

Faculty Manual and Faculty Constitution

Marietta College

Marietta, Ohio

2021

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Faculty Handbook

FOREWORD

The 2021 Faculty Manual reflects a comprehensive review, revision, and reorganization of the Handbook, Constitution, and their associated appendices. The *Faculty Handbook* defines the contractual obligations and policies that govern the relationship between faculty and the Institution, and identifies the recourses and consequences should those obligations and policies be violated. Faculty Handbook Appendices provide as necessary Institutional procedures that implement the policies. *Faculty Constitution* defines the organization of faculty governance and the functions of the different committees, and its appendices define the policies and procedures of the Committees.

With this edition, the Manual has gone fully digital. The entire document has been given a shared hierarchical format and provided with active hyperlinks. The new document reflects the efforts of the entire faculty through a multitiered revision process. Revision of the Faculty Handbook was spearheaded by the Handbook Revision Taskforce (Tanya Judd-Pucella, Chair, David Brown, Jim Jeitler, Mark Sibicky) and Steven Spilatro, whereas each of the Standing Committees reviewed their sections of the *Faculty Constitution* and appendices. Faculty Council assumed responsibility for review of all sections prior to presentation to the faculty at large for comment and discussion.

The Manual was passed by the faculty on April 19, 2021, with amendment on October 18, 2021. Approval of the revised Handbook by the trustees was granted on October 22, 2021.

Faculty Handbook

I. Marietta College Mission.

Marietta College provides a strong foundation for a lifetime of leadership, critical thinking, and problem solving. We achieve this mission by offering undergraduates a contemporary liberal arts education and graduate students an education grounded in advanced knowledge and professional practice. Intellectual and creative excellence defines the Marietta experience.

II. Academic Freedom.

II.A. Scope.

Both the protection of academic freedom and the requirements of academic responsibility apply not only to the full-time probationary as well as to the tenured teacher but also to all others, such as lecturer or adjunct and teaching assistants, who exercise teaching responsibilities.

II.B. Principles.

Marietta College subscribes to the 1940 statement of principles of the American Association of University Professors with the 1965 and 1970 Interpretive Comments, as follows.

II.B.1. Academic Freedom in Research and Publication.

1940 Principle: *The teacher is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.*

II.B.2. Academic Freedom in the Classroom.

1940 Principle: *The teacher is entitled to freedom in the classroom in discussing the subject, but should be careful not to introduce controversial matter which has no relation to the subject. Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of the appointment:*

II.B.2.a. 1970 Interpretive Comments.

The intent of this statement is not to discourage what is “controversial.” Controversy is at the heart of the free academic inquiry which the entire statement is designed to foster. The passage serves to underscore the need for the teacher to avoid persistently introducing material that has no relation to the subject.

II.B.3. Academic Freedom in the Academic Community.

1940 Principle: *The college or university teacher is a citizen, a member of a learned profession, and an officer of an educational institution. When speaking or writing as a citizen, the teacher should be free from institutional censorship or discipline, but the teacher's special position in the community imposes special obligations. As a learned person and an educational officer, the faculty member should remember that the public may judge the profession and the institution by the individual's utterances. Hence, there should at all times be accuracy, the exercise of appropriate restraint, a show of respect for the opinions of others, and every effort should be made to indicate that the individual is not speaking for the institution.*

II.B.3.a. 1940 Sponsors Interpretation.

This paragraph is the subject of an interpretation adopted by the sponsors of the 1940 statement immediately following its endorsement, which reads: *If the administration of a college or university feels that a teacher has not observed the admonitions of paragraph (c) above [see II.C.3 above] and believes that the extra-mural utterances of the teacher have been such as to raise grave doubts concerning fitness for the position, it may proceed to file charges under paragraph (a) (4) of the section on academic tenure of the 1940 AAUP statement of principles. In pressing such charges the administration should remember that teachers are citizens and should be accorded the freedom of citizens. In such cases, the administration must assume full responsibility and the American Association of University Professors and the Association of American Colleges are free to make an investigation.*

II.B.3.b. 1964 Interpretive Comments.

This Principle should also be interpreted in keeping with the 1964 "committee a statement on extramural utterances" (AAUP Bulletin, Spring, 1965, p.29) which states among other things: *The controlling principle is that a faculty member's expression of opinion as a citizen cannot constitute grounds for dismissal unless it clearly demonstrates the faculty member's unfitness for the position. Extramural utterances rarely bear upon the faculty member's fitness for the position. Moreover, a final decision should take into account the faculty member's entire record as a teacher and scholar.*

III. Faculty Appointment.

The appointment of new members to the faculty of Marietta College is the concern of the whole faculty.

III.A. Gender and Racial Diversity in the Faculty.

Marietta College's commitment to gender and racial diversity within the faculty is reflected in its hiring process. It is the responsibility of the Provost to take prudent steps to assure that this commitment is accomplished over time. The exact strategy will differ

from one search to another depending upon the unique circumstances of the specific faculty positions.

III.B. **Authority to Hire.**

The President and the Provost, are the only two individuals with the authority to seek to employ, to hire, offer contracts to, assign rank, or change the contractual terms of Marietta College faculty.

III.C. **Hiring Procedures.**

The procedures normally followed in the appointment of full-time faculty, lecturers, adjuncts, or visiting faculty call for participation by the chair and other members of the department and by faculty members from other departments. The procedures for appointment of new faculty are outlined in [Appendix 2](#). Terms of the initial appointment will be conveyed in a letter from the Provost or the President, and included in the contract ([Section III.G](#)).

III.D. **Appointment Track.**

Appointment track refers to whether the position is tenure-track (leading toward appointment of tenure) or non-tenure-track.

III.D.1. **Tenure-track appointment.**

The definition and policies pertaining to tenure-track appointments are described in [Section III.F](#). Tenure-track appointments are generally offered to candidates with terminal degrees at the rank of assistant professor. However, under certain circumstances, such as extended prior teaching experience, a candidate may be appointed at the rank of associate professor or full professor. Under other circumstances, such as not having yet completed a terminal degree, a faculty member may be appointed at the rank of Instructor. Note that a person who has attained tenure at another institution may be awarded tenure at Marietta College at the time of appointment to a full-time teaching position.

III.D.2. **Non-tenure-Track Appointment.**

A non-tenure-track appointment may or may not require a terminal degree, and is most commonly made at the instructor or assistant professor rank. However, under certain circumstances, such as extended prior teaching experience, a candidate may be appointed at the rank of associate professor or full professor.

III.D.2.a. **Term Appointment.**

A Term non-tenure-track appointment is for a specific number of years.

III.D.2.b. **Renewable Appointment.**

A Renewable non-tenure-track appointment is open-ended and continued by the mutual agreement of the College and faculty member.

III.E. Tenure.

At an institution in the liberal arts tradition such as Marietta College, the aim of all policies is to achieve an optimum environment for teaching and learning. One necessary aspect of that environment is tenure, which provides the first line of defense for the intellectual and academic freedom which is necessary to inquiry. The decisions to award tenure must be based upon a thorough review of relevant criteria, but must also occur in the contexts of institution-wide concerns and of larger social and economic forces that affect the institution. While the quality of every individual's work is important to the institution, the quality and organizational health of the institution at large is paramount.

III.E.1. Meaning of Tenure.

Awarding of tenure provides the assurance that a full-time faculty member may not be dismissed without adequate cause and without the observance of the policies described in [Section VII](#).

III.E.2. Tenure and Administrators.

Administrative officers are not covered by tenure. However, a faculty member who has tenure at Marietta College when accepting an administrative position shall retain tenure as a faculty member.

III.E.3. Probationary Period for Tenure-Track Appointments.

Beginning with appointment to the rank of full-time instructor or a higher rank, the probationary period may not exceed seven years (including the terminal year).

During the probationary period, faculty members will be evaluated by the Reappointment, Tenure, and Promotion Committee, whose functions are described in the [Constitution Section VI.B.7](#). Persons denied tenure may appeal the decision, on grounds that the required procedures were not followed, to the Professional Review Committee, whose functions are also described in the [Constitution Section VI.B.6](#).

III.F. Academic Rank.

Academic Rank refers to the position title to which faculty may be hired and, in some cases, be subsequently promoted.

III.F.1. Professorial Rank.

Assistant, Associate, and Full Professor rank can be held by either tenure-track or non-tenure-track faculty. Awarding of tenure after the probationary period is usually accompanied by promotion in rank to Associate Professor. Subsequent promotion to Full Professor may be awarded. Policies associated with the promotion in rank are given in [Section VI.G](#).

III.F.2. Instructor.

An Instructor holds a full-time teaching position but does not typically possess a terminal degree. If the candidate were hired for a tenure-track position, completion of the terminal degree within a specified time period is typically required before

progress toward a tenure decision can begin. A description of terminal degrees is in [Appendix 4.H](#).

III.F.3. **Lecturer.**

A Lecturer position is typically a full-time Marietta College employee who has part-time teaching responsibilities. Lecturer is a non-tenure-track position.

III.F.4. **Adjunct.**

An Adjunct is typically not a full-time Marietta College employee who has part-time teaching responsibilities. Adjunct is a non-tenure-track position.

III.F.5. **Visiting Faculty Member.**

A Visiting Professor typically has a terminal degree and is hired for a single term appointment with full-time teaching responsibilities. The rank may be at the Assistant, Associate, or Full Professor level with the term "visiting" applied as a prefix.

III.F.6. **Emeritus Status.**

A tenured faculty member or non-tenured administrator with Assistant, Associate, or Full Professor rank and a minimum of seven consecutive years of service to Marietta College, who retires from Marietta College at age 60 or higher, will automatically be retained on the college's rolls with the honorary title of "emeritus" added to the faculty rank during the last year of active service. Other individuals may petition Faculty Council for emeritus status. In consultation with the Provost and the President, Faculty Council will render a decision on the petition.

III.G. **The Faculty Contract.**

III.G.1. **Academic and Fiscal Years.**

The academic year is defined by the annual academic calendar and the fiscal year normally begins on July 1. Most faculty are on a nine-month schedule, typically from August 15 to May 15, with compensation paid over twelve months. Although some committees and other administrative duties may occasionally require work during breaks, nine-month faculty members are not otherwise expected to be on duty during intersessions between semesters or during the summer.

III.G.2. **Contents.**

The annual contract of Marietta College for faculty members shall include the following information.

- Rank
- Department or area of responsibility
- Salary ([Section V.A](#))
- Whether the faculty member has academic tenure or is eligible for tenure.
- Whether the contract is renewable or term, and if term, the limit to the continuous employment.

- The contract period, such as 9-month, 12-month, or another specified time period.

The contract shall also include, if applicable:

- Other major assignments
- Special terms or provisions, such as special requirements that must be met before tenure can be granted to the faculty member.

The contract must be signed and dated by the faculty member and countersigned and dated by the President or Provost.

The contract with Faculty shall also encompass the following:

III.G.2.a. **Governance of the Faculty Handbook and Constitution.**

The Faculty Handbook and Constitution and their associated appendices are accepted by the faculty member and the Institution as a part of the contract by reference.

III.G.2.b. **Standard Faculty Teaching Load.**

The standard teaching load for full-time faculty is 12 credit hours per semester. Methods will be used to equate special teaching activities (such as science labs, studio classes, and graduate courses) with the 12-hour standard load. Release time for administrative duties (such as chairing a department, see [Appendix 3.C.](#)), special assignments, or faculty development activities can be arranged with the Provost. It is expected that faculty teaching greater than the 12-hour standard load will receive extra compensation. Current policies concerning compensation for discretionary teaching responsibilities such as independent studies are located in [Appendix 1.G.](#)

III.G.2.c. **Interference with Contractual Duties.**

Faculty members are free outside the contract year for graduate study, research, or other employment. At all times faculty members should avoid outside employment that creates conflicts of interest or otherwise interferes with contractual duties, as determined by the Provost. The Provost should be notified of any outside employment that potentially interferes with their duties during the contract period.

III.G.2.d. **Faculty Voting Privileges.**

Voting privileges as a member of the Faculty shall be determined according to the [Constitution Section I.](#)

III.G.3. **Contract Renewal.**

Deadlines for contract renewal are in [Appendix 2.I.](#) Each year the college administration shall offer contracts to tenured faculty members for the succeeding year. Contracts will be offered to other faculty based upon the provisions of the previous year's contract and decisions regarding contract renewal. Faculty members shall return the signed contract by the deadline. If so requested by a faculty member

due to extenuating circumstances, the President or Provost can decide to extend the deadline.

III.G.4. **Contract Non-renewal.**

Written notice of non-renewal will be provided and other procedures will be followed by the deadlines given in [Appendix 2.I](#). The faculty member may request a written explanation of the reasons which contributed to the non-renewal decision. A written explanation may be provided if that is deemed by the Provost and the President to be in the mutual best interests of the faculty member and the College.

III.G.4.a. **During the First-year Probationary Period.**

If a decision is made to non-renew the contract of a faculty member during the first-year probationary period, termination of employment will be effective at the end of that contract.

III.G.4.b. **After the First-year Probationary Period.**

If a decision is made to non-renew the contract of a faculty member after the first-year probationary period, termination of employment will be effective after another year of service.

III.G.4.c. **Resignation.**

Faculty members who do not plan to continue their service and thus do not intend to sign a contract for the succeeding year will so notify their department chair and Provost in writing by the deadline given in [Appendix 2.I](#). If notification is not made by the deadline, except by agreement of all concerned, faculty members should not leave their positions for the duration of the contract which confirms appointment.

III.H. **Leave Policy.**

III.H.1. **Leave of Absence.**

A faculty member may request a Leave of Absence from duties at Marietta College for the purpose of continuing study, military leave, or accepting temporary appointment elsewhere. Such a leave of absence will have no effect on a faculty member's academic tenure. When a faculty member requests a leave of absence in order to continue graduate study, the administration may be asked for special financial assistance.

III.H.2. **Sick Leave.**

Faculty members are eligible to apply for sick leave based on the criteria found in the Employee Handbook. When a faculty member is incapacitated by accident or illness, the department chair and other colleagues will arrange, in consultation with the Provost, to carry on the work. If the absence is prolonged, the courses will be discontinued or, preferably, reassigned. In the event that a substitute is selected the

College will pay the substitute's salary. In case of short term or extended illness, the provisions of The Employee Handbook will apply.

III.H.3. Family Leave.

III.H.3.a. Eligibility.

Faculty members are eligible to apply for family leave based on the criteria found in the Employee Handbook. In addition, family leave is intended for faculty members who must provide primary care of a newborn, newly adopted child five years of age or younger, an aging parent incapable of self-care, and a child, spouse, or parent who has a serious health condition. Except in exceptional circumstances, childcare leave should occur within the first 12 months of the birth or adoptive placement of a child. In some instances, some part of the leave may occur before the birth of the child, but generally, the bulk of the leave will be taken after the birth of the child. Provisions for salary continuance and for covering courses missed during the duration of a family leave will follow the process as for sick leave described in [Section III.H.2.](#)

III.H.3.b. Ordinary Family Leave.

As provided by the Family and Medical Leave Act (FMLA), ordinary family leave will allow a faculty member up to 12 weeks of full-load, unpaid relief from all academic duties and committee assignments per year.

III.H.3.c. Extended One-time Family Leave.

Eligible faculty are entitled to a one-time, maximum of one-semester, full-load, paid relief from all academic duties and committee assignments, normally commencing during the semester of occurrence.

III.H.3.d. Negotiated Family Leave.

Faculty members can choose to negotiate with the Provost and Department Chair for family leave with partial relief from academic duties. In this type of leave, the faculty member's duties might include part-time teaching responsibilities, advising duties, committee assignments, professional development activities, and/or other academic responsibilities.

III.H.4. Probationary Period Extension.

Tenure-track faculty members who receive at least a semester's relief under the Leave Policy will receive upon request a one-year extension on their tenure consideration, with corresponding promotion decisions also being delayed by one year.

III.H.5. Replacement Staff.

In order to reduce the burden on other faculty members within the department, Marietta College shall make every attempt to replace faculty members with adjuncts during approved leaves. Faculty members shall strive to provide as much advance

notice as practicable under the circumstances of their need for leave under this policy.

III.H.6. **Sabbatical Leave.**

See [Section V.C.2.](#)

III.I. **Early Retirement.**

For faculty and administrative officers, retirement at age 64 or less is considered to be early retirement. To the extent that the college's financial condition allows, Marietta College will attempt to provide a subsidy for early retirement.

IV. **Faculty Qualifications, Expectations, and Responsibilities**

A faculty member is a professional teacher and is thus mindful of the high ideals of the profession. The 1966 AAUP Statement of Professional Ethics expresses these ideals and is quoted in the sections below. A faculty member subscribes to the liberal arts tradition as expressed in the mission statement of Marietta College.

IV.A. **Qualifications.**

A person appointed to the Marietta College faculty shall have the qualifications required for teaching in the specified field, reflected in graduate degrees, certificates, or recognized non-academic experience.

IV.B. **Expectations for Teaching.**

Teaching is by far the most important responsibility of a faculty member at Marietta College. Course content, teaching methodologies, and assignments should challenge students not only to master subject matter but to engage in active inquiry, independent thinking, and an appreciation for diverse perspectives. Faculty are expected to strive for sustained excellence in the classroom. Faculty are expected to design and assess their courses in alignment with the current institutional student learning outcomes. Faculty are to contribute not only to programs for majors but also to college-wide programs. The criteria for evaluation of teaching performance can be found in [Appendix 4.B.1.](#)

IV.B.1. **Ethos.**

The high ideals of the profession are expressed in the 1966 AAUP Statement of Professional Ethics:

As teachers, professors encourage the free pursuit of learning in their students. They hold before them the best scholarly and ethical standards of their discipline. Professors demonstrate respect for students as individuals and adhere to their proper roles as intellectual guides and counselors. Professors make every reasonable effort to foster honest academic conduct and to assure that their evaluations of students reflect each student's true merit. They respect the

confidential nature of the relationship between professor and student. They avoid any exploitation, harassment, or discriminatory treatment of students. They acknowledge significant academic or scholarly assistance from them. They protect their academic freedom.

IV.C. Expectations for Professional Development.

Although Marietta does not subscribe to the notion of "publish or perish," faculty are expected to engage in continual professional development in their field of study as well as the scholarship of teaching and learning. Faculty development efforts are to meet high scholarly and professional standards. Specific activities that are considered professional development are described in [Appendix 4.B.2](#).

IV.C.1. Ethos.

Guiding principles are set forth in the 1966 AAUP Statement of Professional Ethics: *Professors, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognize the special responsibilities placed upon them. Their primary responsibility to their subject is to seek and to state the truth as they see it. To this end professors devote their energies to developing and improving their scholarly competence. They accept the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. They practice intellectual honesty. Although professors may follow subsidiary interests, these interests must never seriously hamper or compromise their freedom of inquiry.*

IV.D. Expectations for Service and Advising.

Over the course of their careers, faculty are encouraged to assume leadership roles in the College and the external community.

IV.D.1. Service to the Campus Community.

Faculty are expected to help create the culture described in the mission statement by regularly serving on college committees (such as faculty committees, Trustee committees, and chartered boards). They are also encouraged to participate in co-curricular organizations and activities.

IV.D.1.a. Ethos.

The importance of service to the campus community is expressed in the following quotes from the 1966 AAUP Statement of Professional Ethics:

As colleagues, professors have obligations that derive from common membership in the community of scholars. Professors do not discriminate against or harass colleagues. They respect and defend the free inquiry of associates. In the exchange of criticism and ideas professors show due respect for the opinions of others. Professors acknowledge academic debt and strive to be objective in their professional judgment of colleagues.

Professors accept their share of faculty responsibilities for the governance of their institution.

As members of an academic institution, professors seek above all to be effective teachers and scholars. Although professors observe the stated regulations of the institution, provided the regulations do not contravene academic freedom, they maintain their right to criticize and seek revision. Professors give due regard to their paramount responsibilities within their institution in determining the amount and character of work done outside it. When considering the interruption or termination of their service, professors recognize the effect of their decision upon the program of the institution and give due notice of their intentions.

IV.D.2. **Service to the External Community.**

Faculty are also members of the larger community of which Marietta College is a part. Service to the external community contributes to its culture and shares the ethos of the college community.

IV.D.2.a. **Ethos.**

The importance of service to the external community is expressed in the following quote from the 1966 AAUP Statement of Professional Ethics:

As members of their community, professors have the rights and obligations of other citizens. Professors measure the urgency of these obligations in the light of their responsibilities to their subject, to their students, to their profession, and to their institution. When they speak or act as private persons they avoid creating the impression of speaking or acting for their college or university. As citizens engaged in a profession that depends upon freedom for its health and integrity, professors have a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.

IV.D.3. **Expectations for Advising.**

Faculty are expected to be willing, helpful, and knowledgeable academic advisors.

IV.E. **Responsibility for Professional Behavior.**

A variety of behaviors are unacceptable within the Marietta College community. For faculty these behaviors are considered unprofessional and threaten the environment of tolerance and mutual respect which must prevail if the College is to fulfill its purpose. Thus, faculty agree to the following policies and their associated procedures.

IV.E.1. Gender-Based Harassment, Discrimination, and Misconduct.

