handbook does not give a precise definition of the faculty contract in terms of the calendar year. The issue is incidentally addressed in Section 6.9 of the handbook, where there is a policy concerning secondary employment. In the context of describing permissible secondary activities during the academic year, the handbook notes the following (emphasis added):

> The academic year is that time from September through May in which one has obligations for teaching, scholarship, advising and service that is associated with the rhythm of enrollment, classes, and exams, including preparation for those activities. During this time, the faculty are expected to be professionally engaged in the work of the university. (Times during the academic year when there are no classes are considered recesses from class but not vacations from work.)

The policy on secondary employment also contains the following description of faculty responsibilities during the summer (emphasis added):

> During three months of the summer, faculty members have freedom to establish their own schedule. This should include a renewing vacation. The summer should also include professional activities that promote effective teaching and engage the faculty member in research and scholarship. This can include doing research and scholarship, teaching development, consulting, professional service, or completing administrative assignments. Limited teaching is also acceptable. Normally, the university will not provide remuneration for more than the equivalent of teaching one four-week summer session. Faculty members are free to develop contracts with outside agencies or receive remuneration from grants for two months of the summer. In no case should planned summer activity be an excuse for not fulfilling the scholarship and professional activity expectations or preparation for teaching that is expected. Departments are expected to provide advising for summer orientation.

The FCC draws four inferences from the Faculty Handbook regarding the terms of the faculty contract.

- Faculty members are full-time employees for the nine months of the academic year and receive no vacation during that time.
- Faculty are expected to engage in professional activities during the summer for the purpose of professional development.
• Faculty may receive additional remuneration from the university (for up to one month) or external agencies (for up to two months) during the summer.
• Faculty members are expected to take a “vacation” some time during the summer.

The informal description of the faculty contract has been that it is a ten-month contract with one month vacation (which must be taken in the summer) with expectations of professional activity during the summer and the freedom to receive outside support for two months.

MEDIAN SALARY COMPARISONS

Definitions

The FCC has used the following definitions for making salary comparisons.

Peer institutions: The FCC has defined “peer institutions” to mean the 30 institutions identified in 2012 for the Executive Compensation Study plus eleven additional institutions identified by the committee in consultation with Sibson Consulting as similar to Calvin College in terms of student enrollment, academic programs, and financial resources (see Appendix A for process used to identify peer institutions and a list of peer institutions identified). The resulting list of peer institutions includes 31 of the 40 institutions identified in the strategic planning process.

Similar Categories: The FCC has defined “similar categories” to mean faculty at the same rank (i.e. assistant professor, associate professor, or professor) within similar departments, disciplines, or programs. Available data allow for comparisons by faculty rank and by Classification of Instructional Program (CIP) codes used by the National Center for Education Statistics (NCES). These codes differentiate among departments, disciplines, and programs, though not always in the same way that Calvin College differentiates among departments, disciplines, or programs.

Median Salaries Paid: The FCC has defined “median salaries paid” as the median of the mean salaries paid by peer institutions at each rank within a similar department, discipline, or program. Available data do not allow for a precise determination of median faculty salaries at other institutions. Rather, the data allow for a comparison of faculty salaries at Calvin with mean faculty salaries at other institutions (both overall and when differentiated by rank and by department or discipline). It should be noted as a caveat to such methodology that the mean salary may skew upward, for instance, when an institution compensates a small handful of faculty especially well. While such a tendency is less likely to occur at the lower ranks, it may occur at the rank of professor and/or in certain departments, disciplines, and programs (as discussed below).

Exceeding the Median Salaries Paid: Because the median of the mean salaries paid by peer institutions may skew upward, and because Calvin compensates faculty using an experience-based salary scale, the committee has defined “exceed[ing] the median salaries paid ... by peer institutions” to mean exceeding the lower bound of a competitive salary range, which the committee has defined as 85–115% of the median of the mean salary paid by peer institutions for faculty at the same rank within a similar department, discipline, or program.

Exclusions
In carrying out its mandate, the FCC has excluded the following considerations.

Adjunct Faculty: Although approximately 20% of faculty load hours at Calvin College are taught by adjunct faculty, the FCC did not include adjunct faculty in its recommendations because adjunct pay is tied to the existing salary scale. Adjunct faculty at Calvin College currently are paid between $200 and $1100 more per credit hour than similar faculty are paid at Grand Rapids Community College, Grand Valley State University, and Hope College.

Cash Compensation Benefits: Although Section III.4.a. of the Strategic Plan calls for Calvin’s benefits package to be reviewed, the FCC was not tasked with review in this area. This exclusion is consistent with the Staff Compensation Philosophy and Strategy that recently was completed as part of the university’s strategic planning process. While a benefits package that “rank[s] above the 75th percentile when compared to similar benefit packages of peer institutions” might offset some salary considerations at the time of hiring, the committee concluded (with the endorsement of Sibson Consulting) that the effect of such offset would likely be quite limited. The university’s 10% 403(b) contribution currently is exceeded by only by two of the 31 peer institutions for which we have data on retirement contributions. The average contribution of these institutions is 8.8%; 20 of these institutions make a contribution between 9.0% and 11.0%.

Christian School Requirement: Although Section III.4.d. of the Strategic Plan calls for Calvin’s “financial support of employee families with children attending K-12 Christian schools” to be reviewed, the FCC was not tasked with review in this area. While the Christian school requirement and associated tuition burden may be perceived as a cost by some faculty, the tuition assistance that the university provides may be perceived as a benefit by other faculty.

Faculty Workload: Although Section I.3.a. of the Strategic Plan calls for a faculty workload study and faculty workload affects perceptions of internal equity, the FCC was not tasked with review in this area. The committee considered the length of the faculty contract, duties outside of the contract period, and external compensation (see Handbook for Teaching Faculty 6.9) but did not consider teaching-load credit (i.e. course buyouts) or stipends for summer work, administrative tasks, or other job-related duties such as advising or mentoring.

Geographic Cost of Living Adjustments: Although cost of living varies by geographic area, the FCC did not make adjustments for cost of living when determining median salaries. It should be noted, however, that the cost of living in Grand Rapids is 85% of the national average (per the Bureau of Labor and Statistics and Robert Half International). An analysis of the peer institutions used in this study indicates that the cities in which our peers are located have a median cost of living of 98% of the national average.

Initial Analysis: Salary Comparisons by Rank

In its initial analysis, the FCC compared the median salaries paid to Calvin faculty at the ranks of assistant professor, associate professor, and professor with the median of the mean salaries paid to faculty at the same ranks at peer institutions (without regard to department, discipline, or program).
Comparisons at the Rank of Assistant Professor

The committee’s initial analysis showed that the current median Calvin salary for assistant professors (without regard to department, discipline, or program) exceeds the corresponding median of the mean salary for assistant professors at peer institutions by approximately $5,000. Thus, if departments, disciplines, or programs are not taken into consideration, it is reasonable to conclude that Calvin faculty at the rank of assistant professor currently are compensated at a level that exceeds what one might understand in Goal III.4.c to be “the median salaries paid in similar categories by peer institutions.”

Comparisons at the Rank of Associate Professor

The committee’s initial analysis showed that the current median Calvin salary for associate professors (without regard to department, discipline, or program) exceeds the corresponding median of the mean salary for associate professors at peer institutions by approximately $2,000. Thus, if departments, disciplines, or programs are not taken into consideration, it is reasonable to conclude that Calvin faculty at the rank of associate professor currently are compensated at a level that exceeds what one might understand in Goal III.4.c to be “the median salaries paid in similar categories by peer institutions.”

Comparisons at the Rank of Professor

The committee’s initial analysis showed that the current median Calvin salary for professors (without regard to department, discipline, or program) falls below the corresponding median of the mean salary for professors at peer institutions by approximately $2,000. Most Calvin professors’ salaries, however, exceed the 85% minimum benchmark specified above.

Confounding Factors

The committee identifies three confounding factors in its initial comparisons: Calvin’s policy for rewarding prior and accrued work experience, its policy for promotion to the rank of professor, and its single salary scale for all departments, disciplines, and programs.

Calvin’s Policy for Rewarding Prior and Accrued Work Experience

The Faculty Handbook initially places faculty members on the salary scale as follows:

7.1.2. The placement in the salary scale of new faculty members is based on their degree(s) and related experience ... all faculty members are treated alike, under established rules ... An additional step in the salary scale ... is added for each ... full-time equivalent year of university-teaching or administrative experience, including teaching while in graduate school [and for each] full-time equivalent year of business and professional experience, scholarship, or research directly related to the discipline taught (to a maximum of ten steps), and two-full time equivalent years of such experience after the first ten (up to five additional steps).
Thus, tenure-track faculty in some departments or disciplines might be hired at the rank of assistant professor but initially placed relatively high on the salary scale due to prior work experience in related industries.