Discrimination involves exclusion from activities, such as admission, athletics, or employment advancement. Sometimes, discrimination takes the form of harassment or, in the case of gender-based discrimination, it encompasses sexual violence, stalking, sexual exploitation, or intimate partner violence (from [Marietta College Policy on Gender-Based Harassment, Discrimination, and Misconduct](#)). These policies and procedures have to be approved by the faculty, students, and Board of Trustees.

IV.E.2. Discrimination on the Basis of Disability.

Faculty shall adhere to Section 504 of the Rehabilitation Act of 1973, as amended, to prohibit discrimination on the basis of disability. Charges of violating this policy will be handled as an academic grievance, as described in [Appendix 1.J](#).

IV.E.3. Inappropriate Consensual Relationships.

An inappropriate consensual relationship is defined as the existence of a consensual romantic or sexual relationship that creates real or the potential for perceived favoritism or exploitation. This includes but is not limited to relationships between a student and faculty member, or when there is a supervisory–subordinate relationship between faculty and staff or between faculty members. A consensual romantic or sexual relationship is defined as a relationship of a romantic, dating, and/or sexual nature entered into electronically or face-to-face with the consent of both parties, including casual dating and up to marriage, etc.

IV.E.3.a. Policy.

Faculty members who hold a position that may classify a consensual relationship as inappropriate are responsible for taking the necessary remedial actions. This typically involves notification of the appropriate authority and implementation of alternative arrangements, if feasible.

IV.E.3.b. Faculty / Student Relationships.

IV.E.3.b.i Ethos.

As stated in the AAUP Policy Documents and Reports, *Sexual relations between students and faculty members with whom they also have an academic or evaluative relationship are fraught with the potential for exploitation* (AAUP adopted June 1995). Faculty members are often called upon to work closely with and advise students with respect to students' personal and professional lives. Objectivity and trust are essential. Faculty in such positions cannot perform their duties effectively if they become romantically or sexually involved with students whom they are responsible for teaching, advising, or mentoring.

IV.E.3.b.ii Scope.

A conflict of interest exists when a faculty member has a consensual romantic or sexual relationship with a student and also has direct

responsibility for any of the following actions of the student, which include but are not limited to teaching, advising, coaching, mentoring, evaluation, counseling, student organization management, or supervision.

IV.E.3.b.iii **Prior and Existing Consensual Relationships.**

No faculty member shall exercise any responsibility as stated in [Section IV.E.3.b.ii](#) with respect to a student with whom that faculty member has an existing or prior consensual romantic or sexual relationship. Should such a situation arise, the faculty member must file a notification (see [Section IV.E.3.d](#)) and cooperate in the making of alternative arrangements.

IV.E.3.c. **Faculty Supervisory / Subordinate Consensual Relationships.**

IV.E.3.c.i **Ethos.**

There are special risks associated with any sexual or romantic relationship between individuals in inherently unequal positions of power. These types of relationships may be subject to concerns about the validity of consent and unfair treatment of other faculty members. Such relationships can undermine the atmosphere of trust essential to the academic environment and the employment relationship. Relationships between people with differing power distinctions may be less consensual than the person in the position of greater power perceives. The apparent consensual nature of the relationship is inherently suspect due to the fundamental power differential of individuals in the relationship and it may be difficult, if not impossible, to establish consent. In such situations the relationship is deemed to involve a conflict of interest.

IV.E.3.c.ii **Scope.**

A consensual relationship is deemed inappropriate when a supervisor / subordinate relationship exists between faculty members or a faculty member and staff employee if one party has direct responsibility for any of the following actions of the other party in the relationship, which include but are not limited to:

- performance evaluation
- any employment decisions including the hiring, promotion, tenure, compensation, assignment of schedules, or teaching assignments,
- evaluation of proposals sent to committees,
- implementation of a performance plan, or
- any disciplinary action up to and including termination.

IV.E.3.c.iii **Prior and Existing Relationships.**

No faculty member shall exercise any responsibility as stated in [Section IV.E.c.ii](#) with respect to another faculty or staff member with whom there is an existing or prior romantic or sexual relationship. Should such a situation arise, the employee must file a notification (see [Section IV.E.3.d](#)) and cooperate in the making of alternative arrangements.

IV.E.3.d. **Notification.**

Notification is necessary to allow steps to be taken to determine if or what type of alternative arrangement is necessary to remedy or avoid a policy violation. Notification shall be made to the Provost and the Director of Human Resources. The President shall be notified if an involved party is the Provost, a program director, a Dean, or Vice President. If the involved party is the President, the Chair of the Board of Trustees shall be notified. Once notification has occurred and remediation steps have been determined the results must be reported to the Director of Human Resources.

IV.E.3.d.i **Duty to Report.**

Any faculty member in a supervisory position and involved in a relationship that may result in an inappropriate consensual relationship must notify the appropriate authority as specified in [Section IV.E.3.d](#).

Individuals who obtain information that would lead a reasonable person to believe that the Inappropriate Consensual Relationship policy has been violated have a responsibility to notify the appropriate authority as specified in [Section IV.E.3.d](#).

IV.E.3.e. **Alternative Arrangements.**

IV.E.3.e.i **Institutional Prerogatives**

The College in its sole discretion will determine whether an acceptable alternative arrangement is feasible. Individuals whose positions are altered to accommodate a relationship covered by this policy have no right to resume their former position if the relationship or conflict ceases. Such decisions are in the sole discretion of the College.

IV.E.3.e.ii **Implementing an Alternative Arrangement.**

Alternative arrangements include but are not limited to removing any responsibilities defined in [Sections IV.E.3.b.ii](#) and [IV.E.3.c.ii](#) held by an involved faculty member. A restructured reporting relationship or position may result in a pay adjustment. The alternative arrangement will avoid negative consequences for the student or the faculty/staff member who holds the lesser position of power.

IV.E.3.e.iii **Absence of Acceptable Alternative.**

When the College determines that an acceptable alternative arrangement does not exist, the relationship must cease or steps must be taken to mitigate the potential conflict, including taking a new position with the College or separation from employment.

IV.E.3.f. **Disciplinary actions.**

Disciplinary action, up to and including termination/dismissal for cause, as described in [Section VII](#), will be taken in the following circumstances which include but are not limited to:

- Failing to comply with any part of this policy.
- Entering into or engaging in an inappropriate relationship without immediate, proper notification and making alternative arrangements
- Knowingly providing a false report.
- Retaliation.

V. **Compensation, Benefits, and Professional Development**

V.A. **Faculty Compensation**

V.A.1. **Salaries.**

Contract salaries for full-time faculty members normally cover regular service for the academic year. Salary payments are made on or before the 25th of each month, on a 12-month basis, beginning in September of each contract year.

V.A.2. **Extra Service.**

For full-time teaching faculty members, the periods between the end of one semester and the beginning of the following semester are a time for professional development activities determined by the individual faculty member. Participation in college sponsored events and service during this time is voluntary, some of which may be compensated and will typically require a supplemental contract.

V.A.3. **Acquisition of Terminal Degree.**

The faculty member presenting certification of completion of all requirements for a terminal degree will be provided with additional compensation to be specified in the contract, effective at the end of the first calendar month following such certification to the Provost.

V.A.4. **Raises and Promotion.**

Raises and promotions are not matters of routine. Refer to [Section VI.G](#) for information about promotions and to the [Constitution Appendix 9](#) for information about the promotion review procedures.

V.B. Faculty Employee Benefits.

The employee benefits of the full-time faculty member depend on the salary level of the individual faculty member.

V.B.1. Group Insurance.

Full-time faculty members may participate in the college's group life insurance program and group health, dental, and vision insurance program. Marietta College contributes to the cost of these programs. In addition, the College pays the cost of short-and-long-term disability insurance for faculty members. Information on the plans can be obtained from Human Resources and the college's online document Portal.

V.B.2. Retirement Benefits.

All employees scheduled to work 1000 or more hours each year are required to participate in the College's 403(b) retirement plan immediately upon employment. Eligible employees are required to contribute a specified percentage of their pay on a pre-tax basis, and the College will also make a contribution to the plan on the employee's behalf. Employees may also choose to make voluntary contributions above their mandatory contribution. Employees are fully vested in all of their assets at all times. Refer to Human Resources for more information.

V.B.3. Social Security Coverage and Unemployment Compensation.

Faculty members immediately come under the benefits of the Old Age and Survivors phase of Social Security. The College and the faculty member each contribute a percentage of the salary up to the maximum allowable amount. The College is required by state law to enroll all full-time faculty members in the unemployment compensation program now in effect, for which the College pays the entire cost.

V.B.4. Tuition Remission.

A faculty member, a faculty member's spouse, and children before their 25th birthday, may enroll in the college's regular scheduled undergraduate courses free of tuition charge. Fees, including the student/activities fee, and other charges, including room and board, are not remitted. Marietta College currently belongs to two exchange programs—The Tuition Exchange, Inc., and The Council of Independent Colleges Tuition Exchange Program—making possible the remission of tuition at any one of a large number of American colleges and universities. Additional information and instructions for applying for tuition remission and tuition exchange can be obtained from the Tuition Exchange Officer. The surviving spouse and children of a full-time employee who has died while an employee at Marietta College are qualified for tuition remission and tuition exchange under the same conditions as above. Tuition remission benefits for the surviving spouse cease upon remarriage.

V.B.5. Salary Advances.

Emergency salary advances may be requested by submitting to the Director of Human Resources a written explanation of the purpose of the advance. Salary

advances typically have a limit of \$500, and are renewable annually from the date of the last request. Advances in excess of this amount must be negotiated with the Provost.

V.C. Professional Development.

V.C.1. College Support for Professional Development.

The College provides limited professional development funds each year. The Faculty Development Committee funds several programs, and their policies and procedures are located in the [Constitution Appendix 6](#). In addition, the Provost has funds for special development needs. In all cases, the Provost has final approval.

V.C.2. Sabbatical Leave.

V.C.2.a. Eligibility.

Sabbatical leave enables the faculty member to engage in study and/or research. Its scholarly benefits enrich the individual faculty member and, accordingly, the total educational program of the College. Sabbatical leave is a privilege and not an automatically earned perquisite. In order to be eligible for sabbatical leave, a faculty member must be tenured and must have at least 5 years of full-time service at Marietta College. After the initial sabbatical, the privilege of sabbatical may be granted not more frequently than every seventh year of full-time service. The plans of the applicant and the potential benefits to the College and the world of scholarship are the deciding factors in granting sabbatical leaves; no qualifying restrictions with regard to rank, seniority, or degree are imposed in such consideration. Faculty members will retain their benefits during the sabbatical period. A sabbatical leave may be granted on any one of the following terms:

- One full year at half pay.
- One semester at full pay.
- One full year at full pay. This is an option available only in very special circumstances to be negotiated with the Provost.

V.C.2.b. Application for Sabbatical Leave.

The faculty member may apply for sabbatical leave, with the support of the department chair, to the Faculty Development Committee, in the fall semester of the academic year preceding that for which the leave is requested. Policies and procedures for awarding of sabbaticals can be found in the [Constitution Appendix 6](#).

V.C.2.c. Sabbatical Stipulations.

A faculty member taking a sabbatical leave will be expected to return to full-time service at the College for at least two years immediately thereafter. A final report on the sabbatical project will be made to the Provost upon the faculty member's return. The College will grant sabbatical leaves for not more

than 15 percent of the tenured faculty in any one academic year. For the purpose of this calculation, a full-year full-pay sabbatical counts as the equivalent of two leaves. Any paid employment for a faculty member who has been granted a sabbatical must be approved in writing by the Provost.

VI. Faculty Evaluation, Review, and Promotion

Marietta College is primarily a teaching oriented liberal arts college. All faculty regardless of rank and tenure status will be evaluated annually by a department chair and the Provost. Faculty are also periodically reviewed by the Reappointment, Tenure, and Promotion Committee as part of the processes regarding renewal, tenure, and promotion recommendations. The annual faculty evaluations provide information for decisions on reappointment, tenure, promotion, and raises.

VI.A. Criteria.

Professional growth is demonstrated by the following activities which are listed in order of importance:

- Teaching.
- Scholarly and creative activities and/or works.
- Service and student advising.

For current criteria in these areas see [Appendix 4.B](#). These criteria reflect the educational goals and objectives of both the College and the individual departments. In cases in which teaching is not the primary responsibility of the faculty member, the review is based on the competent fulfillment of the responsibilities as established at the time of employment or contractual change in responsibilities.

VI.B. Faculty Personnel File.

The Provost will maintain the permanent faculty file consisting of but not limited to contracts, annual evaluations, the recommendations and decisions on reappointment, tenure, and promotion, and records of grievance hearings and decisions.

VI.B.1. Access and Confidentiality.

The faculty member, the Provost, and the President will have access to review the faculty personnel file at any time. Any other reviews may be done on a need to know basis as determined by the Provost. This would include reviews for reappointment, tenure, and promotion, faculty awards, or for any hearings boards. Reviewers will have access to only the portions of the file that are needed for the review in question. Confidentiality must be maintained by all reviewers. Reviews for the faculty awards require consent of the faculty member.

VI.C. Participants and Responsibilities in the Review Process.

VI.C.1. Responsibilities of the Faculty Member.

It is the responsibility of each faculty member to complete annual evaluations, and, if under review for renewal, tenure, or promotion, to build and maintain a portfolio of materials that document the faculty member's performance, activities, and accomplishments.

VI.C.2. Responsibilities of the Department Chair.

Each year the chair will prepare a written evaluation of each member of the department and any other designated reviewee, using the criteria of [Section VI.A.](#) Once an evaluation is completed, the chair will meet with the faculty member to discuss the evaluation and revise if necessary. The evaluation will then be sent to the Provost.

VI.C.3. Responsibilities of the Reappointment, Tenure, and Promotion Committee.

This committee has principal responsibility for reviewing evidence submitted by the faculty member and making to the Provost a written recommendation, either for or against reappointment, tenure, or promotion with justification based on the portfolio and observations of teaching. The committee sends copies of its recommendation to the faculty member, the department chair, and the Provost.

VI.C.4. Responsibilities of the Provost.

The Provost:

- notifies the faculty of the timetable for the annual evaluation process;
- provides first-year faculty members with information on the annual evaluation and review process;
- provides written feedback to the evaluatee and Department Chair regarding the annual evaluation, and documents any issues that potentially affect a future tenure, promotion, or reappointment decision.
- ensures that the Reappointment, Tenure, and Promotion Committee has a list of faculty members due for review;
- meets with the Reappointment, Tenure, and Promotion Committee to discuss their recommendations;
- presents the Reappointment, Tenure, and Promotion Committee's recommendations to the President;
- notifies the faculty member of the decision.

VI.C.5. Responsibilities of the President.

The President:

- makes a decision as to reappointment, tenure, or promotion after consultation with the Provost;

- informs the faculty member, department chair, Provost, and the Reappointment, Tenure, and Promotion Committee of the decision;
- informs the Board of Trustees in the case of decisions for tenure.

VI.C.6. Responsibilities of the Board of Trustees.

The Board of Trustees makes the final decision for the approval of tenure.

VI.D. Annual Evaluations.

All faculty are required to complete an annual evaluation, which is the key document used for tenure, promotion, and reappointment decisions. The evaluations are carried out at the department level and reviewed by the department chair, or an alternate designated reviewer, and the Provost to assess the progress of the faculty member. Annual evaluations also provide evidence considered in the periodic reviews for tenure, promotion, or other purposes. Procedures, required documentation, timelines, and other information about faculty annual evaluations are located in [Appendix 4](#).

VI.D.1. Annual Evaluation of Department Chairs.

The review of a department chair as a faculty member and as a chair will be carried out by an individual selected by the Provost.

VI.D.2. Administrators.

Full-time administrators who hold faculty rank (e.g., President, Provost) are not subject to the faculty annual evaluation process.

VI.E. Reappointment Review for Non-Tenure-track Faculty.

The review by the Reappointment, Tenure, and Promotion Committee of faculty on non-tenure track appointments will occur during the faculty member's third and sixth years of continuous employment and subsequently every seventh year or at the request of the Provost.

VI.F. Review for Tenure.

Information pertaining to tenure and tenure-track positions is in [Section III.D](#).

VI.F.1. The Portfolio.

The portfolio is the principal document assembled by the tenure candidate as evidence for the granting of tenure. It should contain a current vita, copies of all annual evaluations, previous reviews by the Reappointment, Tenure, and Promotion Committee, student evaluations, teaching philosophy, and any other pertinent material illustrative of teaching effectiveness, professional growth, and service contributions. The portfolio will be kept electronically with access limited to the Reappointment, Tenure, and Promotion Committee, the candidate, the Provost, and the President.

VI.F.2. Overview of the Tenure Review Process.

Procedures, required documentation, timelines, and other information about faculty tenure reviews are located in the [Constitution Appendix 9](#); for librarians with faculty status, see [Appendix 5](#).

VI.F.2.a. Annual Evaluations.

Annual Evaluations are key documents in the tenure review process (see [Section V.D](#) and [Appendix 4](#)).

VI.F.2.b. Reappointment Review for Tenure-Track Faculty.

The reappointment review, usually in the third year, is carried out by the Reappointment, Tenure, and Promotion Committee and assesses the progress of the faculty member toward tenure.

VI.F.2.c. Tenure Review.

The tenure review, carried out by the Reappointment, Tenure, and Promotion Committee, usually in the fifth year, determines the eligibility of the faculty member for tenure. After tenure is granted, annual reviews continue at the department level to assess the faculty member's professional progress and suitability for raises and promotions.

VI.G. Promotion.

Procedures, required documentation, timelines, and other information about faculty promotion reviews are located in the [Constitution Appendix 9](#).

VI.G.1. General Criteria for Professorial Rank

A doctorate or other appropriate terminal degree (see [Appendix 4.H](#)) is usually expected. For some disciplines, the Provost can determine that a master's degree plus professional certification could be regarded as appropriate. As is the case in the determination of tenure, institutional considerations play a role in promotion decisions.

VI.G.2. Criterion for Promotion to Assistant Professor.

Promotion from Instructor to Assistant Professor is automatic upon completion of the terminal degree or an appropriate substitute specified by contract.

VI.G.3. Criteria for Promotion to Associate Professor.

In accordance with the criteria identified in [Section VI.A.](#), the candidate shall have demonstrated effective instruction for a sustained period, sustained professional development, service to the College, and effective service as an advisor to students. The candidate should normally have spent a minimum of 5 years in rank as assistant professor with a minimum of 3 of those years at Marietta College. Assistant professors who are in at least their fifth year in rank and meet the criteria for tenure are also recommended for promotion even if they are not on a tenure-track.

VI.G.4. Criteria for Promotion to Professor.

In accordance with the criteria identified in [Section VI.A.](#), the candidate shall have been exemplary in instruction for a sustained period, in professional development, in service to the College, and as an advisor to students; and shall have made significant contributions to or shown leadership in curricular, departmental or college-wide programs. The candidate should normally spend a minimum of 7 years in rank as Associate Professor with a minimum of 5 of those years at Marietta College.

VI.G.5. Promotion of Administrators.

Faculty members holding full-time administrative positions, such as Provost, can be promoted following procedures similar to those for tenured faculty. The Reappointment, Tenure, and Promotion Committee will review evidence of past teaching effectiveness, scholarship, and service and make a recommendation to the college President, who will make the decision.

VII. Termination, Dismissal, and Non-renewal

The process given below is guided by principles contained in the AAUP Policy Documents and Reports.

VII.A. Scope.

Termination denotes the cessation from employment by the institution of faculty members with either tenure or tenure-track. Dismissal and non-renewal denote the cessation from employment by the institution of non-tenured faculty members.

VII.A.1. Termination/Dismissal for Cause.

Grounds include, but are not limited to, demonstrated incompetence or dishonesty in teaching or research, substantial and manifest neglect of duty, personal conduct, or inappropriate consensual relationships (as described in [Section IV.E.](#)) that substantially impair fulfillment of the individual's institutional responsibilities, conduct that displays a continual or serious disregard for Marietta College, and prolonged absence from Marietta College without its consent.

VII.A.2. Termination/Dismissal for Moral Turpitude.

Any faculty member's employment could be terminated immediately for moral turpitude. The standard is not that the moral sensibilities of persons in a particular community have been affronted. The standard is behavior that would evoke condemnation by the academic community generally. Actions involving moral turpitude have an inherent quality of baseness, vileness, or depravity with respect to a person's duty to another or to society in general. Examples of moral turpitude include, but are not limited to, commission of a felony: rape, forgery, robbery, fraud, theft, and embezzlement.

VII.A.3. Termination/Dismissal for Gender-Based Harassment, Discrimination, and Misconduct .

See [Section IV.E.1.](#)

VII.A.4. Termination/Dismissal Without Cause.

Cessation of a tenured faculty member's employment by the College as a result of program Reduction or Discontinuation as described in [Section VII.D.](#)

VII.A.5. Non-Renewal.

Not continuing a non-tenured faculty member's employment by the College beyond the expiration of the current contractual obligation.

VII.B. Termination and Dismissal for Cause or Moral Turpitude.

VII.B.1. Determination of Charges.

Any member of the College community may bring charges against a faculty member that constitute grounds for termination or dismissal. These charges must be submitted in writing to the Provost and to the President. If the Provost and the President deem the charges sufficiently serious to warrant a formal hearing, they will bring written charges to the Faculty Council and to the accused faculty member.

VII.B.2. The Hearing.

Faculty Council shall serve as a Formal Hearings Board to hold a hearing as described in the [Constitution Appendix 10](#). The purpose of the hearing and the scope of the testimony and evidence presented shall be confined to the legitimacy of the charges and determining a recommended sanction, if appropriate. If one of the charges is incompetence, the testimony shall normally include that of teachers and other scholars, either from Marietta College or from other institutions.

VII.B.3. Appeals.

The decision of the Formal Hearings Board can be appealed only on the grounds of improper procedure ([Constitution Appendix 10.E.4](#)).

VII.B.4. Severance Compensation in Cases of Termination or Dismissal for Cause.

Termination compensation will not be awarded in cases of termination or dismissal on the grounds of moral turpitude.

VII.B.4.a. Greater than 18 Months of Service.

Faculty members tenured or with greater than 18 months of service completed and terminated for cause will receive compensation equivalent to their salary for one (1) year from the end of employment.

VII.B.4.b. 9 to 18 Months of Service.

Faculty members with 9 to 18 months of service completed and dismissed for cause will receive compensation equivalent to their salary for six (6) months from the end of employment.

VII.B.4.c. Less than 9 Months of Service.

Faculty members with less than 9 months of service completed and dismissed for cause will receive compensation equivalent to their salary for three (3) months from the end of employment.

VII.B.4.d. Release of Liability and Waiver of Claims.

Any compensation awarded under this section shall only be awarded and payable as consideration for the faculty member's execution of a release of liability and waiver of claims.

VII.C. Termination or Dismissal for Cause involving Gender-based Discrimination & Misconduct.

Faculty shall follow the policies and procedures as covered in the [Marietta College Policy on Gender-Based Harassment, Discrimination & Misconduct](#).

VII.D. Termination or Dismissal due to Program Reduction or Discontinuation.

When reduction or discontinuation of a program results in the elimination of a tenure-line faculty position, the institution, with faculty participation, will make good-faith efforts to place the affected tenured faculty member in another suitable, open position. If relocation is not possible, the faculty member will receive written notice that the next contract to be issued will be terminal.

VII.D.1. Program Reduction or Discontinuation Mandated by Financial Exigency

The Board of Trustees has the responsibility to declare financial exigency, and that declaration must be bona fide as defined by the AAUP. The administration has the primary responsibility to determine the extent of reductions necessitated by such a declaration and is responsible for submitting a proposal to be reviewed by the Curriculum Committee. The faculty, through the Curriculum Committee, has the primary responsibility to determine how academic program reductions or discontinuations should be made.

VII.D.2. Program Discontinuation Not Mandated by Financial Exigency.

The administration must submit a proposal to be reviewed by the Curriculum Committee providing its rationale for the discontinuation. The faculty, through the

Curriculum Committee, has the primary responsibility to determine whether or how the program discontinuation should be made.

VII.D.3. **Severance Compensation in Cases of Program Reduction or Discontinuation.**

VII.D.3.a. **Tenured or greater than 18 months of service.**

Faculty members with tenure OR greater than 18 months of service who are terminated as a result of program reduction or discontinuation will receive compensation equivalent to their salary for one year from the end of employment. In addition, released professors are granted recall rights. Faculty places/positions will not be filled by a replacement for a period of three years from the termination of employment, unless the affected individuals have been offered reinstatement and a reasonable time in which to accept or decline the offer.

VII.D.3.b. **Up to 18 Months of Probationary Service.**

Faculty members with up to 18 months of probationary service completed who are dismissed as a result of program reduction or discontinuation will receive compensation equivalent to their salary for 6 months from the end of employment.

VII.D.3.c. **Additional Compensation.**

On the recommendation of the Faculty Council, and/or the President, the Board of Trustees may take into account the length and quality of service of the faculty member in determining what, if any, additional compensation will be made.

VII.D.4. **Appeals.**

A full-time faculty member who contests a proposed relocation or termination resulting from a discontinuance has a right to file a grievance as described in the [Constitution Appendix 8](#).

VIII. **Faculty Grievances and Claims of Improper Procedure**

VIII.A. **Faculty Grievances.**

VIII.A.1. **Scope.**

A grievance is a formal documented statement by a faculty member that he or she has been harmed professionally by the deliberate effort of a faculty colleague or administrator to threaten, malign, or discriminate against the petitioner. Grievances may include, but are not limited to: cases in which the recommendations of a faculty committee were rejected by the administration, claims of salary inequity, or denial of professional development funds. Claims of gender-based harassment, discrimination, or misconduct are handled according to the [Handbook Section IV.E.1](#).

VIII.A.2. **Informal Mediation vs Formal Hearings.**

A faculty grievance can be resolved either through informal mediation or a formal hearing. Certain grievances may be more effectively handled through informal mediation that endeavors to find a consensual resolution to the grievance between the involved parties. If informal mediation is not desired or does not resolve the issue, the parties may proceed to a formal hearing. A formal hearing is a recorded session in which evidence is presented and witnesses testify and are cross-examined.

VIII.A.3. **Initiating the Grievance Process.**

All grievance petitions must be submitted to the Professional Review Committee which will route the petition to the appropriate committee as described in the [Constitution Appendix 8](#). The petitioner may request either informal mediation or a formal hearing, although informal mediation is allowed only if acceptable to all involved parties. A Formal Hearings Board will conduct the hearing as described in the [Constitution Appendix 10](#), except for grievances filed against the President which will be directed to the Board of Trustees. The Professional Review Committee will conduct Informal mediation as described in the [Constitution Appendix 8](#).

VIII.B. **Claims of Improper Procedure.**

VIII.B.1. **Scope.**

Claims of improper procedure might be filed regarding, but not limited to, decisions or recommendations for sabbaticals, tenure, promotion, dismissal, or other procedures that affect a faculty member's professional status or development. The claim must meet the following criteria.

- a. The claim is not based upon the merits of a recommendation or decision. The claim is against a faculty committee, faculty member, or administrator.
- b. The procedure in question is given in the Faculty Manual, in supportive committee documents, or in AAUP documents when these govern.
- c. The claim is not against an administrator who has made a decision guided by the recommendation of a faculty committee (such as denial of tenure recommended by the Retention, Tenure, and Promotion Committee). In such cases, the claim of improper procedure must be against the relevant faculty committee, although the actions of the administrator could be subject to a grievance as defined in [Section VIII.A.](#)

VIII.B.2. **Initiating a Claim of Improper Procedures**

The Professional Review Committee serves as the appeals board for claims of improper procedure, except where the claim is against the Professional Review Committee itself. A claim of improper procedure should be sent to the Professional Review Committee, which will review and act upon the petition as described in the [Constitution Appendix 8](#).

VIII.C. Appeals.

The decisions rendered for grievances and claims of improper procedure can be appealed only as a claim of improper procedure as described in the [Constitution Appendix 8](#) and [Constitution Appendix 10](#), and not on the merits of the decision.

IX. Handbook Revision

IX.A. Amendments to the Handbook and Handbook Appendices.

Action to amend The Faculty Handbook may be initiated by the Board of Trustees, President, Provost, or by any member of the voting faculty. A proposed amendment must be submitted to Faculty Council, which will forward the amendment to the faculty with or without recommendation. Amendments to the Handbook require approval by the Board of Trustees and the Faculty. Amendments to the Handbook Appendices require approval by the Faculty only.

IX.B. Faculty Approval.

An amendment to the Handbook or the Handbook Appendices requires approval of a majority of the voting Faculty.

IX.C. Trustee Approval.

It shall be the responsibility of the President to present all Handbook amendments to the Board of Trustees for their consideration at the regularly scheduled Board meeting following faculty approval of the amendment. An amendment to the Handbook requires approval of a majority of the Board of Trustees.

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Appendix 1. Academic Policies

In this section, the term Instructor is used to represent all faculty members regardless of rank.

1.B. Required Syllabi Elements and Course Policies.

The instructor should provide students with a course syllabus about the course. Each semester the provost will circulate a list of the required syllabi elements and course policies that should be included in each syllabus. Faculty must upload their syllabi to the prescribed electronic archive each semester.

1.C. Office Hours.

Full time faculty members are expected to hold three office hours a week on campus or virtual where they are available for appointments or drop-in sessions with students. Appointments may be made outside of this scheduled time to meet faculty and student needs.

1.D. Instructor Absences.

The department chair should be notified of all absences when an instructor cannot meet a scheduled class or laboratory session. Every effort should be made to have the session covered by another instructor when possible.

1.E. Grades.

1.E.1. Grading System and Policies.

Instructors are expected to follow the grading policies given in the College Catalog. The standard equivalency between and quality points for calculating GPA is as follows.

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A+ = 4.00 A = 4.00 A - = 3.67 B+ = 3.33 B = 3.00 B - = 2.67 C+ = 2.33 C = 2.00 C - = 1.67 D+ = 1.33 D = 1.00 D - = .67 F = 0.00

1.E.2. Grade submissions.

Instructors are expected to submit midterm grades and final grades for their classes by the deadlines published by the Records Office. All grades are final as submitted by the instructor, with the exceptions of an incomplete or a grading error. Instructors should consult the Records Office for the procedure for assigning an incomplete or changing a grade submitted in error.

1.E.3. Grade revision under special circumstances.

An instructor may not allow students to perform additional work in order to raise the final grade after a final semester grade has been recorded or an Incomplete/Satisfactory Progress grade has expired. Exceptions due to extenuating circumstances beyond a student's control (family emergency, documented illness) may be granted by the Registrar, in consultation with the Provost. The deadline for requesting such an exception is within six weeks of the end of the semester.

1.F. Academic Notifications.

1.F.1. Mid Semester Notifications.

An instructor may complete an academic alert any time during the semester when the student is making less than satisfactory progress in a course. It is advisable to send these reports as early as possible.

1.F.2. End of the Semester Reports.

In cases where a student's final grade is a D+ or lower, the faculty member is expected to submit a special form to the Registrar outlining the reasons for the poor performance for use by the Academic Standards Committee when reviewing probation or dismissal cases and for the Registrar and Provost in communications with parents. They do not become part of the student's official record.

1.G. Final Examinations.

1.G.1. Scheduling of Final Exams.

The final exam schedule is distributed to the faculty and students prior to the start of the academic year by the Registrar. The schedule consists of several 2 1/2 hour time blocks. Final examinations should be no longer than the 2 1/2 hours allotted. With the exception of laboratory exams, the final examination may not be given in the last week of classes. An hourly examination may be given in the last week of classes, as long as a separate final examination is given during the final examination period.

1.G.2. **Rescheduling of Final Exams.**

A faculty member may not change the time of a final examination, either for a class or for individuals, without written permission from the Provost. A student who is scheduled for three final examinations on the same day may request to have one of them rescheduled. All rescheduled examinations must be approved by the Provost and will be arranged at the mutual convenience of the instructor and the student.

1.H. **Discretionary Teaching Responsibilities.**

It is at the discretion of individual faculty to agree to supervise educational activities outside of normal courses for which students earn credit hours, although supervising some of these educational activities as part of the normal teaching load is expected.

1.H.1. **Scope.**

The typical educational activities covered in this section include but are not limited to student research projects, honors projects, and capstone research projects, as well as independent studies (courses taken on an individual basis).

1.H.2. **Compensation.**

Faculty can receive compensation for supervising independent studies approved by the Office of Academic Affairs. For other types of discretionary teaching, full-time faculty typically would supervise two projects as part of their normal teaching load and be compensated for additional projects. However, special circumstances should be discussed with the Provost.

1.H.3. **Compensation Rate.**

Discretionary teaching will be compensated at the rate of approximately 1/3 of the current rate of a summer course.

1.H.4. **Procedure.**

A form to request extra compensation is available from the Provost's Office.

1.I. **Family Educational Rights and Privacy Act of 1974 (FERPA, “Buckley Amendment”).**

Marietta College is obligated to comply with the Family Education Rights and Privacy Act of 1974, as amended (FERPA, “Buckley Amendment”). This legislation is designed to protect the privacy of a student’s educational records.

1.I.1. **Scope.**

Information held by the College in any office (e.g. Records Office, Provost’s Office, Office of The Provost of Student Life, Health and Wellness Center, Career Center, Admission Office, Student Financial Services Office, Cashier’s Office, Business Office, and faculty offices) is released for off-campus use only with the student’s written consent or upon subpoena, with the exceptions listed below.

1.I.2. Exceptions.

Data classified as directory information at Marietta College and which may be released to anyone by the College on request includes the student's hometown; telephone numbers; e-mail; photographs; dates of attendance; degrees and awards received; date of graduation; fields of study; class level; participation in officially recognized activities and sports; and, if a member of an athletic team, weight and height. In addition, information about a student's accomplishments, such as participation in recognized student activities and receipt of awards and honors, may be communicated to news media, parents, and the high school the student attended as well as published online.

1.I.3. Waiver.

Enrolled students may choose to file a Request for Non-Disclosure of All Directory Information in writing with the Office of the Dean of Student Life, Andrews Hall. Student records (e.g., grades, disciplinary action, financial information, etc.) may be released to parents or legal guardians only with signed consent of the student. The student must provide the College with a signed waiver for such release of information. Waiver forms are available in the Records Office and the Office of The Provost of Student Life. See the [Parent Notification Policy](#) in the Student Handbook section for specific circumstances in which exceptions may be made.

1.I.4. Additional Information.

Additional information may be found online at <https://www.marietta.edu/ferpa> or by contacting the Registrar at records@marietta.edu.

1.J. Student Academic Dishonesty.

Dishonesty within the academic community is a very serious matter because dishonesty destroys the basic trust necessary for a healthy educational environment.

1.J.1. Scope.

Academic dishonesty is any treatment or representation of work as if one were fully responsible for it when it is in fact the work of another person. Academic dishonesty includes cheating, plagiarism, theft or improper manipulation of laboratory or research data or theft of service. Plagiarism occurs when a writer deliberately uses someone else's language, ideas, or other original (not common-knowledge) material without properly acknowledging its source. This policy applies to all students at Marietta College, both undergraduate and graduate. In the case of graduate students, "program director" replaces "department chair" in the procedures.

1.J.2. Procedures

1.J.2.a. Complainant is the Instructor

1.J.2.a.i Consultation with Department Chair.

When instructors are complainants, they will confer with the department chair. When department chairs are complainants, they will consult with a former chair of the department or the current chair of another department. The chair and instructor will decide on an appropriate penalty as described in [Appendix 1.I.3.](#)

1.J.2.a.ii Notification of Student by Instructor.

If no penalty is exacted, the instructor will meet with the student to explain academic conventions and community standards and to reinforce the importance of academic honesty.

If a penalty is to be exacted, the instructor will inform the student of the allegation and the penalty in writing. The communication will include information on the process to be followed if the student wishes to contest an allegation or a penalty, i.e., as described in [Appendix 1.I.4.a.](#) Faculty members may meet with students to discuss the allegation.

1.J.2.a.iii Notification of Chair and Provost.

The Chair and the Provost will receive a copy of the written communication to the student. The evidence and any other relevant information should be sent to the Provost.

1.J.2.a.iv Provost Responsibilities.

The Provost will notify the student in writing of the allegation and the penalty imposed by the instructor. The Provost will maintain a list of students charged with and found responsible for academic dishonesty. The Provost will review the current and earlier complaints to determine if a College penalty is warranted. A student's name is removed from this list and the documentation destroyed seven years after the student's graduation or separation from the College, whichever comes first.

1.J.2.b. Complainant is not the Instructor.

If the person wishing to file the allegation is not the instructor of the course, that person informs the instructor of the allegation. The instructor will ask the complainant to submit the allegation in writing with documentation to the extent possible. If the instructor determines that the complaint does not have merit, the instructor will inform the complainant that the allegation was

considered but will not be pursued. If the complaint is judged to have merit, the instructor proceeds as in [Appendix I.I.2.a](#).

1.J.3. Penalties.

A substantiated case of academic dishonesty may result in disciplinary action, including a failing grade on the project, a failing grade in the course, or expulsion from the College. Penalties for dishonesty should be determined by the instructor in consultation with the department chair.

1.J.3.a. Instructor Penalties for Single Offense.

Instructors have wide discretion for assigning penalties, ranging from a deduction of points on the assignment to an F on the assignment or an F in the course, and can take into consideration the seriousness of the violation, the academic year of the student, and other considerations.

1.J.3.b. Multiple Offenses.

If the Provost's record shows that this is not the first sustained complaint of academic dishonesty, the student is liable for a College penalty in addition to the penalty exacted by an instructor. Penalties for cases of multiple offenses may range from a grade of F for the course, to restrictive probation, to suspension for a specific number of semesters, to expulsion. The letter from the Provost to the student will specify that this is not the student's first offense. The Provost will convey the College penalty to the student in writing.

1.J.4. Appeals.

1.J.4.a. Criteria.

The criteria for an appeal are that there was procedural error, the decision was based upon insufficient evidence, or that the penalty is inconsistent with the policies of [Appendix 1.I.3](#).

1.J.4.b. Filing an appeal.

An undergraduate student should initiate the process in writing, addressing the appeal to the Provost and indicating the basis for the appeal. Graduate students should follow the procedure outlined under Academic Grievances ([Appendix 1.J.5](#)).

1.J.4.c. Appeals Committee.

The Provost will convene an appeals committee within 10 business days of receiving the student's appeal. The committee shall be composed of three members of the full-time teaching faculty, one chosen by the student, one chosen by the Provost and one chosen by the faculty member. The Provost shall designate one of the three committee members to serve as chair.

1.J.4.d. **Testimony.**

The appeals committee shall hear testimony from the student and the instructor and will examine the evidence and communications about the cases on file in the Provost's office. The committee may hear testimony from instructors or any others it deems necessary, and make a decision based upon the criteria in [Appendix 1.I.4.a.](#)

1.J.4.e. **Confidentiality.**

The appeals committee shall maintain confidentiality concerning any information presented in the hearing.

1.J.4.f. **Representation.**

There shall be no legal counsel present in the hearing of the appeals committee. One member of the Marietta College faculty or staff may accompany the student to the hearing. The accompanying faculty/staff member shall not be one of the appeals committee members.

1.J.4.g. **Notification.**

Within 10 business days after completion of the hearing, the chair of the appeals committee shall submit its decision in writing to the Provost. The decision will be in the form of a recommendation to the Provost that the faculty decision is supported, not supported, or that a different penalty should be imposed. The Provost will send a copy of the decision to the student and to the instructor and keep a record of the decision on file.

1.K. **Student Academic Grievances.**

Teaching, like any human activity, inevitably results in occasional misunderstandings, disagreements, and grievances. Marietta College is committed to the highest principles of academic and personal integrity and sensitive regard for the rights of others. Essential to these rights are the individual responsibilities of faculty and students. Faculty are responsible for clearly communicating at the beginning of each course the grading policies, testing procedures, and expectations of student performance. Students are responsible for following these policies and fulfilling those expectations.

1.K.1. **Scope.**

Student grievances may be based on but are not limited to the fair and nondiscriminatory application of course policies, or grading practices. A grade may only be appealed on the basis that the grade was the result of policies or their application that were unfair or unclear. The standard for successfully appealing a grade is very high and must be accompanied by clear, unambiguous evidence.

1.K.2. Respondent.

The instructor identified by the affected student as causing or contributing to the grievance is referred to in this section as the Respondent.

1.K.3. Student Responsibilities.

A student must first attempt an informal resolution before initiating the academic grievance process. An informal resolution can include meeting with the academic advisor or the instructor, and it is recommended that a student consult with their academic advisor during the grievance process. In cases where the academic advisor, department chair, or a graduate program director is the subject of the grievance, the student should consult the Provost. While a grievance is being reviewed, the student should continue to attend classes and fulfill the requirements of the course in which the student is currently enrolled.

1.K.4. Time Limit.

The time limit of a grievance is defined as the semester following the incident in which the grievance/complaint took place. The summer term does not count as a semester. The Provost or Chair of the Graduate Council may grant an extension of the time limit of this process for good cause.

1.K.5. Procedure for Academic Grievances.

1.K.5.a. Informal Resolution.

The student shall first discuss the complaint with the respondent. If a problem is not mutually resolved, the student shall confer with the immediate supervisor (usually the department chair or graduate program director) of the respondent, who will discuss the matter with the respondent to see if the complaint can be resolved. If the grievance is not satisfactorily resolved informally, the student has the right to petition for a formal hearing.

1.K.5.b. Formal Hearing for Undergraduates.

For undergraduates, the petition should be sent to the Provost. This written allegation shall describe the grievance, a summary of the circumstances surrounding it, the related evidence, and what has already been done in attempting to resolve it.

The Provost shall convene a grievance committee and a hearing shall be scheduled within 15 business days after the receipt of a written grievance. The grievance committee shall be composed of three members of the full-time teaching faculty, one chosen by the student, one chosen by the respondent, and one chosen by the Provost. All three members selected for the committee will be based in the instructor's academic division. In cases

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where the instructor is not represented by an academic division, the Provost will facilitate the selection process.

1.K.5.b.i **Confidentiality.**

The grievance committee shall maintain confidentiality concerning any information presented in the hearing.

1.K.5.b.ii **Testimony and Evidence.**

The grievance committee shall hear testimony from the student, the respondent, and whomever else it deems appropriate. At the discretion of the Provost, the committee shall have access to all material it feels is relevant to the case.

1.K.5.b.iii **Representation.**

There shall be no legal counsel present in the hearing of the grievance committee. One member of the Marietta College faculty or staff may accompany the student to the hearing. The accompanying faculty/staff member shall not be one of the appeals committee members.