The salary scale awards accrued work experience for renewable term faculty in the same way as it rewards work experience for tenure-track faculty, up to an established ceiling (Calvin College Handbook for Teaching Faculty 7.1.3.). Thus, renewable term faculty might advance to relatively high steps within the salary scale while remaining at the rank of assistant professor (untenured), though some renewable term faculty are promoted to the rank of associate professor (untenured) or professor (untenured).

As a consequence of this policy, salary comparisons by rank might not be appropriate in some cases. In particular, it is not clear that salaries paid to assistant professors at Calvin significantly exceed the median of the mean salaries paid to assistant professors at peer institutions, though it is unlikely for most departments or disciplines that salaries paid to assistant professors fall below the median of the mean salaries paid at peer institutions (with some important exceptions that are discussed below).

Calvin’s Policy for Promotion to the Rank of Professor

The Faculty Handbook treats promotion to the rank of professor as follows (emphasis added):

3.7.1.4. The expectation at Calvin remains that those who attain tenure or receive a five-year term appointment will also attain the rank of professor; professors should not be an elite and exceptional class … promotion comes as a consequence of a review process … The university has, historically, used the phrase “normal progress” in the four areas of faculty expectation [i.e. teaching, scholarship, advising, and service] as a consistent review criterion … The proportional contributions in the four areas may change … but … [e]xpectations established by the Handbook for Teaching Faculty also continue to apply. Those expectations include, most importantly, the fact that ‘teaching is the primary vocation and responsibility of the Calvin College faculty’ … [and that] ‘all members of the Calvin faculty are expected to be actively engaged in the scholarly or professional work of their discipline, and all faculty members are expected to demonstrate that their scholarly work forms part of an appropriate plan for professional development.’

Consistent with this policy, 54% of Calvin faculty on regular appointment hold the rank of professor, while the median of our peer institutions has only 30% of faculty at this rank.

As a consequence of this policy, salary comparisons by rank, again, might not be appropriate in some cases. In particular, at the rank of professor the comparison is with a median of peer averages that each may tend to skew upward and, in addition, is likely taken from a more elite set of faculty members. If Calvin had relatively fewer faculty at the rank of professor, it would be financially feasible to reward them for rank with increased compensation via providing a promotion bump, adding additional steps to the top of the scale, or both.
Calvin’s Single Salary Scale for all Departments, Disciplines, and Programs

As described above, the existing salary scale differentiates among faculty based on years of experience but does not differentiate among them based on departments, disciplines, or programs. This might be described as an egalitarian-communitarian approach⁶ to faculty compensation insofar as it values faculty within all departments, disciplines, and programs equally in terms of significance (rather than valuing them hierarchically according to the market) and it rewards faculty for their service to the academic community at Calvin College based on experience (rather than rewarding them for their individual merit, based on academic achievement). Such an approach (see Figure 1 below) involves inherent tensions, which are exacerbated by the peer institution comparisons mandated by the Strategic Plan.

Figure 1:

While the existing approach is egalitarian insofar as it treats all faculty the same, it does not treat all departments, disciplines, and programs the same. Due to differences in the market (see Table 1 below), some departments might be able to offer salaries that are above competitive (defined by the committee as greater than 115% of the median of the mean salary paid by peer institutions for faculty at the same rank within a similar department, discipline, or program), while other departments must offer salaries that are below competitive (defined by the committee as less than 85% of the median of the mean salary paid by peer institutions for faculty at the same rank within a similar department, discipline, or program).

Table 1: Salary Comparisons by Rank and Department, Discipline, or Program

<table>
<thead>
<tr>
<th></th>
<th>Below Competitive</th>
<th>Competitive</th>
<th>Above Competitive⁷</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assistant</td>
<td>3</td>
<td>33</td>
<td>12</td>
</tr>
<tr>
<td>Associate</td>
<td>8</td>
<td>53</td>
<td>8</td>
</tr>
<tr>
<td>Professor</td>
<td>23</td>
<td>115</td>
<td>0</td>
</tr>
</tbody>
</table>


⁷ Recall the discussion above regarding the effect of Calvin’s policy of rewarding accrued work experience on the salaries paid to assistant professors. Seven of the twelve assistant professors whose compensation is listed as “above competitive” (i.e. exceeding the 115% benchmark) are renewable term faculty members who have accrued significant teaching experience but have not been promoted to the rank of associate professor.
These salary differences may play some role in faculty recruitment and retention. Although data sufficient to reach a firm conclusion on this issue has not been gathered, anecdotal evidence suggests that faculty positions in departments that offer noncompetitive salaries tend to go unfilled unless Calvin alumni already living in the area are looking for work and are willing to accept a below competitive salary. This can become self-perpetuating as departments that are able to make better hires initially become more attractive for making better hires subsequently, while other departments struggle both to hire and to retain faculty.

Likewise, while the existing approach is communitarian insofar as it rewards faculty for their service to the academic community at Calvin, it rewards some faculty members instead for service to the broader academic community and/or to industry before coming to Calvin. Hence, due to different circumstances in hiring, some faculty members are rewarded more for their prior investment in other academic and/or nonacademic institutions than for their investment in Calvin College. Furthermore, due to different conditions in the market, some faculty members’ investment in Calvin College requires a more significant financial sacrifice than other faculty members’ investment does, either up front, based on limited size and availability of stipends during graduate school in some disciplines or programs, or subsequently, based on the median of the mean salary paid at peer institutions for some departments, disciplines, or programs or based on the potential salaries they could demand at peer institutions for their individual academic merits. These differences suggest that salary comparisons should consider not only rank but also department, discipline, or program.

**Subsequent Analysis: Salary Comparisons by Rank and by Department, Discipline, or Program**

In a subsequent analysis, the FCC compared the median salaries paid to Calvin faculty at the ranks of assistant professor, associate professor, and professor with the median of the mean salaries paid to faculty at the same ranks in similar departments, disciplines, or programs at peer institutions. These comparisons are summarized in *Figure 2* below.

*Figure 2: Comparison with Median of Mean Salaries Paid at Peer Institutions (by Rank and by Department, Discipline, or Program)*
As shown in Figure 2, although the median of the mean salaries paid to faculty at the same ranks in similar departments, disciplines, or programs are closely aligned for most departments at Calvin and at peer institutions, median salaries in some departments deviate considerably from the others (as discussed below).

**Comparisons at the Rank of Assistant Professor**

Subsequent analysis showed that in four departments the current median Calvin salary for assistant professors falls below the corresponding median of the mean salary at peer institutions by approximately $2,000 to $36,000. In three of these departments (i.e. Business, Computer Science, and Engineering), all faculty salaries fall below the 85% minimum benchmark.

**Comparisons at the Rank of Associate Professor**

Subsequent analysis showed that in four departments the current median Calvin salary for associate professors falls below the corresponding median of the mean salary at peer institutions by a range of approximately $6,000 to $36,000. In three of these departments (i.e. Business, Computer Science, and Engineering), all faculty salaries fall below the 85% minimum benchmark.

**Comparisons at the Rank of Professor**

Subsequent analysis showed that in four departments the current median Calvin salary for professors falls below the corresponding median of the mean salary at peer institutions by approximately $7,000 to $33,000. In three of these departments (i.e. Business, Computer Science, and Engineering), all faculty salaries fall below the 85% minimum.

**Comparisons between Competitive and Non-Competitive Departments**

Based on the foregoing analysis, the committee separated the departments in which all salaries fall below the 85% minimum (i.e. noncompetitive departments) from those in which most or all
salaries exceed the 85% minimum (i.e. competitive departments) and compared Calvin salaries within each subgroup to the median of the mean salaries paid within each subgroup at peer institutions. The results are shown in Figure 3 below.

**Figure 3: Salary Distributions by Rank and Department, Discipline, or Program (Non-Competitive vs. Competitive Departments, 85–115% Benchmark Comparisons)**

As shown in Figure 3, all salaries paid to assistant professors and to associate professors in competitive departments exceed the 85% minimum benchmark. Most salaries paid to professors in these departments likewise exceed the 85% minimum benchmark, though none of them equal the median of the mean salaries paid to professors in similar departments, disciplines, or programs at peer institutions. By contrast, none of the salaries paid to faculty at any rank in non-competitive departments exceed even the 85% minimum benchmark (as noted above).

Moving towards a more market-based approach would address some of these discrepancies but also would threaten the university’s egalitarian-communitarian approach to compensation and possibly engender discord and resentment among faculty members. Fulfilling the committee’s mandate thus requires carefully-considered compromises.