1.K.5.b.iv **Notification.**

Within 15 business days after completion of the hearing, the grievance committee shall submit its recommendation to the Provost, who shall make a final resolution. The recommendation and resolution shall be sent to the respondent and the student, and a copy placed in their files kept in the Provost's office.

1.K.5.c. **Formal Hearing for Graduate Students.**

For graduate students the petition should be filed with the Chair of the Graduate Council and the hearing will be held by the Graduate Council according to the procedures of the [Constitution Appendix 11.B.6](#). This written allegation shall describe the grievance, a summary of the circumstances surrounding it, the related evidence, and what has already been done in attempting to resolve it.

1.K.5.d. **Appeals.**

The student or respondent may appeal only the decision on the grounds that proper procedure was not followed. An appeal of the decision by the respondent will be handled by the Professional Review Committee. An appeal for the student will be to the Provost.

1.L. **Copyright Policy.**

Marietta College upholds U.S. copyright laws and is committed to the protection of intellectual property. Faculty are directed to follow the campus-wide policy with respect to the test of brevity, spontaneity, and cumulative effect when using copyrighted materials. A complete statement of this policy may be obtained from the college library.

Appendix 2. Hiring Process for Full-Time Faculty

2.A. Request for Permission to Hire.

Typically, the first step in the hiring process is consultation with the Provost and the filing through Human Resources of a vacant or new Position Requisition Form that procures all the information about the requested position such as the need to hire and the type of faculty member sought.

2.B. Consideration of the Request.

The department must submit the request on a Position Requisition Form by which it transmits through the various required approvals within the College (i.e. the Provost, President, and CFO). The Provost will consider the request in the context of the staffing concerns of the entire faculty. The Provost will consult Faculty Council according to the procedure outlined in the [Constitution Appendix 2.A.](#)

2.C. Decision to Hire.

If the decision is to hire, then the Provost will meet with the Chair to develop a hiring plan that specifies the number of candidates to be invited for a campus interview and whether the position will be temporary or permanent and tenure-track or non-tenure-track.

2.D. Commitment to Diversity.

Marietta College's commitment to gender and racial diversity within the faculty is reflected in its hiring process. It is the responsibility of the Provost to take prudent steps to assure that this commitment is accomplished over time, and the Director of Diversity and Inclusion should serve as a resource for determining the best strategy for recruiting a diverse pool of candidates.

The exact strategy will differ from one search to another depending upon the unique circumstances of the specific faculty positions. The Provost will convey to each head of a search committee those special steps to be followed in support of the college's diversity goals. Steps might include advertisements likely to elicit applications from the desired groups, special networking, or an insistence that one or more of the final candidates be from the desired groups. In deciding which candidate receives an offer, the Provost will be cognizant of the need for capable, qualified faculty and the commitment to a diversified faculty.

2.E. Search Committee.

The Provost will select the chair of the search committee (usually the chair of the department). The chair will help the Provost choose the other members of the search

committee. The search committee must meet with a representative of Human Resources before conducting the search to discuss best practices, organization, processes, etc. Since each faculty member will be part of the faculty as a whole, usually at least two members of the search committee will be faculty outside the department, chosen with the consent of Faculty Council. Generally these will be faculty representing divisions other than the one which includes the department. The search committee might be asked to screen all applicants or it might begin its work only after the department members do the preliminary screening. In either case the search committee will recommend to the Provost which applicants, if any, to invite for formal interviews.

2.F. The Interview.

Candidates will be Interviewed by the Provost, President and campus groups including students and faculty from related disciplines. A teaching faculty candidate will be asked to give a classroom presentation on a topic chosen by the search committee. The candidate will be provided with information pertaining to the nature of the position, faculty expectations, and information from Human Resources Office. The search committee will gather opinions from those who meet the applicants and make a recommendation to the Provost.

2.G. The Offer.

Final authority to offer the position to a candidate rests with the President and the Provost. The offer will include the terms of a contract as stated in [Handbook Section III.G.](#) The administrative process to finalize the hire is through the Request to Hire document, typically prepared by the Provost, which initiates the hiring process including background checks, educational confirmation, credentialing confirmation, etc.

2.H. Moving Allowance Policy.

For new faculty hired from outside the area, the College will reimburse verifiable direct moving costs as follows:

2.H.1. Distances up to 250 miles.

The College will reimburse the full direct moving costs up to \$1,000.00. For costs over \$1,000.00, the College will reimburse the additional amount at 50% of the moving cost to a maximum of \$1,500.00 total reimbursement.

2.H.2. Distances Between 250 and 500 miles.

The College will reimburse the full direct moving costs up to \$1,200.00. For costs over \$1,200.00, the College will reimburse 50% of the additional amount of the moving costs to a maximum of \$1,800.00 total reimbursement.

2.H.3. Distances Over 500 miles.

The College will reimburse the full direct moving costs up to \$1,500.00. For costs over \$1,500.00, the College will reimburse 50% of the additional amount of the moving cost to a maximum of \$2,250.00 total reimbursement.

2.H.4. Professional Movers.

If the individual decides to use a professional mover, then the individual must obtain at least three estimates and submit these to the College. The individual can elect any mover, but the college reimbursement will be based on the lesser of the above reimbursement scale or the lowest estimate.

2.H.5. Special Circumstances.

From time to time, it may be necessary to reimburse verifiable direct moving costs at higher levels than those specified above. In this case, the President or the Provost will make the final decision after consultation with the Vice President for Administration and Finance.

2.I. Dates and Deadlines.

2.I.1. Renewal.

By March 15 of each year the college administration will offer contracts to full-time faculty members for the succeeding year. This obligation does not extend to part-time teachers. The deadline for the return of signed contracts will be April 15. In an emergency, a faculty member may ask the Provost to extend the deadline.

2.I.2. Non-renewal.

If a first-year probationary faculty member is not going to be renewed, then the college administration will offer written notice of non-renewal of contract by March 1. Following the probationary member's initial year of service, the college administration will offer an initial written notice that the contract will not be renewed after another year of service by March 1 of the year preceding that in which contractual relations will terminate. The administration will offer the final written notice of non-renewal by March 1 of the year of termination of contract.

2.I.3. Resignation.

Faculty members who do not plan to continue their service will so notify their department chair and Provost in writing by April 15.

Appendix 3. Administrative Organization

3.A. Office of Academic Affairs.

The Provost /Dean of the Faculty shall be a cabinet position and is principally responsible for the academic operations of the Institution. The Provost may designate responsibilities to other members of the Office of Academic Affairs, such as Associate Provosts.

3.B. Divisions.

There will be three divisions consisting of the faculty teaching in the departments, programs, or areas listed below. The Department of Health & Physical Education shall not be included in any of the divisions and will continue as separate unit.

3.B.1. Composition of the Divisions.

3.B.1.a. Sciences.

Departments of Biology and Environmental Science, Chemistry, Mathematics Computing and Information Systems, Petroleum Engineering and Geology, Physics, and Sports Medicine; plus the graduate programs in Physician Assistant Studies and Master of Athletic Training.

3.B.1.b. Arts and Humanities.

Departments of Art and Graphic Design; English, Modern Languages and ESL; Music; History, Philosophy, Religion, and Gender Studies; and Theatre.

3.B.1.c. Social Science, Business, and Leadership Studies.

Business and Economics; Education; Media Studies; Psychology plus the graduate program in Psychology; Communication Studies; International Leadership Studies (from the McDonough Center for Leadership and Business); Political Science.

3.C. Departments and Other Academic Units.

Each department is headed by a Department Chair reporting to the Provost. The head of other academic units may be named Director or be given an alternative title.

3.C.1. Duties of the Heads of an Academic Unit.

The duties include but are not limited to:

- Overseeing and guiding the routine work of the department to address student needs and grievances, to help department faculty solve problems, and to see that the department functions as effectively as possible.
- Working closely with the Provost to evaluate and mentor faculty, and to hire full-time and part-time faculty. Most departmental problems that need institutional help are communicated to the Provost through the department chair.

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- Leading the departmental planning process, including short-term, long-term, staff, curricular, facilities, and equipment planning.
- Developing department course schedules that meet student needs and conform to college policy.
- Requesting and managing college resources, including staff, space, budgets, etc.
- Serving as an evaluator for annual evaluations of other faculty (see [Appendix 4.C.2](#)).
- Deciding when students can be admitted into closed courses, when departmental requirements can be waived for students, and when courses in the department's discipline at other institutions are worthy of transfer credit.
- Representing the department to the division, the faculty as a whole, the institution, and the general public.
- Working with the Office of Admission, Director of Institutional Effectiveness (Assessment), and other institutional programs.

3.C.2. Compensation of Department Chairs.

It is recognized that the duties of the Department Chair will require a significant amount of time. Accordingly, there will be both monetary compensation and course reductions based on the size of the department. Monetary compensation shall be negotiated with the Provost and specified in the contract. Course reductions shall be determined according to the following schedule:

Number of faculty in the department	Course releases/year for the chair
3-5	1
>5.0-10	2
>10.0-15	3

For these purposes, each individual serving as an adjunct in a department counts as 1/3 of a faculty member. The department chair will determine how to use the course releases in the academic year in consultation with their department and the Provost. Staffing needs due to course releases will be covered with adjunct/overload stipends.

Appendix 4. Faculty Annual Evaluation.

4.A. Overview.

Except where indicated otherwise, the policies of this section apply to all tenured and tenure-track faculty. The annual evaluation requires faculty members to evaluate themselves, identify goals for the next academic year, and reflect upon the goals for the previous academic year. Each faculty member's performance will be evaluated annually using an Annual Evaluation Form. The goals of the evaluation are to identify strengths and opportunities for improvement. The annual evaluation is also central to decisions on reappointment, tenure, and promotion, and is also used for certain faculty awards. If the faculty member is also under review for reappointment, tenure, or promotion see the [Handbook Section VI](#) and the [Constitution Appendix 9](#).

4.B. Evaluation Criteria.

The evaluations in the teaching, professional development, and service and advising categories are based on the expectations in the [Handbook Section IV](#). The Provost should endeavor to ensure that evaluators apply the criteria reasonably consistently. The following criteria are intended to guide the faculty but are not intended to be an exhaustive list.

4.B.1. Criteria for Evaluating Effective Teaching.

The effective instructor:

- communicates to students an enthusiasm for learning;
- develops clear teaching goals, and organizes information, course materials, and teaching methods in a manner consistent with these goals;
- establishes clear, reasonable standards for student achievement, and appropriate methods for evaluating that achievement;
- has and keeps regularly scheduled office hours;
- integrates applicable institutional learning objectives into courses;
- involves students in scholarly and creative work;
- remains current in their field;
- is responsive to and available for student questions and problems;
- prepares students for life-long learning and professional growth;
- successfully adapts teaching methods to differing student needs, subjects, and learning situations.

4.B.2. Criteria for Evaluating Professional Development.

Professional development is an ongoing process for remaining current in one's discipline. The most important type of professional development is scholarship, the creation and sharing of disciplinary knowledge. The effective faculty member

demonstrates ongoing professional development in several of the following categories, prioritized from most valued:

- receiving an external award for scholarly work.
- producing publications, juried exhibitions of works, or public performances that demonstrate scholarship
- making scholarly presentations at national or regional professional meetings
- participating in the review or editing process of scholarly publications and creative works
- receiving an internal award for scholarly work
- providing evidence of scholarly works in progress
- attending scholarly presentations at professional meetings
- receiving funding from external grants
- writing external grant proposals
- consulting in a professional capacity

4.B.3. **Criteria for Evaluating Effective Service.**

Service represents organizational citizenship and contribution to the welfare of others. Service can be provided for the college, discipline, and surrounding community, and is demonstrated by activities in several of the following areas:

- serving as a department chair
- chairing a college committee
- serving on college committees
- participating in college operations including admissions, advancement, first year registration
- serving as Faculty Marshall
- participating in departmental operations and projects
- participating in administrative and special projects of professional societies
- service to the external community, i.e. activities which both contribute to the well-being and reputation of the College and serve the external community
- serving as advisor to a student group(s)
- initiating and/or implementing cultural and co-curricular events

4.B.4. **Criteria for Evaluating Effective Advising.**

The effective advisor:

- helps students determine and pursue academic and career goals
- monitors students' performance and progress toward graduation
- is knowledgeable about college and departmental requirements and offerings
- offers career and professional advising

4.C. Evaluation Team.

Each faculty member is evaluated by another faculty member, in most cases the department chair. The person being evaluated (evaluatee) and the person doing the evaluation (evaluator) become an evaluation team. If necessary, a faculty member can arrange with the Provost for an alternative evaluator. The Provost arranges evaluation of Departmental Chairs by a faculty member outside the department.

4.C.1. Evaluatee Responsibilities.

The evaluatee must initiate the annual evaluation process and bears the primary responsibility for marshalling the evidence to support their self-evaluation in the categories of teaching, professional development, and service. Drawing upon this evidence, the evaluatee must fill out the appropriate sections of an annual evaluation form and submit it and any supporting evidence to the evaluator by the deadline set by the Provost (see [Appendix 4.I](#)).

4.C.2. Evaluator Responsibilities.

The evaluator examines the form and evidence submitted by the evaluatee and completes the appropriate sections. The evaluator may ask that adjustments be made and for additional supportive evidence if deemed appropriate. The evaluator then completes the evaluation sections of the evaluation form and returns it to the evaluatee for review.

- The evaluator and evaluatee should discuss the evaluation and make any adjustments that they mutually agree are necessary. If the evaluation team cannot reach agreement concerning any of the evaluation ratings on the form, the evaluatee can include a letter of dissent with the evaluation.
- Both members of the evaluation team should sign the form and the Evaluator will forward it to the Provost.
- The evaluator signs the transmittal form and submits the completed evaluation form, with or without a letter of dissent, to the Provost. The evaluator should also make a copy for his/her files, and one for the evaluatee.

4.C.3. Provost Responsibilities.

The Provost is responsible for reviewing the annual evaluation and supporting evidence. Concerns identified by the evaluator or the Provost must be documented in the annual evaluation. If the concerns may impact a future reappointment, tenure, or promotion decision (see [Handbook Section VI.C.4](#)), those concerns shall be noted in the annual evaluation along with achievable, measurable goals for improvement developed in conjunction with the faculty member, the Provost, and the department chair. The Provost and the department chair will also explicitly identify potential resources available to the faculty member to assist in reaching those goals.

4.D. Standard and Abbreviated Evaluation Forms.

The Provost is responsible for designing and distributing the necessary evaluation forms, which are available on-line. There are two evaluation forms and processes: "Standard" and "Abbreviated".

4.D.1. Standard Evaluation.

Faculty other than those with the rank of Full Professor must complete the Standard Evaluation form each year. Full professors complete the Standard Form every third year on a cycle beginning the academic year during which they are notified of the promotion to Full Professor.

4.D.2. Abbreviated Evaluation.

Faculty with the rank of full professor must complete the Abbreviated Evaluation Form version in years during which they do not use the Standard Evaluation form.

4.E. The Resume Update.

Each year, each faculty member should compose a resume update to be submitted as part of the annual evaluation. This is a record of all significant teaching activities, professional development, and service activities performed within the last academic year.

4.F. Student Course Feedback.

Student course feedback is part of the information used in making reappointment, tenure, promotion, and award decisions. Faculty should encourage students to complete the surveys in order to receive representative feedback on instruction. Faculty should review the feedback on a regular basis to inform course design and planning.

4.G. Evaluation of Non-Tenure-Track Faculty.

Typically, non-tenure-track faculty with at least 50% teaching-related load will use the standard form for the faculty evaluation, although some expectations differ from those of tenured and tenure-track faculty. Instructors with less than 50% teaching-related load will follow the review process given in the employee handbook.

4.G.1. Expectations for Non-Tenure-Track Faculty with Faculty Rank.

4.G.1.a. Teaching.

Teaching expectations for non-tenure-track Assistant/Associate Professors are the same as those for tenure-track faculty as set forth in [Appendix 4.B.1](#) and in [Handbook Section IV.B.](#)

4.G.1.b. Professional Development.

Non-tenure-track professors are expected to be engaged in their discipline (e.g. attendance at conferences, workshops, seminars, or continuing education) but are not required to engage in scholarship activities. However, non-tenure-track

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professors who choose to apply for promotion will have their professional development evaluated based on the criteria used for tenure-track faculty (see [Handbook section VI.G.](#) and [Appendix 4.B.2](#)).

4.G.1.c. **Service.**

Service expectations for non-tenure-track Assistant/Associate Professors are the same as those for tenure-track faculty ([Appendix 4.B.3](#)).

4.G.2. **Expectations for Faculty with Instructor Status.**

4.G.2.a. **Teaching.**

Teaching expectations for Instructors are the same as those for tenure-track faculty as set forth in [Appendix 4.B.1](#) and in [Handbook Section IV.B.](#)

4.G.2.b. **Professional Development.**

Instructors are expected to be engaged in their discipline (e.g. attendance at conferences, workshops, seminars, or continuing education) but are not required to engage in scholarship activities.

4.G.2.c. **Service.**

Instructors are expected to provide departmental service but are not required to perform campus wide or community service. Instructors should work with their respective department chairs to determine appropriate avenues of service. Examples of departmental service include:

- Participation in capstone
- Advising student groups
- Admissions activities
- Advising students
- Curriculum development

4.H. **Statement on Terminal Degrees.**

The doctorate is considered the terminal degree in most academic disciplines. For some disciplines or circumstances, where it may not be appropriate or expedient to consider the doctorate to be the terminal degree, the President, in consultation with the Provost, may appropriately designate a degree other than the doctorate to be the minimum degree required to be considered for tenure at Marietta College.

For informational purposes, the current exceptions allowed in accordance with this policy include:

- For faculty in accounting, a masters degree plus the CPA (or other equivalent professional certification) is the minimum requirement;
- For faculty in petroleum engineering, a masters degree plus the appropriate professional licensure is the minimum requirement;

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- For faculty in the studio and performing arts, the MFA degree is the minimum degree required;
- For professional librarians, a Master of Library and Information Science (or equivalent degree) is the minimum degree required.
- For faculty in sports medicine/athletic training, a master's degree plus the appropriate professional licensure is the minimum requirement.

4.I. Timeline for Annual Evaluation.

While specific dates are established by the Provost, the timeline shall require that annual evaluations are due to the Department Chair by the end of August and to the Provost by the end of October, who will respond by the end of the fall semester with feedback as described in [Handbook VI.C.4.](#) and [Appendix 4.C.3.](#)

Appendix 5. Evaluation and Promotion of Librarians

The Legacy Library provides the essential information service supporting the teaching, research, and outreach activities of Marietta College. The library's mission (see Appendix I) must best be served by having library faculty of outstanding quality. As is the case in other academic units, the library seeks to retain and engage quality faculty with an evaluation procedure that allows for superior work to be demonstrated that leads to promotion. The guidelines that follow are intended to describe the process by which library faculty who demonstrate excellence may be promoted.

5.A. Criteria.

These criteria establish an order of importance for professional activities for faculty seeking promotion that include instruction (reinterpreted here as librarianship), professional and creative activities, and service.

5.A.1. Librarianship.

In terms of the usual faculty evaluation criteria of teaching, scholarship, and service, librarianship takes the place of teaching in librarians' evaluations and will receive the majority of weight when a candidate for promotion is evaluated. Librarianship shall be considered that body of work that constitutes the primary roles for which the individual was hired. Typically, the elements comprising librarianship for an individual will differ based on the particular position and its library department. For a reference librarian, for instance, librarianship would normally encompass activities in collection development, reference, instruction, and liaison support to certain academic departments. Librarianship also encompasses competence in communication and other interpersonal skills that relate to the role of librarian.

5.A.1.a. Expectations.

When candidates are evaluated during formal reviews, all relevant areas of librarianship will be considered. However, certain areas which are core to a particular position, as defined in the official description of the position, will receive the greatest weight, and failure to perform commendably in these core areas will be considered especially problematic for continued appointment and for promotion.

Evidence of effective librarianship may be demonstrated by (but not limited to) the following:

- Development of productive liaison relationships with the faculty and students of designated departments;
- Development and implementation of programs that encourage information literacy in library users;

- Effective point-of-use instruction with library users through reference desk assistance, office consultations, electronic assistance, and so on;
- Creation of user assistance materials that serve curricular objectives, such as bibliographies, subject guides, web pages, and other tangible information products;
- Development and implementation of effective methods for organizing, classifying, cataloging, or delivering information resources;
- Effective management of library collections, in any media, through selection and deselection activities;
- Effective management of library staff and operations, especially in terms of the effects on college teaching and research.

5.A.2. Professional or Creative Activities.

The expectations for professional and creative activities are similar to that of other faculty and include those activities in which a librarian is distinguished in terms of professional recognition or responsibilities. Librarians are encouraged to explore issues and problems concerning services to library users and develop informed programs to improve these services. Librarians frequently develop and maintain subject specialties in areas other than librarianship. Scholarly or creative activity appropriate to any recognized discipline of study will be considered in the evaluation of librarians.

5.A.2.a. Expectations.