**PROPOSED FACULTY COMPENSATION PHILOSOPHY**

Based upon our understanding of the objectives contained within the Strategic Plan, the policies and principles outlined in the Faculty Handbook, the historical development of the faculty salary scale, and median salary comparisons with peer institutions, we propose the following Compensation Philosophy to underpin subsequent changes to the existing faculty salary structure. This philosophy follows the structure of the Executive Compensation Philosophy adopted by the university in 2012.

**Vision Statement**
Calvin College is dedicated to providing an academically excellent and distinctively Christian education for its students and a thriving academic community for its faculty.

The objectives of the faculty compensation program are to attract, retain, and engage talented faculty and to compensate them for fulfilling their job responsibilities and providing dedication, knowledge, skills, and experience to ensure the success of the university.

**Compensation Program**

- Calvin College uses salary, benefits, retirement contributions, tuition reimbursement, and paid time off to recognize and reward faculty for their contributions and dedication to the institution and its mission.

- All compensation is motivated by egalitarianism and financial stewardship. Egalitarian pay means that faculty members with equivalent credentials, experience, and workload are paid similarly.

- Compensation is not the primary driver Calvin College’s faculty value proposition. Other key elements include the university’s mission, service, culture, work environment, and career opportunity.

**Pay positioning**

- Calvin College has identified peer institutions for comparing faculty salaries to the market by rank and by department, discipline, or program. Calvin uses the median of the mean salaries paid at these institutions as its market benchmarks and strives to pay salaries in the range of 85–115% of these benchmarks.

- Calvin College will monitor these benchmarks and may choose to target pay above the standard faculty scale in departments, disciplines, or programs for which faculty salaries by rank typically fall below the 85% minimum benchmark.

**Link to performance**

- Calvin College values an egalitarian-communitarian culture. All faculty are expected to perform at the highest level in order to contribute to the success of the university and are compensated similarly.

- There is no explicit mechanism to provide merit pay. Instead, the university links faculty compensation to rank and experience insofar as it expects faculty members’ abilities to contribute to the success of the university increases with experience. This may be viewed as a communitarian substitute for merit pay.

**PROPOSED RECOMMENDATIONS**

Based on the foregoing salary comparisons and proposed compensation philosophy, we make three sets of recommendations. The first set of recommendations would create separate salary scales and modify the processes for initial placement and for promotion. The second set of recommendations
would clarify the terms of the faculty contract. The third set of recommendations would bring related aspects of the Strategic Plan to completion.

1. Create Separate Salary Scales by Rank and Modify Processes for Initial Placement and Promotion

Firstly, the committee recommends that the university create separate salary scales for each faculty rank and modify the processes for initial placement on the appropriate salary scale and for promotion to the rank of associate professor and professor.

Recommendation 1a: Reward faculty merit both at the rank of associate professor and at the rank of professor by having separate salary scales for each faculty rank (i.e. having differentiated salary floors, salary ceilings, frequency of steps, and step sizes for assistant, associate, and full professors) with no distinction between tenured and untenured faculty.

Rationale: Current salaries for Calvin professors fall below the corresponding median of the mean salary for professors at peer institutions and, in some instances, fall below the 85% minimum benchmark, both in competitive and in non-competitive departments.

Calvin College hires faculty both at the rank of associate professor and at the rank of professor without initially awarding them tenure. Renewable term faculty may be promoted both to the rank of associate professor and to the rank of professor without being awarded tenure.

Recommendation 1b: Clarify the review process and modify the requirements for promotion to associate professor and to full professor to align more closely with expectations at peer institutions while maintaining the four existing areas of faculty responsibility (i.e. teaching, scholarship, advising, and service).

Rationale: The current review process for promotion to associate professor and, in particular, to full professor is not specified clearly in the Faculty Handbook. If promotion to associate professor and to full professor is to be accompanied by a salary bump to reward excellence, the promotion process must be clarified.

If a promotion bump is to be financially feasible, the requirements for promotion must be modified to align more closely with expectations at peer institutions to produce a similar proportion of faculty at the rank of professor.