Evidence of effective scholarship, research, or other professional or creative achievements may include (but are not limited to) the following:

- Publications, including but not limited to authoring of journal articles, books, book chapters, and electronic productions; work as editor for any of these types of sources. Peer-reviewing of the publications provides additional evidence of quality, but its absence does not invalidate the value of the work.
- Reviews of books or other media
- Activity as a publication referee or on editorial boards
- Presentations at scholarly or professional conferences
- Poster sessions at conferences
- Original cataloging of library materials
- Bibliographies or other substantial user guides
- Significant library exhibits
- Grants received
- Web-based user training materials or other instructional media that teach users how to do research or use a library
- Professional guidelines or training materials
- Contributions to professional clearinghouses, such as LOEX and ERIC

- Awards and honors
- Additional education that results in tangible dissemination of related scholarship
- Significant analysis of library collections or services, disseminated internally or externally, that clearly relates current problems and solutions to other scholarship informing those issues.
- Contributions to consortial and professional organizations' work to define standards for the discipline.

5.A.3. **Service.**

Librarians have a unique role on campus, as much of their activity as faculty is directly in service to other departments. Because service is integral to the work of librarians, many activities that serve others on campus will therefore be classified as librarianship rather than service. Likewise, some service to the profession may be considered as scholarship.

5.A.3.a. **Expectations.**

Libraries value traditional college service (such as service on college committees and volunteering in various campus activities), because this participation enhances communication and relationships between the library and teaching faculty. Service, especially to the college, is weighted heavily in this context. Types of service for which librarians will be evaluated may include the following:

5.A.3.a.i **Institutional Service.**

This includes service outside of one's normal librarian role, such as participation on college committees, other forms of campus governance, student recruitment activities, and other similar contributions to the mission of the college.

5.A.3.a.ii **Departmental Service.**

This includes contributions to the mission of the library outside of one's normal responsibilities to the library, such as participation in interdepartmental committees, special projects and events, and so on.

5.A.3.a.iii **Professional Service.**

This includes participation in and contributions to the profession of librarianship principally through activities with professional and scholarly organizations and consortia. When those contributions to the profession result in tangible outcomes, including but not limited to published guidelines, training materials, best practices, and conferences, they should be considered under the category of professional achievements rather than service.

5.A.3.a.iv **Community Service.**

Librarians are encouraged to use their knowledge and skills to contribute to the community in which the college operates through consultation, volunteer activities, and other forms of assistance.

5.B. **Promotion to Associate Professor.**

5.B.1. **Eligibility.**

Librarians at the rank of assistant professor who are in at least their fifth year in rank, with a minimum of three of those years at Marietta College, may stand for promotion to associate professor.

5.B.2. **Qualifications.**

Promotion to associate professor at Legacy Library is only partially based on the demonstration of accomplishment in the three areas of review. Candidates must also demonstrate that their work holds promise for future growth. A progression of work and accomplishment must clearly be shown that will establish a foundation for the candidate to be engaged in the library profession after promotion. Recommendation to associate professor should be based upon an assessment that the candidate has made achievements in librarianship, professional or creative activities, and service at a level that will likely be sustained throughout the individual's career. Promotion documents should include a statement indicating intent to continue current activities and to show how promotion to associate professor is in the interest of Legacy Library and Marietta College.

5.C. **Promotion to Full Professor.**

5.C.1. **Eligibility.**

Librarians at the rank of associate professor who are in at least their seventh year in rank, with a minimum of five of those years at Marietta College, may stand for promotion to full professor.

5.C.2. **Qualifications.**

The promotion from associate professor to professor should include evidence of continued outstanding librarianship, professional or creative activities, and service. Evidence for work at this level would include expertise or innovation in the candidate's principle area of job responsibility, respected research or scholarship, and professional service that shows significant contribution. Significant reputation or leadership at the local, regional, national, or international levels in any of the three areas of review would weigh heavily in considering promotion to professor. The weighting of any criteria would not change between associate or full professor;

librarianship will continue to be weighted most heavily for the promotion to professor, followed by professional or creative activities and service.

5.D. External and Peer Evaluation.

The portfolio of a candidate for promotion must include external and peer evaluations of the candidate's file submitted by:

- A professional librarian at an institution that is comparable to Marietta College in size and mission, and preferably one whose librarians also have faculty status, with or without tenure;
- A member of the teaching faculty at Marietta College;
- A member of the library staff/faculty at Marietta College.

The candidate will suggest the names of at least two individuals in each category who might provide evaluations. The Director of the Library then will request evaluation statements from at least one person in each category and may request additional evaluations not limited to names furnished by the candidate. These evaluative statements shall be sent to the Director of the Library who will put them in the portfolio. Evaluators will be asked to address the following questions.

- Describe your relationship, if any, with the candidate stating how you know him/her, for how long, and in what context.
- How would you address the candidate's provision of library services in the context of his/her specific position responsibilities?
- Please cover the quality and quantity of the candidate's scholarly contributions.
- How would you evaluate the quality of the candidate's service to Marietta College, the Marietta College Library, and to the library profession?
- Overall how does this candidate's career compare to others in this field at a similar point in their careers?
- Please provide any additional insights that may be helpful in evaluating the candidate for promotion to [rank].

A copy of the candidate's portfolio, not including evaluations by the Library Director or others, will be provided to each external and peer evaluator.

5.E. Promotion File Checklist for Librarians.

The Comprehensive Evaluation, consisting of the nine sections described below, will be completed by librarians whenever they are proposed for promotion. External and peer evaluators will also be included when the candidate is proposed for promotion. A Standard Evaluation will be done in all other years. The Standard Evaluation will consist of Sections 1 and 4, with optional selections from Sections 6, 7, 8, and 9. The Director of the Library will complete a director's evaluation in both Comprehensive and Standard Evaluations.

This promotion file checklist has been developed in hopes that it would provide some guidance and standardization in preparing promotion files. For an individual seeking

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promotion to Associate Professor, the documents suggested below should refer to the last three years. For an individual seeking promotion to Full Professor, the documents suggested below should refer to the last six years. The contents of the file should be organized into the following categories:

1. Current Job Description
2. Current Curriculum Vita
3. Copy of this Document (*Evaluation and Promotion of Librarians*)
4. Annual Evaluations by Director of the Library.
5. Letters from External and Peer Evaluators
6. Evidence of Effectiveness in Librarianship. Examples may include:
 - Student and faculty evaluations
 - Department liaison activities
 - Library instruction materials
 - Library instruction/information literacy initiatives
 - Point-of-use instruction with library patrons
 - Collection development and management
 - Management of library staff and operations
 - Organizing, classifying, or cataloging information resources
 - Development activities relating to web-based services
7. Evidence of Professional or Creative Activities. Examples may include:
 - Publications, such as journal articles, books, book chapters, and electronic productions
 - Reviews of books or other media
 - Presentations at professional conferences
 - Poster sessions
 - Original cataloging of library materials
 - Bibliographies or other substantial user guides
 - Significant library exhibits
 - Grants received
 - Web-based user training materials or other instructional media
 - Professional guidelines or training materials
 - Contributions to professional clearinghouses such as LOEX or ERIC
 - Awards and honors
 - Additional education that results in tangible dissemination of related scholarship
 - Significant analysis of library collections and library collections or services, disseminated internally or externally, that clearly relates current problems and solutions to other scholarship informing those issues
8. Evidence of Service to Department, College, Community. Examples may include:
 - Letters from colleagues, committee chairs.

- Letters or other evidence of significant activities on or off campus.
 - Participation in faculty committees or other forms of campus governance
 - Contributions to the mission of the library outside of one's normal responsibilities such as special projects or events
 - Participation in professional organization activities
 - Participation in community service activities
9. Miscellaneous Documents
- Grant proposals, professional development plans, report of activities while on leave or sabbatical, etc.
 - Other relevant documentation not covered under other categories.

Appendix 6. Faculty Awards, Honors, and Named Chairs

6.A. Awards and Honors.

The following are the awards and honors given to faculty members on an annual basis. These awards have sometimes been established by the Provost's office and sometimes established by outside donations to the college. They recognize the outstanding work of the faculty members in all area of their responsibilities: teaching, research, service, advising, and prominence.

6.B. Outstanding Faculty Award.

Established by the student body governing board in 1984, the Outstanding Faculty Award is presented each year to a member of the faculty who demonstrates excellence in teaching and College involvement as determined by a selection process administered by the Student Government Association. Nominated faculty members are judged, among other things, on presentation of course material, fair and ethical teaching practices, rapport with students, and extent of involvement in College activities. A faculty member may receive the award more than once. Students present this cash award at graduation.

6.C. Edward G. Harness Endowment.

Established in 1985 and revised in 2006, the Harness Outstanding Educator Award honors and rewards Marietta College faculty whose teaching is considered distinctive both inside and outside of the classroom and who are worthy of the honor of being designated "Harness Fellows." Recipients receive a single payment of \$7,000, a personal award document and \$1,000 of funding for professional development. Faculty are nominated by their colleagues. Faculty Council reviews the nominations and selects up to three Harness

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Fellows each year. Edward G. Harness, Class of 1940, was a member of the Marietta College Board of Trustees for more than two decades and served for 15 years as either its chair or vice chair.

6.D. **McCoy Professorship.**

Current or new Marietta College faculty members who have been recognized as outstanding teachers by a selection committee composed of nationally-recognized teachers and scholars, who are not members of the Marietta College community, may be named McCoy Professors. The four-year designation, with possibility of renewal, also includes an annual salary supplement. There is a \$10,000 salary enhancement for four years, and a \$5,000 enhancement for the fifth year, regardless of rank. A honorific title remains with the recipient during the time of employment at the College. The program was established in 1993 as part of the McCoy Endowment for Teaching Excellence, which was donated to Marietta College by John G. McCoy, Class of 1935, and his wife, Jeanne.

6.E. **Innovative Teaching Award.**

The Innovative Teaching Award is a one-time \$2,000 salary enhancement that has been granted to faculty members since 2001. Recipients are selected by the Faculty Development Committee from among those nominated ([Constitution Appendix 6.H](#)). Funding comes from a restricted account.

6.F. **Research award.**

Established in 2003, the Research Award recognizes faculty members for significant contributions to their discipline, typically through a refereed publication or juried creative product. Recipients receive \$2000 in the form of an "expense line" to fund future research. The Faculty Development Committee selects the recipients from among those nominated ([Constitution Appendix 6.G](#)). Funding comes from the Provost's budget.

6.G. **Douglas Putnam Service Award.**

Established in 2001, the Douglas Putnam Service Award (a plaque and gift certificate) recognizes individuals who have served the College in extraordinary ways. These are acts that go beyond the normal expectation of service to the department or campus and include volunteer actions where the faculty member has taken on a task beyond the job expectations. The Provost, in consultation with the faculty council, names the individuals to receive this award.

6.H. **Community Service Leadership Award.**

This award is given to a College faculty or staff member who has made significant contributions to the Marietta community. Selection is made by the President, Provost, and the Director of Civic Engagement for the McDonough Center. No funding goes with this award.

6.I. Advising Award.

Established in 2004, the Advising Award, a one-time \$500 salary supplement, is given to faculty members who demonstrate quality advising in the areas of mentoring students in their transition to college, helping students with selection of courses, their major, and their career, and life planning. The selection is made by the Assistant Dean of First Year Experience and Advising in consultation with the faculty development committee. Funding comes from the Provost's budget.

6.J. Distinguished Diversity Enhancement Award William

The Distinguished Diversity Enhancement Award, established in 2004, honors up to three individuals (a faculty member, staff member, and student) who have suggested, developed, and/or implemented programs, policies, and/or procedures that have demonstrated a significant commitment to enhancing the diversity of Marietta College or who have taken actions that meet the same goals. The Provost asks for nominations and in consultation with faculty council, selects the winners. Any funding for the plaques comes from the Provost's budget.

6.K. William Van Law Plankey Professorship.

This professorship supports excellence in scholarship, especially as reflected in the involvement of undergraduate students. For purposes here, the term “scholarship” is understood to include discipline-based research, pedagogical research, and creative activities. The activities must involve undergraduate participation to some extent. A faculty member will be appointed to serve a three-year term. The Plankey Professor will have access to \$5,000 annually to support his/her scholarship activities for the duration of the appointment. At the request of the Plankey Professor, up to \$3,000 of the funds may be taken as an annual gross stipend.

6.L. Named Chairs.

6.L.1. Guidelines.

Named chairs are created by donations that help support a particular academic specialty. The donation either creates a new endowed position or provides budget relief for all or part of an existing position or provides additional salary for a faculty member. If at all possible the endowment will provide an annual instructional or research grant to the faculty member selected.

6.L.2. **Nomination and Selection.**

When a named chair is available to be filled, the President and the Provost will call for nominations from the campus community. Nominations should identify the qualifications of the candidate and be submitted within three weeks of the announcement. In consultation with the faculty council the Provost and President make the final appointment.

6.L.3. **Stipend.**

All named chairs that existed in the fall of 2005 (#1-#12) will have an annual instructional grant awarded to the faculty member filling that chair in the amount of \$2,000. This funding comes from a restricted fund specifically established to encourage good teaching practices at Marietta College. Subsequent named chairs will have an instructional or research grant built into the fund at the time the donation is solicited.

6.L.4. **The Chairs.**

- **Israel Ward Andrews Professorship in Religion.** Established 1905 by Dr. Israel Ward Andrews; President of the College 1855-1885.
- **The Benedum Professorship.** Established 1965 by the Claude Worthington Benedum Foundation; among other members of the family, the fund is in memory of Michael L. Benedum; in support of the Chair of the Edwy R. Brown Department of Petroleum Engineering.
- **The Erwin Professorship in Chemistry.** Memorial to Cornelius B. Erwin, a benefactor of the College who died 1885; reestablished in 1935 after being unassigned for many years.
- **The William R. and Marie Adamson Flesher Chair in the Humanities.** Established 1983 from funds left by the Drs. Flesher; the Fleshers were recipients of the only joint conferral of an honorary degree to date by the College.
- **The Milton Friedman Chair in Economics.** Funded through a trust established by Lester E. and Alice McCoy Merydith, College class of 1927 and 1928.
- **The Petroleum Industry Partnership Chair.** Established with gifts from several interested corporations and two bequests from persons who were active in the petroleum industry; among them, Mobil Oil, Consolidated Natural Gas, Standard Oil of Ohio, Gulf/Chevron, and Conoco.
- **The Molly C. Putnam Professorship in Religion.** Established in 1973 in the wills of Molly Putnam and husband Douglas, who were in the class of 1881.
- **The Rickey Professorships (2).** Established in 2000 through a gift from David M. Rickey, Class of 1978, and a gift from the J&D Family Foundation of San Diego and Jan E. Nielsen.

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- **The Andrew U. Thomas Professorship in History.** Established in 1966 as a memorial to Mr. Thomas by wife Lenore B. Thomas; graduate of Class of 1921, and a former trustee of the College.
- **The Ebenezer Baldwin Andrews Chair of Natural Science.** Established 1925; Endowed in 1934 under the will of Katherine Andrews Mather for her father; a professor of geology, mineralogy, and chemistry 1851-1870.
- **The Henderson Professorship in Philosophy.** Bequeathed in 1892 by Dr. Henry Smith, President Marietta College 1851-1870; named in memory of his mother
- **The Hillyer Professorship in English Literature, Rhetoric, and Oratory.** Established 1879 through funds provided by Truman Hilly

Faculty Constitution

I. Membership

I.A. Voting Membership.

The voting faculty of Marietta College consists of all professors, associate professors, assistant professors, and instructors teaching half-time or more; the President; the Provost; and all professional librarians with faculty rank. The number of faculty votes for coaches with faculty status is determined by Academic Chair of the Physical Education Department in consultation with the chair of Faculty Council in beginning of the fall semester of each year as follows: The total credit hours taught by coaching faculty during the academic year is divided by 12 and rounded to the nearest whole number. After this number is determined, the coaches will elect the specific individuals who will have voting privileges for the next year. Faculty on sabbatical, medical or family leave retain voting rights.

I.B. Non-Voting Faculty.

Voting rights do not extend to adjunct faculty or Visiting Faculty, but they are welcome to attend the meetings.

II. Function.

The faculty is charged with legislative and instructional responsibility for the educational program. It formulates and implements academic policy with the assistance, support, and approval of the administration and the Board of Trustees.

III. Meetings.

III.A. Scheduling and Notification.

A faculty meeting will normally be held on the third Monday of each month during the regular academic year. Special meetings may be called by the President, by Faculty Council, or on petition of ten or more members of the faculty. Notice will be given to all members of the faculty at least three class days before a faculty meeting.

III.B. Robert's Rules of Order.

Robert's Rules of Order, the edition to be chosen by Faculty Council, will be followed in the meetings.

III.C. Quorum.

The majority of the voting members of the faculty will constitute a quorum for a faculty meeting.

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III.D. Agenda

The agenda of each faculty meeting will be determined by the chair, in consultation with the President and Provost. The agenda will be distributed to the faculty at least three class days before the meeting. When actionable matters appear on the agenda, appropriate supporting documents must be included.

III.E. Voting.

In a vote, a majority or a super majority is calculated from the number of faculty present and voting and, for unamended motions, the number of absentee ballots. In these calculations, an abstention is not considered a vote.

III.F. Absentee Ballots.

Absentee ballots are permitted for (a) nominations and elections for Faculty Council, and (b) motions listed on a duly distributed agenda. The secretary of the faculty will make reasonable arrangements for such balloting and will deliver completed absentee ballots to the faculty meeting, where, prior to the meeting, they will record the names of those voting by absentee ballot. When the motion is voted upon at the meeting, the secretary will count absentee ballots only if the motion has not been amended.

III.G. Proxy ballots.

Proxy ballots are not permitted at meetings.

III.H. Electronic voting.

In special cases a vote may be taken electronically. The faculty Chair and Secretary will select a suitably secure application by which faculty members can cast their votes. A tally of the vote should be reported but not the vote of individual faculty members, which is considered confidential.

IV. Officers

IV.A. Chair.

The chair of the Faculty Council will be the chair of the faculty. In the absence of the chair, Faculty Council will appoint a replacement. The chair of the faculty will appoint a secretary, a marshal, and a parliamentarian of the faculty at the beginning of each academic year. The Chair will also work with the Provost to identify and fund a minute-recorder for Faculty Council meetings.

IV.B. Secretary.

The secretary or chair of the faculty will distribute the faculty meeting agendas, election ballots, and other pertinent information to all voting members; make and keep a record of faculty meeting minutes; deposit a copy of these minutes in the college archives; and be responsible for maintaining a correctly updated Faculty Manual, one copy of which will

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be kept in the office of the Provost and one copy of which will be kept in the college archives.

IV.C. Marshal.

The faculty marshal will lead academic processions for events such as Matriculation, Founders Day, and Commencement. The faculty marshal will work closely with the administration and the coordinator of special events to prepare for such events and to maintain order and decorum. The faculty marshal may appoint and train assistant marshals as needed.

IV.D. Parliamentarian.

The faculty parliamentarian will advise the chair on parliamentary procedure.

V. The Faculty Council

V.A. Purpose.

By interpreting and implementing The Faculty Manual, Faculty Council governs the faculty. Further, Faculty Council represents the interests of the faculty to the administration and Board of Trustees and, in consultation with the Provost, addresses matters of concern to the faculty as a whole.

V.B. Membership and Election.

V.B.1. Eligibility.

The Faculty Council will consist of six elected members of the full-time teaching faculty. The *ex officio* members consist of the President and the Provost. Of the six faculty members, three will be elected by the voting faculty in April each year to serve two years, taking office at the beginning of the following academic year. No member elected for a full term may be re-elected until a lapse of two years. Visiting faculty members are not eligible to be elected to Faculty Council.

V.B.2. Alternates.

In the event that an elected member of the Faculty Council is unable to serve because of a sabbatical leave, or leave of absence, or for any other special reason acceptable to the council, the first alternate as determined in the most recent balloting will serve during the period of absence. The alternate will relinquish the seat on the council when the elected member is able to serve. An alternate who serves in the absence of another will not thereby be disqualified from candidacy for a full term in the next election. If an elected member of the council is unable for more than a year to serve on the council, the first alternate is declared the elected member.

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V.B.3. **Nomination.**

Not later than the first Monday in March, a list of those eligible for election to the council will be approved by the council and distributed to the faculty. At the March meeting of the faculty, each faculty member nominates six persons on forms provided. Only nominating ballots containing six names will be valid. These ballots will be collected by the secretary of the faculty and submitted to the Faculty Council for tabulation. The council will prepare a list of six names with the highest number of nominations or more than six in the event of ties. This list will be distributed to the faculty as soon as possible.

V.B.4. **Voting.**

At the April meeting of the faculty, ballots listing the six nominees in alphabetical order will be distributed. The faculty will vote by preferential ballot indicating by number (1 through 6) the order of their preference for these nominees. Only ballots on which all nominees have been ranked will be valid. The rank of all nominees shall be totaled and the three nominees receiving the lowest totals will be declared elected. Those receiving the fourth, fifth and sixth lowest totals will be declared alternates for the succeeding year (respectively first, second, and third alternates), and will serve during the period that any elected member is unable to serve.

V.B.5. **Election of Chair.**

Following the election of the three new members of Faculty Council, the faculty will elect a chair from the entire list of six members of council. The procedure will be for each faculty member voting to cast a ballot for one of the six to be the chair of the Faculty Council. The person with the most votes is elected. A person may be elected as chair of the council for two successive years.

V.C. **Meetings.**

At the beginning of the fall and spring semesters, the council will set a regular time for meetings. The agendas for the meetings will be set by the Chair in consultation with other members of the council. The Chair will post meeting times and agenda to the full faculty by suitable means. Special meetings may be held on the call of the President, the Provost, the chair, two elected members of the council, or on petition of ten or more voting members of faculty.