Recommendation 1c: Develop a mechanism for regularly reviewing compensation benchmarks by department, discipline, or program and, as appropriate, for awarding an additional increment to faculty members whose salaries are below the 85% minimum benchmark. Note that this is not a recommendation for immediate implementation of such a mechanism but rather the development of such a mechanism for possible future implementation.
Rationale: Due to differences in the market, some departments at Calvin can offer salaries that are above competitive, while other departments must offer salaries that are below competitive. The latter departments typically have difficulty attracting and retaining quality faculty, though the university should undertake to collect better data regarding the relationship between faculty recruitment and retention and faculty compensation before implementing any such mechanism.

**Recommendation 1d:** Review the process for determining initial placement on the salary scale based on prior experience.

Rationale: Different departments, disciplines, and programs value prior, non-academic experience differently.

Providing an additional salary increment to faculty members whose salaries are below 85% of the benchmark would reduce the need for treating non-academic experience as equivalent to academic experience (up to ten years) in order to make salaries competitive and would make initial placement on the salary scale more consistent with the university's communitarian approach to compensation.

**Recommendation 1e:** Remove the salary scale from the Faculty Handbook and replace it with the Compensation Philosophy proposed above.

Rationale: Changing the salary scale currently requires approval by Faculty Senate to amend the Faculty Handbook. Removing the salary scale from the handbook would allow PPC more flexibility, while the proposed Compensation Philosophy still would provide guidance and impose limits.

These recommendations should be considered as integral parts. The promotion process must be modified and clarified to ensure that a promotion bump is financially feasible and appropriately awarded. A promotion bump and an additional salary increment both are necessary to help ensure that most faculty do not fall below 85% of the benchmark. Awarding an additional salary increment may suggest a different method for initial placement of faculty on the salary scale.

**2. Clarify the Terms of the Faculty Contract**

Secondly, the committee recommends that the university clarify the terms of the faculty contract.

**Recommendation 2:** Update the Faculty Handbook to clarify the terms of the faculty contract as follows:

a. The contract for faculty employment should be defined as nine months, beginning two Mondays before the week in which classes begin and ending when final grades are submitted, with no vacation other than days that the university is closed.

b. Faculty should be expected to engage in professional development during the summer.
c. Faculty may be expected to participate in occasional required activities outside the contract period (e.g., summer academic advising) but any regular or substantial required summer activity should be separately compensated.

d. Faculty should be allowed to receive external compensation for the three months of summer, provided the compensated activities are consistent with their professional development goals.

e. This description of the faculty contract should be removed from the section of the handbook that discusses secondary employment and moved to section 7.1, Salary and Benefits.

Rationale: The Faculty Handbook does not specify a start and end date of the contract period. This leads to confusion in determining when the salary is actually earned (for tax and accounting purposes).

The nine-month period specified includes the week of the fall conference and extends through graduation. This includes the entire period during which faculty are normally expected to be on campus for regular responsibilities.

Nine months is the most common contract length in higher education (although the committee found examples of 9.5, 10, and even 12 month contracts at other institutions).

The tenth-month vacation is not enforced or honored. For example, many faculty supervise summer research students for 10 weeks in the summer (i.e. more than the two months implied by the "vacation" policy).

The committee did not find any compelling reasons to prevent faculty from three months of externally compensated professional activity during the summer.

The university is inconsistent in whether it remunerates faculty for required summer responsibilities. Many such responsibilities are paid (e.g., summer teaching) while others receive a stipend acknowledging the time commitment required (e.g., chairing a department), but some are not compensated at all (e.g., supervising summer research students). The university needs a more consistent policy on which summer activities are required and which are compensated (whether required or not).

3. Bring Related Aspects of the Strategic Plan to Completion

Thirdly, the committee recommends that the university bring related aspects of the Strategic Plan to completion.

Recommendation 3a: The faculty workload study mandated in Section I.3.a. of the Strategic Plan should be completed soon.
Rationale: Many of the compensation concerns raised by faculty are concerns about workload. Faculty members question whether some of the faculty are required to do more work than others for similar pay.

Faculty members currently receive stipends (i.e. pay beyond their regular salaries) for certain “extra” responsibilities. There are no clear principles guiding which responsibilities receive such stipends (although consistent practices have been developed).

Recommendation 3b: The review of Calvin’s “financial support of employee families with children attending K-12 Christian schools” mandated in Section III.4.d. of the Strategic Plan should be completed soon.