V.C.1. **Quorum.**

A quorum shall consist of four elected members.

V.C.2. **Voting Status of *Ex Officio* Members.**

Ex officio members are without vote.

V.C.3. **Open Meetings.**

The meetings of the council are open to any faculty member who cares to attend except when the council is discussing personnel in executive session.

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V.C.4. **Caucus.**

The elected members of the council may meet in caucus at the request of two-thirds of these members.

V.D. **Functions of the Faculty Council.**

V.D.1. **Committee Appointments.**

The Faculty Council will appoint voting faculty members and chairs to all standing committees. Members of standing committees will be appointed annually before the beginning of the academic year, appointments to become effective at the beginning of the academic year. The council will also appoint members to chartered boards and trustee committees. The council may establish, appoint members to, and define the functions of temporary committees.

V.D.2. **Educational Activities.**

The council shall have general responsibility for overseeing the faculty governance of all academic and educational matters including coordinating the activities of faculty committees and channeling issues to the appropriate committees or administrators.

V.D.3. **General College Policy Matters.**

V.D.3.a. **Policy Advising Function.**

The Faculty Council may advise the President, the Provost, and other administrative officers on matters of general college policy not covered in this Manual.

V.D.3.b. **Recommendation Function.**

The Faculty Council may initiate recommendations to the President, the Provost, or Student Senate concerning academic and co-curricular activities of the College.

V.D.4. **Studies and Reports.**

The Faculty Council may initiate studies or surveys of any matter concerning the academic and other internal affairs of the College. It may call upon any committee, administrative officer, or faculty member for such reports as it deems necessary for the satisfactory performance of its functions.

V.D.5. **Academic Calendar.**

Faculty Council will approve the academic calendar in collaboration with the offices of the President, Provost, and Registrar. When substantive changes to the calendar are warranted, a task force will be convened.

V.D.6. **Personnel Matters.**

V.D.6.a. **Hearings and Appeals Boards.**

The Council will serve as the Formal Hearings Board ([see Appendix 10](#)) for faculty grievances and for cases that would result in termination or dismissal

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for cause or moral turpitude, as described in the [Handbook Section VII](#). Faculty Council also serves as the Appeals Board for allegations of improper procedure filed against the Professional Review Committee.

V.D.6.b. Search Committee Appointments.

The Faculty Council, in consultation with the Provost and the appropriate department chair, will appoint two or more faculty members to search committees for candidates under active consideration for academic positions and for those administrators for whom faculty rank is being considered as part of their contract. Faculty Council will also appoint faculty members to all other searches for positions where faculty input is desired.

V.D.6.c. Salary Recommendations.

The Faculty Council may make general recommendations to the President regarding salary schedules.

V.D.7. Responsiveness to Faculty Interests.

Any faculty member may ask to appear before Council regarding any matter which may fall within the jurisdiction of the council as set forth in The Faculty Constitution.

V.D.8. Interpretation of the Manual.

The Faculty Council is the interpreter of The Faculty Manual. Its interpretations must be announced to the faculty as a whole, and are subject to faculty review and revocation by a two-thirds vote of the faculty present and voting.

V.D.9. Honorary Degrees.

The council will approve nominations for honorary degrees on behalf of the faculty, subject to trustee approval.

V.D.10. Minutes and Reports.

When accepted and approved, copies of the minutes and reports of the Faculty Council will be made available to all members of the faculty electronically. Materials relating to presently employed personnel will be excised before the minutes are made available.

VI. Standing Committees

VI.A. Organization.

VI.A.1. Creation and Elimination.

Standing committees shall be established or abolished according to provisions for amendment to The Faculty Constitution as set forth in [Section VIII](#).

VI.A.2. Ex-Officio Members.

The President and Provost are *ex officio* members of all committees except the Reappointment, Tenure, and Promotion Committee and the Professional Review

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Committee. Except where indicated otherwise (see Sections [VI.B.2](#), [VI.B.5](#), and [VI.B.8](#)), *Ex officio* status on standing committees do not have voting privileges but may initiate and discuss motions.

VI.A.3. Relationship to Faculty Council.

Except for the Reappointment, Tenure, and Promotion Committee and the Professional Review Committee, standing committees shall be responsible to the Faculty Council.

VI.A.4. Meetings.

Standing committees shall meet at the call of their chairs, or on petition of three of their members. The meetings of all committees are open to any faculty member, except when a committee is discussing presently employed personnel.

VI.A.4.a. Motions.

All committee members have the right to initiate, discuss and vote on motions.

VI.A.4.b. Quorum.

For faculty committee meetings, a quorum shall consist of a majority of the faculty and administrative committee members with voting privileges; i.e., the *ex officio* and student members will neither contribute to nor detract from the presence of a quorum.

VI.A.4.c. Minutes.

Copies of the minutes and reports of committees will be submitted to the librarian and be made readily available.

VI.A.5. Implementation of Decisions.

Standing committee decisions requiring faculty approval will be presented to the chair of Faculty Council, who will schedule them on the faculty meeting agenda.

VI.A.6. Appeal of Decisions.

Except for personnel issues concerning individual faculty members, standing committee decisions may be appealed to the faculty as a whole by a petition signed by ten or more voting faculty members. The chair of Faculty Council will place the issue on a future meeting agenda.

VI.B. Purposes, Functions and Composition of Standing Committees.

VI.B.1. Academic Assessment Committee.

VI.B.1.a. Purpose.

To review academic assessment measures in order to assure that they provide information sufficient for the evaluation of the College's curriculum and co-curriculum.

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VI.B.1.b. **Functions.**

- To assist departments and other curricular/co-curricular units in the development of academic assessment measures that reflect good practice
- To review departmental reports of program and institutional-level academic assessment measures
- To implement appropriate external College-wide assessment measures
- To review the assessment measures undertaken by all units responsible for non-departmental curricular and co-curricular student learning activities

VI.B.1.c. **Composition.**

Membership shall include:

- At least four faculty members appointed by Faculty Council.
- The faculty member appointed by the Provost to coordinate academic assessment.
- The Director of Institutional Research and the Provost serve as ex officio members.

VI.B.1.d. **Policies and Procedures.**

Policies and procedures are found in [Appendix 3](#).

VI.B.2. **Academic Standards Committee.**

VI.B.2.a. **Purpose.**

To oversee the undergraduate academic standards of the College.

VI.B.2.b. **Functions.**

VI.B.2.b.i **Academic Standing and Petition Review.**

- To rule on matters affecting the academic standing of individual students, such as probation in cases of academic deficiencies and dismissal in cases of academic deficiencies.
- To rule on petitions concerning the effect on individual students of academic policies such as transfer credit, advanced placement, and exemptions from general requirements of the College.
- To initiate and review of academic policies.
- To review and initiate policies affecting the standards for academic probation, dismissal, and waiting periods prior to consideration for readmission.
- To establish policy on acceptability of transfer credits for work done at other colleges and universities, including work during a period of study abroad.

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- To establish residence requirements.
- To establish criteria for inclusion in the Dean's High Honor List and the Dean's List.

VI.B.2.c. **Composition.**

Membership shall include

- At least five faculty members appointed by Faculty Council.
- Up to two students appointed by the Student Government Association. The student members will be excluded from discussion and vote on confidential student information.
- Up to two members of the administrative staff appointed by the President.
- The registrar will be executive secretary of the committee and is a voting member.

VI.B.2.d. **Policies and Procedures.**

Policies and procedures are found in [Appendix 4](#).

VI.B.3. **Curriculum Committee.**

VI.B.3.a. **Purpose.**

To assure that the curriculum appropriately carries out the stated mission of the College.

VI.B.3.b. **Functions.**

- To evaluate on a continuous basis the design and effectiveness of the general education curriculum, the curricula of majors, minors, certificates, and other academic programs.
- To review and approve:
 - Addition of minors and certificates
 - Elimination of majors, minors, certificates, other academic programs, and permanent courses from the catalog
- To approve the addition of, substantive revisions to, or elimination of permanent courses from the catalog.
- To review and approve the following changes before bringing them to the full faculty for a vote:
 - Addition and substantive revision of majors
 - Modifications to the general education requirements
 - Any proposal which the committee perceives as having substantive impact on the curriculum and the effectiveness with which it carries out the stated mission of the College

VI.B.3.c. **Composition.**

- At least six faculty members appointed by Faculty Council.
- Two student members chosen by Student Senate.

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- *ex officio* members: the Registrar and a library representative.

VI.B.3.d. Policies and Procedures.

Policies and procedures are found in [Appendix 5](#).

VI.B.4. Faculty Development Committee.

VI.B.4.a. Purpose.

To promote faculty professional growth in scholarship and teaching.

VI.B.4.b. Functions.

- To examine proposals for sabbatical leaves and make recommendations for granting sabbatical leaves to the Provost.
- To evaluate proposals and recommend faculty for Load Reductions, Professional Improvement Opportunity Grants, Mini-Grants, and Mentor Grants.
- To evaluate faculty nominations for the Research and Innovative Teaching awards.
- To sponsor forums for discussion of topics of interest to the faculty.

VI.B.4.c. Composition.

At least five faculty members appointed by Faculty Council.

The college grants officer is an *ex officio* member.

VI.B.4.d. Policies and Procedures.

Policies and procedures are found in [Appendix 6](#).

VI.B.5. Honors and Investigative Studies Committee.

VI.B.5.a. Purpose.

To oversee the Honors and Investigative Studies Programs of the college.

VI.B.5.b. Functions.

- To work with the Directors of the Honors and Investigative Studies Programs to facilitate all aspects of undergraduate research.
- To Administer Curricular Honors and Research Honors.
- To Make recommendations regarding Student Travel Grants, Student Supply Grants, and proposals for Investigative Honors Fellowships, Research Honors preliminary proposals, and Investigative Studies Research and Summer Fellowships.
- To Plan and execute All Scholars Day.

VI.B.5.c. Composition.

- At least three faculty members appointed by Faculty Council

Faculty Constitution

- Director(s) of the Honors and Investigative Studies Programs are *ex officio* members with voting privileges

VI.B.5.d. Policies and Procedures.

Policies and procedures are found in [Appendix 7](#).

VI.B.6. Professional Review Committee.

VI.B.6.a. Purpose.

The purpose of the Professional Review Committee is to facilitate resolution of faculty grievances (as defined in the Faculty Handbook, Section VIII A) and allegations of improper procedure including, but not limited to:

- Tenure recommendations or decisions.
- Dismissal or non-renewal of non-tenured faculty.
- Promotion recommendations or decisions.
- Annual evaluation of faculty members.
- Awarding of sabbaticals.
- Other recommendations or decisions that affect a faculty member's professional development.

VI.B.6.b. Functions.

- To route petitions of faculty grievances and allegations of improper procedure to the appropriate committee or board.
- To mediate hearings for the informal resolution of faculty grievances.
- To serve as an appeals board for allegations of improper procedure in the rendering of recommendations or decisions by an individual or a faculty committee.

VI.B.6.c. Composition.

- Three tenured faculty members appointed by Faculty Council.
- One tenured faculty member as an alternate appointed by Faculty Council.

VI.B.6.d. Policies and Procedures.

Policies and procedures are found in [Appendix 8](#).

VI.B.7. Reappointment, Tenure, and Promotion Committee.

VI.B.7.a. Purpose.

To make recommendations concerning reappointment, tenure, and promotion according to the criteria set forth in the [Handbook Section VI.C.3](#), [Handbook Appendix 4.B](#), and [Handbook Appendix 5.A](#).

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VI.B.7.b. Functions.

VI.B.7.b.i To provide information to faculty concerning:

- the review and tenure process.
- decision-making criteria.
- portfolio requirements.

VI.B.7.b.ii To carry out reviews and make recommendations to the Provost concerning:

- Reappointment of tenure-track faculty in their third probationary year.
- Awarding of tenure to candidates in their fifth probationary year. Recommendations can be to award tenure, to deny tenure, or to defer the tenure decision.
- Applications for promotion.
- Special review of untenured faculty members as requested by the Provost.
- Reviews of non-tenure-track faculty

VI.B.7.c. Composition.

At least five faculty members appointed by Faculty Council, with consideration of distribution across disciplines. If possible, one member, who will have full voting rights, may be tenure-track. The other members will be tenured members of the faculty.

For members with tenure, the term of appointment will be two years; for tenure-track member, one year.

VI.B.7.d. Policies and Procedures.

Policies and procedures are found in [Appendix 9](#).

VI.B.8. Graduate Council.

VI.B.8.a. Purpose.

To review, coordinate and monitor all graduate programs offered by the college

VI.B.8.b. Functions.

- To approve the addition of, substantive revisions to, or elimination of permanent graduate courses and programs.
- To reviews, initiate, and implement policies affecting the graduate academic standards of the college
- To assist and advise directors of the graduate programs as requested
- To approve the enhancement of undergraduate courses for graduate credit

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- To hear graduate student academic grievances according to the procedure described in the [Handbook Appendix 1.J.](#)

VI.B.8.c. **Composition.**

- At least three faculty appointed by Faculty Council; one of these faculty should be a librarian
- *Ex officio* members: the Registrar and a representative from each of the graduate programs. The director/coordinator of each of the graduate programs will have voting privileges.

VI.B.8.d. **Policies and Procedures.**

Policies and procedures are found in [Appendix 11.](#)

VII. **Administration and the Faculty**

VII.A. **The Board of Trustees.**

Ultimate authority in and responsibility for Marietta College reside in the Board of Trustees.

VII.B. **The President.**

Ultimately, all members of the College report to the President. The President functions through the Provost and other administrative officers.

VII.C. **Delegation of Administrative Responsibility.**

In the absence of the President, the President's duties and responsibilities will be carried on by the Provost. In the absence or incapacity of both the President and the Provost, their duties and responsibilities will be carried on by the members of the administrative cabinet. Under extraordinary circumstances, the Board of Trustees may exercise their authority to take control over administrative operations.

VII.D. **Appointment of Administrators.**

Administrative officers are appointed for annual terms and do not qualify for tenure; however, if a teaching member who already holds tenure at the College accepts an administrative appointment, tenure as a faculty member is not lost (see [Handbook Section III.E.2](#)). Such an appointee may, however, lose standing as a voting member of the faculty if the position assumed is not among those listed in the [Constitution Section I.](#)

VIII. Revision of the Faculty Constitution and Appendices

VIII.A. Procedure.

- a. Action to amend the Faculty Constitution may be initiated by any member of the voting faculty, in accordance with the following procedures:
- b. The proposed amendment must be submitted in writing to Faculty Council for study, discussion, and if deemed advisable, hearings.
- c. Faculty Council will present the amendment in writing to the faculty with or without recommendation.
- d. After a waiting period of at least two weeks, but within the semester, faculty will vote on the amendment. Because such an amendment is a matter of governance, to be adopted, it must receive at least a two-thirds vote of the members voting.

VIII.B. Changes in Appendices.

Faculty Council is responsible for determining the content of the appendices. The appendix section of the Constitution contains the procedures and practices of Faculty Council and its standing committees. As these procedures and practices change, the chairs of these committees are responsible for submitting copies of new documents to the Faculty Council.

VIII.C. Constitution Amendments which Affect the Handbook.

Proposed changes in the Constitution which also involve changes in the Handbook should be offered as amendments to the Handbook. Such amendments, if adopted, will then dictate changes in the Constitution without specific faculty action. The faculty member offering the amendment to the Handbook should also offer a proposed revision for the Constitution.

Constitution Appendices

Appendix 7. General Committee Procedures

7.A. Conduct of Faculty Committee Meetings.

Faculty committees follow Robert's Rules of Order, the edition to be chosen by Faculty Council.

7.B. Committee Votes by Email.

Acting on a motion by e-mail should be a secondary option, with face to face meetings to review motions preferred. Any motion proposed for an email vote should be very straightforward. Any motion that might require substantial discussion or amending should be deferred to a face-to-face meeting.

7.B.1. Making the Motion.

Any committee member, including the chair, may make a motion via email.

- The subject line should include the word "Motion."
- The first line of the body of the email should include the words "I move that the committee approve/authorize/recommend ..." The motion should be stated formally and completely and not refer to any other email, although supporting documentation may be attached.
- The email must be sent to all committee members; all replies must be reply-all. It is the chair's responsibility to assure that this happens, by reposting a motion or any replies that omit any members.

7.B.2. Discussion of the Motion.

- The chair of the committee will call for a second unless some committee member volunteers a second. Following the second, the chair opens the motion for discussion.
- Members may express support for a motion at any time, however, no votes should be expressed until the chair calls for the vote.
- During the comment period, any committee member may request a face-to-face meeting to deal with the motion. At this point, the motion is considered postponed until a definite time when a face-to-face meeting is scheduled.
- Amendments are not allowed; instead, the motion should be postponed until a definite time for a face-to-face meeting. It is the chair's responsibility to declare the motion postponed until a definite time, rather than allow the motion to continue to a vote.

7.B.3. Voting.

The chair calls for the vote.

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- If there is no discussion for 24 hours (exclusive of weekends and holidays) after the motion was made and seconded, the chair may call for the vote.
- If there is discussion, the chair may call for the vote no sooner than 24 hours (exclusive of weekends and holidays), after the last comment/response.
- In the call for the vote, the chair will state when voting will close, in no case less than 24 hours (exclusive of weekends and holidays). A quorum of the committee must vote for the motion to pass. Unless otherwise provided for, this quorum is a majority of the voting members of the committee.
- At the end of the voting period, or prior to that if the entire committee has voted, the chair will declare that the motion passes or fails.
- The chair will issue the minutes of the email "meeting," which should include the discussion of the motion and messages with the final votes. If the vote is unanimous in favor of the motion, the minutes may read "approved by unanimous written consent." Minutes for the email "meeting" will be approved by the committee in its next face-to-face meeting and are then posted with the other minutes of the committee.

7.C. Minutes.

Minutes recording the actions and decisions of the committees are to be deposited on a timely basis in the SharePoint site for the committee, saved as PDF files, and organized in folders by year.

Appendix 8. Faculty Council - Policies and Procedures

Faculty Council will follow the General Committee Procedures given in [Appendix I.](#)

8.A. Advising on New Faculty Positions.

- a. All departments will submit new faculty position requests and proposals to the Provost. The Provost will then provide a list of requests to Faculty Council for their consideration.
- b. At the Provost's discretion, input may be sought from the Planning Committee, the Curriculum Committee, and any other pertinent committee.
- c. The Provost evaluates and prioritizes the requests. The Provost then selects and presents to Faculty Council a subset of request proposals that, in the Provost's opinion, represent the most worthy group. The Provost also provides Faculty Council with a brief rationale that describes the criteria used for selecting the final set of requests.
- d. Faculty Council then considers the Provost's final set of requests. At this time, Faculty Council may accept the Provost's choices, or ask the Provost to reconsider the choices, Council will provide the Provost with a rationale for the request. If Faculty Council concurs with the Provost's final set of requests then they evaluate each proposal and prioritize the set of requests. Faculty Council then makes a recommendation advising the Provost on which position warrants being filled.

8.B. Advising on New Administrative Positions.

- a. As elected representatives of the faculty, Faculty Council serves an advisory role to the College President or designated college administrative officer as to the creation of any new, full-time administrative or staff position, (e.g. Vice Presidents, administrative directors, administrative staff, or assistants).
- b. The College President or appropriate administrative officer will provide Faculty Council with a brief memo or presentation outlining the rationale for the creation of any new full-time position at the college.
- c. Faculty Council evaluates the rationale and makes a recommendation to the College President and/or administrative officer. If Faculty Council does not support the proposed new position, then Faculty Council provides a brief written rationale as to why Council objects to the new position.
- d. Ultimate authority for the creation of new positions lies with the College President.

8.C. Advising on Honorary Degrees.

Marietta College awards honorary doctorates to individuals whose lives and professional achievements exemplify the educational mission, core values, strategic priorities, and vision of the College. These degrees recognize both achievement and character and are intended to identify role models for students. This is the highest honor the College bestows.

Among the guidelines the Faculty Council and Trustees will consider as they review nominees are:

- a. National or international distinction in a field of endeavor, including the arts, humanities, sciences, business, education, and scholarship
- b. Distinguished records of humanitarianism, service, and philanthropy that model for our students the meaning of a life well lived
- c. Personal connection or service to Marietta College and its students. Although it is not essential that such a connection exist, the awarding of an honorary degree is an appropriate way of recognizing the achievements of alumni and of expressing the College's gratitude for philanthropy that benefits the College and its students.
- d. Reasons why it is especially appropriate for Marietta College to award the degree.

Acceptance of an honorary degree by distinguished individuals enhances the reputation of the College and offers us an opportunity to celebrate as a community the principles and values that we espouse.

8.D. Approval of Forms and Checklists.

Faculty Council will review and approve any changes to forms and checklists developed by the Assessment and Reappointment, Tenure, and Promotion Committees. The Chair of each committee shall make the approved documents available to the faculty.

8.E. Hearings and Appeals Boards.

8.E.1. Faculty Grievance Hearings.

Faculty Council will form a hearings board to rule on faculty grievances according to the procedures in [Appendix 10.](#)

8.E.2. Appeals Board.

Faculty Council will form an appeals board to rule on allegations of improper procedure filed against the Professional Review Committee according to the following procedures:

- a. The Chair of Faculty Council shall appoint three Council members who will substitute for the members of the Professional Review Committee to review and rule on the allegation following the procedures described in [Appendix 8.H.](#)
- b. The decision of this board cannot be appealed.

Appendix 9. Academic Assessment Committee - Policies and Procedures.

The Academic Assessment Committee will follow the General Committee Procedures given in [Appendix I.](#)

9.A. Meetings.

The committee meets on a monthly basis throughout the academic year.

9.B. Academic Assessment Measures.

Through attendance at assessment conferences and workshops and reviews of the literature, the committee strives to keep current the College's understanding of good practice, with respect to academic assessment.

9.C. Program Assessment.

9.C.1. Program Student Learning Outcomes (PSLO).

The committee provides formative feedback to departments regarding the identification, definition, and performance measurement of Program Student Learning Outcomes (PSLO).

9.C.2. Institutional Student Learning Outcomes (ISLO).

The committee provides formative feedback to departments regarding the alignment of student work to appropriate Institutional Student Learning Outcomes (ISLO). and measurement of performance in appropriate ISLOs.

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9.C.3. Quadrennial Review and Assessment Reports.

Annual expectations for departmental assessment reports are communicated by the committee to the faculty as a component of the program review cycle maintained online by the Provost.

9.C.4. Report Review Process.

The assessment reports are divided among the committee members. Committee members work in small groups to thoroughly review and comment on those submitted reports, after which, the entire committee meets to summarize the reviews and comments on the feedback report form. The reviewers' remarks are returned to the department by the end of the spring term. Annual and quadrennial assessment reports and transmitted committee feedback forms are organized by academic year and electronically archived by the Provost's office. Committee members are available to assist the college community throughout all stages of the process.

9.D. General Education Assessment.

9.D.1. Proficiency Profile.

External general education assessment is coordinated by the committee. Each year, the Proficiency Profile, developed by Educational Testing Services, is administered to all members of the incoming and graduating classes. The committee assists the Director of Institutional Research in administering the exam, reviewing analyzed results, and disseminating analyzed results to relevant stakeholders (i.e. the Provost's Office, the Curriculum Committee, and the Worthington Center for Teaching Excellence.)

9.E. Co-Curricular and Student Engagement Assessment.

9.E.1. National Survey of Student Engagement.

The College regularly administers the National Survey of Student Engagement to its students. The committee assists the Director of Institutional Research by reviewing and disseminating analyzed results to relevant stakeholders (see list above). The committee is also available to advise and assist in other co-curricular assessment endeavors.

Appendix 10. Academic Standards Committee - Policies and Practices.

The Academic Standards Committee will follow the General Committee Procedures given in [Appendix I.](#)

10.A. Meetings.

The committee, in consultation with the Records Office, will establish and publish dates on which the committee regularly meets. The committee may hold special meetings in the case of emergency petitions which must be resolved prior to the next regularly scheduled meeting.

Two special meetings are held after grades are available each semester for the purpose of determining the status of students who are not in good academic standing. These are normally held prior to the start of the next semester.

10.B. Procedures.

10.B.1. Academic Standards hearings.

- In the case of a decision on probation or dismissal, the committee carefully reviews the student's academic record, reasons for poor performance provided by faculty on D and F slips, and information on special circumstances provided by the student or others to the committee prior to its deliberations.
- The committee determines the appropriate actions to be applied to any student who has academic deficiencies as defined in the college catalog. Such students are informed in writing of the conditions they must meet in order to continue as students at the College and placed in one of the following categories:
 - Academic Warning,
 - Academic Probation
 - Continued on Academic Probation
 - Dismissed First Time
 - Dismissed Second (Final) Time

10.B.2. Petitions.

The committee determines if special conditions warrant support of petitions for exemption from the requirements of the curriculum, interpretation of credit earned elsewhere, or dismissal decisions.

10.B.2.a. Petition Materials.

Materials and information related to submitting a petition to the ASC are available from the Records Office (records@marietta.edu).

10.B.2.b. Submitting a petition

A petition must be submitted to the Records Office no later than 48 hours before a regularly scheduled committee meeting and should include:

- A concise statement of the action or decision sought by the petitioner
- A rationale for the action or decision being sought
- Other documents which verify claims made by the petitioner or which support the requested action or decision.

A list of regularly scheduled meetings is available by contacting the records office. Petitions not received at least 48 hours prior to a scheduled meeting will be reviewed at the following scheduled meeting.

10.B.2.c. **Exemption from Curricular Requirements.**

In the case of petitions for exemption from the requirements of the curriculum, the committee acts to uphold the spirit and quality of standards established for the programs of the College in responding to students who, while acting responsibly and in good faith, are confronted with unanticipated obstacles in meeting the letter of those standards. Exemption from the published requirements of the curriculum include, but are not limited to the following:

- Deadlines for adding/dropping classes
- Residency requirements
- General education requirements

10.B.2.d. **Credit for Work Done Elsewhere.**

Interpretation of credit for work done elsewhere includes, but is not limited to the following:

- Special Study Abroad programs
- Non-traditional programs offered by other colleges
- College Level Examination Program (CLEP), Advanced Placement, and similar programs

10.B.2.e. **Readmission.**

The committee also considers petitions requesting readmission after a first dismissal or administrative withdrawal.

10.B.2.f. **Rulings.**

Rulings of the Academic Standards Committee regarding petitions are final and are not subject to appeal to any other committee or administrative office. However, the Provost may ask the Academic Standards Committee to reconsider the petition if the Provost is aware of additional information relevant to the student's appeal.

Appendix 11. **Curriculum Committee - Policies and Procedures.**

Last revision: 4 November 2021.

The Curriculum Committee will follow the General Committee Procedures given in [Appendix I.](#)

11.A. **Meetings.**

The committee meets weekly, as needed, throughout the fall and spring semesters.

11.A.1. Minutes.

Minutes of each preceding meeting should be circulated by the recorder to all committee members before the next meeting at which time the committee votes on approval.

11.B. Due Dates for Proposals.

11.B.1. Notification.

The chair of Curriculum Committee should circulate to faculty via email due dates at the beginning of each semester:

- Last date for which proposals will be accepted for inclusion in the spring semester course listing.
- Last date for which proposals will be accepted for inclusion in the next college catalog.

Typically the first deadline is about four weeks prior to the registrar's deadline for inclusion in the course listing and the second deadline is about four weeks before the registrar's deadline for inclusion in the course catalog. Particularly extensive or potentially 'controversial' proposals should be submitted before these deadlines to ensure timely action.

11.C. Procedures.

11.C.1. Submission of a Proposal.

Proposals for new or revised programs, new or revised courses, and elimination of courses or programs will be submitted electronically through the Committee's curriculum management platform. All other proposals should be submitted using the forms available on the Curriculum Committee website and emailed to records@marietta.edu, preferably as a single PDF document.

11.C.1.a. Types of proposals.

- a new course or a significant change in an existing course;
- changes in requirements for a major, minor, certificate, or academic program;
- a new major, minor, certificate or academic program;
- or the elimination of a major, minor, certificate or academic program.

11.C.1.b. Proposal Content.

- An overview and explanation of the proposal and/or applicable proposal forms
- Signatures of the Chairs of all affected departments or programs
- Any additional documentation necessary to support the proposal

11.C.2. Proposal Review Process.

11.C.2.a. Responsibilities of the Committee Chair.

- Assigns a reference number based upon date of receipt

- Places the proposal on the agenda for a future Curriculum Committee meeting
- Assigns the proposal to a member(s) of the committee to be the reviewer
- Establishes a tentative date for the CC reviewer to report on the proposal to the full CC
- Reminds all members to review the proposal ASAP and forward any questions or comments to the CC reviewer

11.C.2.b. Responsibilities of Committee members.

- Examine the impact of the proposal on the curriculum of the proposing department, other departments and programs, the general education curriculum and mission of the college as a whole
- All CC members are responsible for investigating the merits of the proposal; however, the CC member assigned as reviewer should discuss any questions or concerns the CC has with the faculty member or department members submitting the proposal. The CC reviewer will report back to the Curriculum Committee and the CC will discuss the proposal and vote.

11.C.3. Course Proposals.

Additional information is provided on the [Curriculum Committee Sharepoint site](#).

11.C.3.a. Changes to Catalog Course Descriptions.

The chair of the Curriculum Committee can approve all changes to course descriptions. However, if the chair of Curriculum Committee believes the proposed wording alters or impacts the goals or objectives of the course, then the proposed wording changes should come to the full Curriculum Committee for review. These changes will be reported to the committee and recorded in the minutes. Descriptions of courses should be accurate, brief, and clear. In general, descriptions should be limited to 60 words that describe the primary theme(s) of the course and any extraordinary requirements. The faculty member is responsible for collaborating with the registrar to ensure that approved wording makes its way into all college documents.

11.C.3.b. Course Numbering (100, 200, 300, and 400 levels).

Departments should give careful consideration to the numerical listing of courses. Course numbering is an important consideration that communicates much about the course, both on and off the Marietta College campus. While some connotations of course numbering may apply to certain disciplines, in general, the Curriculum Committee encourages departments to apply the following criteria:

- 100 Level Courses-should be taught at a level appropriate for first and second year students with little background in the discipline. Courses at the 100 level typically represent broad surveys of a topic or a discipline,

are general service courses for the general education curriculum or other majors, and serve as introductory requirements for specific majors.

- 200 Level Courses-represent more focused analysis of a topic within a discipline. These courses may represent general service courses for the general education curriculum and may be core courses for a program of study. Courses at the 200 level should hold students to an academic standard greater than the 100 level courses.
- 300 and 400 Level Courses-should be taught at a level appropriate for third and fourth year students. The content of these courses is typically advanced and specialized and require academic skills developed in lower level courses. These courses should present greater challenges to students and require a higher level of independent scholarship than lower level courses.

11.C.3.c. New courses proposed for college catalog or changes to an existing course.

- All proposals should include the appropriate cover page and the catalog changes page. If the proposal is for a course to fulfill a General Education requirement, the proposal must complete all of the following:
- identify the specific criteria that the course will meet for the cognate area(s) indicated on the cover page
- give a rationale for how the course will meet those criteria
- include alignment with at least one Institutional Student Learning Outcome (ISLO).

11.C.3.d. Special Topics Courses.

Special Topics courses are those for which the specific subject and title in the semester course listing may change between offerings. For example, the hypothetical course SOCI 345 “Current Topics in Sociology” may be listed one semester as SOCI 345 “Social Dynamics of Middle Eastern Nations”, and in a subsequent semester as SOCI 345 “Changing Social Structure of Cuba”. The description of these courses in the college catalog should include the phrase “...Topics in...” in the title and the sentence “Topics may vary with each offering.” in the course description. Courses counting toward General Education requirements require Curriculum Committee approval. All other courses should send the current name and description directly to the Registrar for inclusion in the course listing.

11.C.3.e. Cross-Listing of Courses.

The Curriculum Committee approves appropriate courses for cross-listing as a means of encouraging interdisciplinary activity and thereby enriching the curriculum.

11.C.3.f. Pioneer Path Courses.

Initial offerings of PIO 101 courses will be approved by the PIO 101 Director and the Provost. After the first offering, the course will be submitted to the Curriculum Committee for review as a new course for the college catalog, where a list of approved PIO 101 topics will be maintained. All other Pioneer Path courses will be approved through standard processes by the Curriculum Committee.

Appendix 12. Faculty Development Committee- Policies and Procedures

The Faculty Development Committee will follow the General Committee Procedures given in [Appendix I.](#)

12.A. Meetings.

The Faculty Development Committee meets after every application deadline to review and discuss all materials pertinent to the applications and nominations. On average the committee meets 4–5 times an academic year.

12.B. Applications.

Application and Nomination forms and guidelines are all available on the Committee Website. Mini-Grant and Mentor Grant applications are completed directly from the website using a webform. All applications and nominations are sent directly to the Committee Chair using the facdev@marietta.edu email address. The information is organized and distributed to the committee members for review.

12.C. Deadlines.

Annual deadlines are posted on the Committee Website at the beginning of the academic year and the deadlines are emailed to all faculty at the beginning of the academic year.

12.D. Sabbaticals, LRPs, and PIGs.

12.D.1. Criteria.

A major goal of the proposed project should be to help strengthen the connection between the faculty member involved in the project and his or her discipline. This could take many forms including (but not limited to):

- Publishable research, papers, panels, essays, books, works of art, reviews, software, etc.
- The project will usually result in some tangible outcome such as publication, exhibition, or some other form of public presentation.
- It is the proposer's responsibility to convince the Faculty Development Committee that the project will strengthen disciplinary connections.
- Proposals involving course development or improving teaching effectiveness will be considered but must show a major change of direction for the

proposer, rather than a simple review and/or enhancement of current subject areas or teaching methods.

- Applicants will need to demonstrate some expertise in the skills required for their projects, e.g., musical or artistic composition, computer proficiency, competence in statistics or foreign language, and so on.

12.D.2. **Final Report.**

Faculty must provide a written report of no more than two pages on the work accomplished to the Provost to be placed in the faculty member's personnel file.

12.D.3. **Sabbaticals.**

Institutional policies regarding sabbaticals are located in the [Faculty Handbook Section V.D.2](#). The College will grant sabbatical leaves for no more than 15 percent of the tenured faculty in any one academic year.

12.D.4. **Load Reduction Proposals (LRPs).**

A LRP (Research Load Reduction or Instructional Load Reduction) reduces a faculty member's teaching load by one course for one semester. There are two types of LRPs:

- A Research Load Reduction (RLR) provides release time to allow pursuit of a research project.
- An Instructional Load Reduction (ILR) provides release time to allow pursuit of a pedagogical project.

Up to \$1,000 is available to cover expenses connected with the project. Faculty with LRPs may not teach day, evening, or weekend courses on an overload basis here or elsewhere or for the Institute for Learning in Retirement (or any similar agency of the College) during the semester of the reduction. Reduced loads will not be given for administrative work.

12.D.4.a. **Eligibility.**

Load reductions are available to full-time faculty. A faculty member can only have one LRP per academic year.

12.D.5. **Professional Improvement Grants (PIGs).**

A major goal of the proposed project should be to help strengthen the connection between the faculty member involved in the project and his or her discipline. This could take many forms including (but not limited to):

- Publishable research, papers, panels, essays, books, works of art, reviews, software, etc.
- The project will usually result in some tangible outcome such as publication, exhibition, or some other form of public presentation.
- It is the proposer's responsibility to convince the Faculty Development Committee that the project will strengthen disciplinary connections.
- Proposals may involve a single faculty member or a team of faculty members and students.

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- For projects involving multiple faculty members, each faculty member requesting funding should apply separately.
- Applicants are encouraged to seek external funding for long-term projects. Keep in mind, PIO funds can be used as matching money for external grants.

12.D.5.a. Eligibility.

PIGs are available to full-time faculty.

12.E. Mini-Grants.

Mini-Grants are cash awards given to faculty who have plans for projects that will improve their scholarship and/or enable them to gain knowledge or skills beyond the normal growth expected of faculty in order to improve teaching and support the college's core values.

The Mini-Grant should be used to support those projects that are beyond the scope of a department's budget and are too small for external funding.

12.E.1. Criteria.

Mini-Grants may be used for expenses in:

- Presenting papers (or analogous forms of scholarship) at professional meetings
- Purchasing research or teaching materials not normally purchased by the College or department and essential for the individual's scholarly or pedagogical project
- Traveling to a conference, workshop, or training program
- Publishing a manuscript (or an analogous form of scholarship)

12.E.2. Awards.

- Mini-Grants are limited to a maximum of \$2,000–\$2,500 per faculty member per academic year. Full Funding of every proposal cannot be guaranteed.
- Awards are competitive and applicants should make the strongest case for the significance of their activity to the FDC.
- When project expenses exceed the size of the award, the FDC recommends that the applicants seek other forms of financial support.
- Individuals should try to apply for Mini-Grants before spending money because the funding of every proposal cannot be guaranteed.
- Preferences for funding will be for the applicants who are giving presentations, chairing sessions, serving on panels, and serving as discussants at conferences.
- Priority is given to individuals submitting their first request.
- Faculty who are not giving presentations, chairing sessions, serving on panels, and serving as discussants at conferences are limited to a maximum of \$2,000 Mini-Grant funding academic year.

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- Faculty who are giving presentations, chairing sessions, serving on panels, and serving as discussants at conferences are limited to a maximum of \$2,500 Mini-Grant funding academic year.
- Funding limits are subject to available funding. If faculty requests for mini-grant funding exceed the committee's overall budget, faculty who are presenting will be funded at a higher rate than those who are not. In addition, should this occur, requests for less assistance will be funded at a higher rate than will requests for larger amounts.
- Other professional development received by a faculty member (such as Mentor Grants, International Advisory Group Grants, etc.) will not count against the funding limit.

12.E.3. Eligibility.

All voting faculty and staff.

12.F. Mentor Grants.

Mentor Grants provide funds to help faculty members accompany students to conferences or competitions where the faculty member is not usually a direct participant in the conference—accompanying students should be the primary goal.

- Mentor Grants will reimburse the faculty member's travel, conference fees, and hotel expenses within certain limits.
- If the conference is a professional development experience for the faculty member, instructors are encouraged to seek funding for a Mini-Grant prior to applying for the Mentor Grant.

12.F.1. Criteria.

Mentor Grants may be used for expenses in:

- Travel expenses to accompany students to a conference, academic-sponsored trip, workshop, or training program.
- The primary goal of the attendance of the event should be to accompany students. If it seems that the main goal is participating at the event (presenting, part of panel), the faculty member should apply for a Mini-Grant since it is professional development.
- Expenses for exhibition booth fees and presentation materials are not covered.

12.F.2. Awards.

- Each faculty member is eligible for up to \$1,500 Mentor Grant Funding per event.
- Funding limits are subject to available funding.
- If limited funding is available, the committee may choose to only fund one Mentor Grant per academic year for each eligible applicant.

12.F.3. Eligibility.

All voting faculty and staff.

12.G. Research Award.

The Research Award recognizes a faculty member (one award per year) for a significant scholarly contribution to his or her discipline.

12.G.1. Criteria.

To be considered for the award, the research product (e.g., book, article, exhibition, performance) will have been produced within the three (3) years prior to the time the award is made. Examples of strong proposals might include:

- Publication of a book or article (external and peer-reviewed)
- Production of a work commissioned invited or funded by an external entity
- Publication, exhibition, or performance in a juried venue
- A favorable review in an international or national publication
- External evidence of widespread use of the product in the discipline (e.g., citations, number of libraries holding the book, etc.)
- Other worthy endeavors

12.G.2. Nomination Guidelines.

- Faculty members can be nominated by any member of the college community.
- Self-nomination is encouraged because it makes it easier to complete a high-quality nomination.
- A product that was nominated in a previous year that did not receive the award may be nominated again.

12.G.3. Nomination Instructions.

A nomination consists of the following documents:

- A brief letter of nomination
- A one-page abstract summarizing the research and how it contributes to the discipline
- A supporting letter from the department chair, or other authority in the discipline, which explains the significance of the contribution and the nature of the venue of publication, exhibition, or performance of the creative product
- A copy of the publication or other tangible evidence of the product (e.g., photographs of an exhibition). Copies will be returned to the applicant after the decision has been made.
- It is recommended that the applicant also include supplementary supporting material, e.g., reviews of the product, brochures from an exhibit, letters from the commissioning organization, etc.

12.G.4. Awards.

- The Research Award winner will receive \$2,000 that can be used for professional development materials or activities.
- One (1) \$2,000 award will be made each year.
- Award recipients will be determined by the Faculty Development Committee and recipients will be recognized at the Founders Day Ceremony in February. All nominees will be notified of decisions before Founders Day.
- Award money must be used within 18 months of the award being granted or it will be forfeited.

12.G.5. Eligibility.

All faculty.

12.H. Innovative Teaching Award.

The Innovative Teaching Award winners will receive \$2,000 each and are awarded to those who have implemented innovative teaching techniques.

- Up to three (3) \$2,000 awards will be made to faculty members.
- Each award can be used as a salary enhancement, for professional development expenses, or for some combination thereof.

12.H.1. Criteria.

The teaching innovation will be evaluated on the following criteria.

- What was done?
- In what way is it innovative?
- What existing approach does it replace or supplement?
- How long has it been in development?
- How long has it been put into practice?
- In what ways was it meant to be an improvement?
- Is there evidence that it actually was an improvement?
- Will the innovation lead to lasting change or future related work?

12.H.2. Nomination Guidelines.

- Faculty members can be nominated by any member of the college community.
- Self-nomination is encouraged because it makes it easier to complete a high-quality nomination.
- An innovation that was nominated in a previous year that did not receive the award may be nominated again.

12.H.3. Nomination Instructions.

A nomination consists of the following documents:

1. "Cover Letter" of at most one (1) page.
 - Date that the nomination is submitted

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- A brief title to identify the innovation
 - Name and department of the nominee
 - Name and department of the nominator
 - Signature of the nominator
 - Self-nominations must include a signed statement of support from the department chair of the nominee in lieu of nominator requirements.
2. “Description of the Innovation” of at most one (1) page should consist of a narrative describing how the innovation fulfills, as applicable, the criteria in [Appendix 6.H.1.](#)
 3. “Summary sheet” of selected supporting materials of at most two (2) pages may also be submitted at the discretion of the nominator. This document is not required. If submitted, it should consist of selected supporting materials, compiled into a concise document, that has been chosen to present evidence that supports claims made.