Rationale: Many of the compensation concerns raised by faculty are concerns about the tuition burden associated with the university’s Christian school requirement. Faculty members question whether their salaries are competitive with peer institutions that do not impose such a requirement.
APPENDIX A: CALVIN FACULTY PEER GROUP PROCESS

The Faculty Compensation Committee worked with Sibson Consulting to identify a peer group for the purposes of determining a comparison group for faculty salaries. Calvin had worked with Sibson previously to develop an “executive compensation peer group” consisting of 30 institutions. Calvin also worked with a separate consultant to develop a peer group of 40 institutions for strategic plan purposes. The committee did not think that either of these two groups was necessarily completely appropriate for faculty compensation issues. The executive compensation group was rather small and therefore did not have many institutions that had professional programs similar to those of Calvin. The “40 peers” group was not developed for compensation purposes and also the process for developing the list eliminated institutions that paid faculty members too much.

The committee and the consultants noted also that there were very few institutions that could be considered true peers in compensation philosophy. Most institutions consider discipline in determining salary and essentially all institutions that might be considered our peers have a much smaller percentage of faculty at the rank of professor. This makes comparison of salary by rank and/or discipline less useful.

The development of the peer group was an iterative process of committee meetings and Sibson research. Sibson used the following conditions to produce an initial list of possible institutions.

- Operating budget: 75% to 200% of Calvin’s
- Student FTE: 50% to 200% of Calvin’s
- Tuition/fees as % of core revenues: 50% to 200% of Calvin’s
- Carnegie Classification: Baccalaureate Colleges & Masters
- Control: Private
- Protestant religiously affiliated institutions

This produced a list of 55 schools, 22 of which were members of the “40 peers” group and 17 of which were in the executive compensation group. The committee questioned the limitation to religiously affiliated schools rather than all private independent institutions. The consultant applied this filter as a (rather poor) proxy for similarity in compensation philosophy. The committee asked Sibson to extend the search to include Roman Catholic institutions as well as all private, non-religious institutions on the executive compensation group (these institutions all met the other five filters). This increased the list to 123 schools. This included 37 of the schools in the “40 peers” group.

The committee noted that this group had several schools that it did not consider very close in some important attributes. For example, several of the schools had a rather large percentage of graduate students, several had very large endowments (per student), and several did not offer many, or any, of the professional program that we offer. Based on these observations, Sibson returned with a much smaller list of 24 institutions, 14 of which were in the executive compensation group and the same 14 were in the “40 peers” group. Sibson also identified 16 other institutions from the larger
list that didn't meet these further conditions but which were deemed strong comparators to Calvin. For example, though Wheaton’s endowment is large, it may be considered a peer institution because we are competing with Wheaton for some of the same faculty candidates. All of these additional institutions were in the original executive compensation group with the exception of Bethel University. Though Bethel has a larger percentage of graduate students than does Calvin, it is quite similar in other ways including its program mix.

The committee decided that these two lists together (the smaller list of 24 close peers together with the additional 16 strong comparators) would form the final faculty compensation peer group. The committee also added Susquehanna University to the group as it was the only institution of the executive compensation peer group not to be in either of these two lists.

**Calvin Faculty Compensation Peer Group**

The following 41 institutions are in the final “Faculty Compensation Peer Group.” The letter E indicates that the institution is in the Executive Compensation peer group. Bethel University (St. Paul) is the only one of these institutions that is in our “40 peers” group but not in the Executive Compensation group.

| Abilene Christian University (E) | Messiah College (E) |
| Baldwin Wallace University (E) | Muhlenberg College (E) |
| Belmont University | Nazareth College (E) |
| Bethel University | Niagara University (E) |
| Bradley University (E) | Ohio Northern University (E) |
| Butler University (E) | Oral Roberts University |
| California Baptist University | Otterbein University (E) |
| Concordia College at Moorhead (E) | Pacific Lutheran University (E) |
| Elmhurst College (E) | Providence College |
| Gustavus Adolphus College (E) | Saint Ambrose University (E) |
| High Point University | Saint Edward’s University |
| Hope College (E) | Stamford University (E) |
| Illinois Wesleyan University (E) | Seattle Pacific University (E) |
| Iona College | Siena College |
| John Carroll University (E) | Springfield College (E) |
| Le Moyne College (E) | St Olaf College (E) |
| Lipscomb University (E) | Stonehill College |
| Manhattan College | Susquehanna University (E) |
The College of Saint Scholastica (E)
University of Evansville (E)
University of Portland (E)
Valparaiso University (E)
Wheaton College (E)