12.H.4. Awards.

- Up to three (3) \$2,000 awards will be made to faculty members who have implemented innovative teaching techniques.
- Each award can be used as a salary enhancement, for professional development expenses, or for some combination thereof.

12.H.5. Eligibility.

All faculty.

12.I. Faculty Forums.

The FDC sponsors Faculty Forums which is a celebration of the scholarship completed by our colleagues—it is a chance for them to share their excitement about their discipline and for the audience to learn more about other disciplines in a fun and approachable way. Topics have included scholarship completed by new faculty hires, as well as recent sabbatical projects and projects funded by PIO Grants.

Appendix 13. Honors and Investigative Studies Committee - Policies and Procedures.

The Honors and Investigative Studies Committee will follow the General Committee Procedures given in [Appendix I.](#)

13.A. Meetings.

The committee meets as necessary during the semester to review submitted proposals and grant applications.

13.B. Research Honors Program.

The Research Honors Program allows any senior with a GPA of 3.300 in the discipline and a 3.300 overall to do advanced work under the close guidance of a member of the faculty, typically in the student's major or minor.

13.B.1. Eligibility.

- Junior or senior status (students are encouraged to develop and defend their proposal as juniors)
- a cumulative grade point average of at least 3.300 at Marietta College and in courses taken in the discipline of the thesis at the time that the proposal is submitted.
- Secure the assistance of a faculty member who will serve as their thesis advisor and chair of their thesis committee
- and meet any additional requirements of the department/ program in which the research is done

13.B.2. Eligibility, Timelines, Deadlines and Expectations.

Details on the timelines, deadlines, and expectations for honors theses are found in the "Honors Thesis Guideline" document available on the [Honors Program website](#).

13.B.3. Research Honors Thesis Committee.

A Thesis Committee will be convened when a proposal receives "provisional" approval".

13.B.3.a. Composition.

- the candidate's thesis advisor,
- one additional faculty member selected by the candidate (optional)
- one member of the Honors and Investigative Studies Committee
- The directors of the Honors Program and Investigative Studies may sit on thesis committees if they so choose.

13.B.3.b. Functions.

Members on thesis committees represent the faculty and uphold the integrity and scholarship of the projects. Their functions are to

- Conduct a formal session during which the candidate presents and defends his or her thesis proposal, and to accept or reject that proposal. The decision should be based upon whether:
 - a. the proposed project is feasible in light of the time and resources available to the student, and
 - b. the anticipated level of intellectual activity and scholarship required to complete the thesis exceeds that expected of other graduates in the discipline;
- Recommend to the Honors and Investigative Studies Committee by letter whether the proposal should be accepted or rejected based upon the above criteria.

- Approve the style manual appropriate for the candidate's field of study;
- Serve as the hearing body for the final presentation of the completed thesis;
- Approve or disapprove the final thesis (It is the responsibility of the thesis advisor to assign a final grade in the course associated with the thesis project);
- Notify the Honors Director of any student qualifying for Research Honors (resulting in Honors in a Discipline), as well as the status of all students who submitted a preliminary written proposal;
- Work with the Honors Director to produce the final thesis to be uploaded to OhioLINK.

13.C. College Curricular Honors Program.

Prior to pre-registration in each semester the committee will review applications for Honors Fellowships and provide recommendations for projects to be completed in the following semester.

13.D. Investigative Studies Summer Fellowships, Research Fellowships and Grants for travel and supplies.

13.D.1. Program details.

Summer and Research Fellowships allow students to work with a faculty mentor on an original research project during the first summer session or academic school year. Students submit a proposal and application form to the committee in order to be considered. Travel Grants provide funding for student travel in order to present at or attend an academic conference, and Supply Grants provide funding for supplies for student projects. Information about the Investigative Studies Summer and Research Fellowships and Grants Programs is posted on the [Investigative Studies web page](#). This includes eligibility criteria, goals and expectations, and the application forms.

13.D.2. Proposal and Application Review and Decisions

After checking that the students meet eligibility requirements the Director of Investigative Studies will distribute the applications for the committee to review. The committee will use the criteria established on the application form to reach one of these four decisions:

- a. Not fund the project at all because it is not eligible.
- b. Fully fund the project.
- c. Partially fund the project.
- d. Put off a decision on funding the project until overall needs become clear, and fund the project in part or full if funds are available.

13.D.3. Awards.

- In reaching decisions about individual projects, the committee will try to balance between its mandate to encourage investigative study and the need

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to protect sufficient funding to enable grants which come late in the academic year. In every case, on the first consideration of the proposal, the committee should assign a maximum fundable amount.

- The Director of Investigative Studies will allocate funds as fairly as possible using the guidance provided by the committee's original decision, and divide any remaining funds between projects that previously did not receive full funding.
- Travel and Supply grants are awarded on a reimbursement basis and the Director of Investigative Studies will coordinate reimbursement with the Business Office.
- The Director of Investigative Studies will inform students, their faculty mentors, and their faculty sponsors of the award decision.

13.E. All Scholars Day.

All Scholars Day is a campus-wide celebration of scholarship at Marietta College. The event provides students an opportunity to share their research, creative projects, and senior capstone projects with the Marietta College Community. Students give talks, poster presentations, demonstrations, and performances for audiences that span across disciplines, demonstrating the importance of the liberal arts at Marietta College.

Information about All Scholars Day including dates, abstract submission form, and presentation instructions can be found on the Investigative Studies website (<https://www.marietta.edu/all-scholars-day>).

The committee will work with the Director of the Investigative Studies Program in order to plan and execute All Scholars Day.

13.F. Advisory on Honors and Investigative Studies Program.

The committee will advise the Directors of the Programs as needs on topics such as program eligibility, assessment, and promotion of undergraduate research on campus.

Appendix 14. Professional Review Committee-Policies and Procedures

The Professional Review Committee will follow the General Committee Procedures given in [Appendix I.](#)

14.A. Overview.

The Professional Review Committee facilitates the handling of grievances (as defined in the [Handbook, Section VIII.A](#)) and allegations of improper procedure. Its three functions are to 1) route petitions to the appropriate office, committee, or individual, 2) facilitate informal mediation of faculty grievances, and 3) serve as an appeals board for allegations that procedures were not properly followed.

14.B. Scope.

All grievances and allegations of improper procedure involving a faculty member should be directed to the Professional Review Committee with the following exceptions:

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- Charges involving gender-based harassment, discrimination & misconduct should be submitted by the petitioner as described in the [Handbook Section IV.E.1.](#)
- Allegations that the Professional Review Committee did not follow proper procedure, which should be submitted by the petitioner as described below in [Appendix 8.H.5.](#)

14.C. Conflict of interest.

Any member of the Professional Review Committee who may be potentially biased or involved in the allegation shall not participate in the appeal review. If the alternate cannot serve on the Committee for similar reasons, Faculty Council will appoint another alternate after consultation with the Professional Review Committee chair.

14.D. Procedures.

14.D.1. Routing of petitions.

Within 10 business days of submission, the Professional Review Committee shall review a petition and determine how it should be routed. If the petition is for a faculty grievance, the Chair of the Professional Review Committee shall at the earliest opportunity determine if all the involved parties would consent to an informal mediation. Routing will be guided by the following general guidelines:

14.D.1.a. Returned to Petitioner.

Grievances and allegations that fall outside of the scope given in the [Handbook Section VIII.](#)

14.D.1.b. Handled by the Professional Review Committee.

- Grievances that will have informal mediation. All involved parties must consent to informal mediation.
- Allegations of improper procedure.

14.D.1.c. Forwarded to Faculty Council.

Grievances that will have a formal hearing, except if the grievance is against the President.

14.D.1.d. Forwarded to the Board of Trustees.

Formal grievances against the President.

14.E. Notification.

Within 5 business days of routing a petition:

- Faculty Council will be notified by the Professional Review Committee of the petition that falls under the scope of the Professional Review Committee and how it will be handled.
- Other involved parties (individuals or committee chair) will be notified that a grievance or an allegation of improper procedure has been filed and provided a copy of the petition.

14.F. Grievance Informal Mediation.

The objective of informal mediation is to reach a consensual resolution to the grievance without going to a formal hearing. Committee members will serve as moderators for the hearing and keep summary notes of the meeting.

14.F.1. Informal Mediation Hearing.

The Professional Review Committee will schedule an informal mediation hearing within 30 business days of receiving the petition. Informal means that all participants, including Committee members, can contribute to a “round-table” discussion of the event(s) that precipitated the grievance and propose resolutions, moderated by the Committee Chair. Minutes will not be taken. The hearing will be held in private and normally attended only by individuals directly involved in the grievance; other attendees must be approved by a majority voting of the Professional Review Committee prior to the hearing. Oral, as well as written testimony and evidence can be provided. The informal mediation need not be limited to a single session.

14.F.2. Outcomes.

14.F.2.a. A Consensual Resolution is Reached.

The grievance will be deemed to be closed and the agreement will be put in writing, signed by the parties involved and the Committee Chair.

14.F.2.b. A Consensual Agreement is Not Reached.

The petition will be forwarded to Faculty Council for a formal hearing or the Board of Trustees if the grievance involves the President.

14.F.3. Notifications.

Within 5 business days of the end of the informal mediation, the final outcome will be communicated in writing to the involved parties, Faculty Council, and the Provost. If an agreement was reached a copy will be placed in the permanent files of the involved parties.

14.G. Allegations of Improper Procedure.

14.G.1. Petitioning.

The faculty member must submit a written petition to the Chair of the Professional Review Committee within 30 business days after official notification of the contested recommendation or decision by the responsible individual or committee.

14.G.2. Hearing.

The Professional Review Committee will meet within 10 business days of receiving the petition to evaluate the merits of the allegation. The Committee will normally meet in private to review the evidence provided in the petition, but can also ask for additional information, such as documents or testimony, from any party involved in the allegation.

14.G.3. Outcomes.

14.G.3.a. The Appeal is Supported.

If the Committee decides that there was a procedural violation, the responsible individual or committee will be required to reconsider the decision or recommendation following proper procedure. The outcome of that reconsideration must be conveyed to the petitioner, Professional Review Committee, and other involved parties within 10 business days.

14.G.3.b. The Appeal is Denied.

The involved parties will be notified of the decision.

14.G.4. Notification.

Within 5 business days of reaching a decision, the Committee will communicate in writing the decision and explanation to all involved parties, Faculty Council, and the Provost.

14.G.5. Appeals

The decisions of the Professional Review Committee can be appealed only as an allegation that the Professional Review Committee itself failed to correctly follow procedure. Such an appeal must be submitted to Faculty Council within 10 business days of receiving the decision letter, which will handle the appeal as described in [Appendix 2.E.2.](#)

Appendix 15. Reappointment, Tenure, and Promotion Committee-Policies and Procedures

The Reappointment, Tenure, and Promotion Committee will follow the General Committee Procedures given in [Appendix I.](#)

15.A. Responsibilities.

RTP will evaluate portfolios and make their recommendations according to the criteria set forth in the [Handbook Section VI](#) and [Handbook Appendix 4](#). The committee does its best to be fair and reasonable in evaluating untenured faculty, but tenure probably will be granted only when that fair and reasonable evaluation results in a clear and compelling case for tenure and promotion. The burden of proof is on the faculty member to show that he or she deserves reappointment, tenure, or promotion. It is up to faculty under review to be familiar with the review process, forms and documents, and to meet all deadlines. The committee only looks at the quality of the faculty member and makes its recommendation to the Provost, who along with the President make final decisions on reappointment, tenure, and promotion based on broader institutional planning issues ([Handbook Section III.B](#)).

15.B. Meetings.

The committee meets on a weekly basis as needed to review portfolios.

15.C. Procedures.

15.C.1. Deadline notification.

During the spring semester, contracts are issued by the Provost's office will specify what type of review the faculty member will complete during the upcoming year. During the first week of the fall semester, the committee will notify the faculty of the deadline for promotion applications and nominations, of the date on which updated electronic portfolios for tenure and promotion portfolios must be completed, and the date on which chairs' evaluations of untenured faculty and faculty who have been nominated for promotion are due. Deadlines will also be posted on the [committee Sharepoint site](#).

15.C.2. Review sequence.

Normally, consideration of candidates will be in the following order: 1. Candidates for tenure and promotion. 2. Tenured candidates for promotion to full professor. 3. Non tenure-track candidates for promotion to associate or full professor. 4. Tenure-track candidates under third-year review. 5. Non-tenure-track candidates undergoing a periodic year reappointment review. If possible, the committee will schedule the reviews for tenure-track third-year reviews and non-tenure reviews for the spring semester to allow student evaluations from the fall to be considered. If this is not possible due to the number of candidates, the committee may decide to review some or all of the non-tenure-track candidates in the fall semester to allow the third-year tenure-track reviews to be completed in the spring with the additional student evaluations from the fall semester.

15.C.3. Decision Notification.

Recommendation letters will be communicated electronically to the candidate, with copies to the Provost and Department Chair. A paper copy of the letter will be sent to the candidate as well. Letters to untenured faculty include an evaluation to help them improve their performance.

During the review process, the committee will usually inform all candidates under each type of review at the same time without waiting to finish review of candidates in different categories. Depending on circumstances, however, the committee may decide to withhold decisions to a later date. Typically, the committee makes its tenure recommendations to the Provost by mid-January in time for consideration by the Board of Trustees at their February meeting. Third year and promotion recommendations are made to the Provost by mid-February in time for consideration before contracts come out mid-March.

15.C.4. Confidentiality.

RTP committee members will not reveal the outcomes of any deliberations until after public announcement by the Provost, and at no time will RTP committee members discuss any aspect of individual decisions outside the committee.

15.C.5. Forms and Documents.

The RTP Committee maintains a Sharepoint site with detailed documentation on classroom observation forms, the content of portfolios, schedule of review activities, and checklists for candidates for third-year review, tenure, or promotion. These checklists outline the major categories that should be included in portfolios as well as examples of materials within the categories. Note that the list of examples within categories is not meant to be exhaustive but is an attempt to indicate the variety of types of documentation that can be used.

15.C.6. Information sessions.

In the spring semester after contracts are issued, the chair of RTP will hold a meeting for all faculty members up for review to answer any questions. In addition, the committee works with the instructional technologist to communicate portfolio requirements and holds open meetings with faculty up for review to answer questions about the process

15.C.7. Portfolios

All tenure-track faculty and faculty seeking promotion should maintain an electronic portfolio documenting their activities and achievements in the areas of teaching excellence, professional development, and contributions to the College and larger community. Faculty are expected to prepare similarly formatted portfolios and should contact the instructional technologist for instructions on preparing the portfolio. Faculty members may make changes to their electronic portfolios until they are released to the committee.

15.C.8. Conflict of Interest

If members of RTP deem themselves disqualified they may recuse themselves from the discussion and/or vote. Committee members in the same department as a candidate, with close personal or professional ties, or potential bias, typically recuse themselves from observation, discussion, and voting on that candidacy.

15.C.9. Promotion.

Faculty may apply for promotion or be nominated for promotion by the Department Chair or another faculty member. The applications and nominations should be submitted to the Provost. Candidates for promotion should complete an electronic portfolio.

15.C.10. Classroom observations.

At the beginning of the fall semester, the RTP committee will meet to finalize the review schedule and assign committee members to observe candidates in the classroom. Ideally, each candidate will be observed by two RTP members; an RTP

member from the same division (but not the same department) who would observe an upper-level course and an RTP member from another division who would observe a general education or other lower-level class. These observations would ideally be for three consecutive class hours. The observers will consult with the candidates as to which classroom periods would be most typical (i.e. not during an exam period, when the period is mostly student presentations, an outside speaker, a video, etc.). If possible, teaching observations will take place after the third week of classes and before the last three weeks of classes in any semester. However, in all cases, the final decision on which classes will be observed, when they will be observed, and by whom, rests solely with the RTP committee and the individual observers.

Appendix 16. Formal Hearings Board - Policies and Procedures.

The Formal Hearings Board will follow the General Committee Procedures given in [Appendix I](#).

16.A. Overview.

The Formal Hearings Board is constituted by Faculty Council as described in the [Constitution Section V.E.6.a](#).

16.B. Scope.

A formal hearing will be held to rule on charges of faculty termination or dismissal for cause or moral turpitude ([Handbook Section VII.B.](#)), and for faculty grievances ([Handbook Section VIII](#)). A formal Hearing Board will also handle appeals of termination or dismissal due to Program Reduction or Discontinuation ([Handbook Section VII.D.](#)). Cases of Prohibited Harassment are handled through Title IX policies ([Handbook IV.E.1](#)).

16.C. Conflict of interest.

Members of Faculty Council, Provost, or President deeming themselves disqualified for bias or interest shall remove themselves from the case. If another party in the case believes a member of the Faculty Council to be potentially biased, then council will consider a formal request prior to the hearing to have that member removed from the case. Replacement members will be chosen, in order, from the first, second, and third alternates of Faculty Council.

16.D. Confidentiality.

All petitions, testimony, exhibits, and recordings pertaining to grievances and allegations of improper procedure shall be confidential. The record of the hearing in a person's permanent file shall be accessed only when required by law or for faculty judicial actions, such as a future grievance.

16.E. Procedures.

16.E.1. The Hearing.

A formal hearing shall be conducted in private and attended only by the involved parties and their witnesses; the Provost and President have the option of attending the hearing. Evidence can include written and oral testimony as well as information of relevant prior informal and formal hearings from the personnel records of the involved parties. All parties shall have the opportunity to be heard in their cause, and to cross-examine all witnesses. All parties have the right to be represented by an individual of their choice other than a practicing attorney. Any costs for the representation will be borne by the respective party. There will be a full video record of the hearing, paid for by the College, and available to the involved parties.

16.E.2. Judgment and Sanction.

The ruling by the Hearings Board will be based solely on the evidence presented during the hearing. Recommendations for sanctions from the Hearings Board shall be presented to the President, who makes the final decision.

16.E.3. Notification.

The Hearings Board shall rule on the grievance within 10 business days of the hearing. A written statement of its judgment and recommendation for action, and the final decision by the President, will be provided to all parties of the dispute, the chair of the Board of Trustees, and placed in the permanent files of the parties to the dispute.

16.E.4. Appeals.

The decision or recommendation of the Hearings Board can only be appealed as an allegation of improper procedure to the Professional Review Committee as described in the [Constitution Appendix 8](#).

Appendix 17. Graduate Council - Policies and Procedures

The Graduate Council will follow the General Committee Procedures given in [Appendix I](#).

17.A. Meetings.

The Graduate Council, in consultation with the Provost's Office, will establish and publish dates on which the Council regularly meets. Minutes will be kept and shared with the campus community via electronic postings and hard copy postings to the library.

17.B. Procedures.

17.B.1. Approval of New Graduate Courses and Programs.

New graduate program proposals must be reviewed and approved by Graduate Council prior to review and approval by Full Faculty. Prior to initiation of a new program proposal, it is strongly recommended that guidance should be sought from

the office of the Provost and administration regarding feasibility of the new program. Revisions to existing graduate programs and courses must also be reviewed and approved by Graduate Council.

17.B.2. **Proposals.**

Proposals submitted to Graduate Council must contain the following information:

- i. Degree type and title
- ii. A short description of the program
- iii. Justification of the program
Should include why the program is necessary, ability of the college to support the graduate program, projected size of the program (staffing and students), etc.
- iv. Mission of the program. Explanation of how the program meets the new educational objectives, what a new student can expect to accomplish through the new program, etc.
- v. A list of Program Learning Outcomes
- vi. Program Objectives
- vii. A list of new courses to be established with the program and their descriptions, including:
 - Outcomes addressed by the course
 - Textbook for the course
 - Sample assignments/assessments for the course
- viii. An overview of the expected program curriculum schedule and degree requirements
- ix. Program admission requirements
- x. Accreditation process (if applicable)
- xi. Potential effects on other graduate and/or undergraduate programs at Marietta College

Additionally, guidance can be sought from Curriculum Committee regarding potential impacts and alignment of graduate program content with that of undergraduate courses and/or programs, if applicable.

17.B.3. **Review Process.**

An overview of a new program proposal timeline is as follows:

- i. Investigation and determination of feasibility of a new graduate program with the office of the Provost and administration.
- ii. Proposal for a new graduate program written.
- iii. Proposal review, discussion, and vote by Graduate Council.
- iv. Proposal review, discussion, and vote by Full Faculty.
- v. Board of Trustees approval.
- vi. State and/or Higher Learning Commission (HLC) approval.
- vii. Program implementation.
- viii. Ongoing program assessment and review by Graduate Council.

17.B.4. Programmatic Review of Graduate Programs.

The Graduate Council has responsibility for overseeing programmatic review of all graduate programs on a rotating basis.

17.B.5. Undergraduate Course Enhancement.

17.B.5.a. Permanent Enhancement.

All undergraduate courses that an instructor seeks to enhance on a permanent basis for graduate credit; i.e. inclusion the College Catalogs as both an undergraduate and graduate course, must be presented to the Graduate Council for approval. All submissions shall be in the form of a memo to the Chair of Graduate Council and must be submitted at least one month before presentation to the Curriculum Committee.

17.B.5.b. One-time Enhancement.

Where an instructor seeks to enhance a graduate course on a one-time, the instructor should complete a learning contract (obtainable from Records Office). This contract requires signatures of the student, student's advisor, program director, and either the Registrar or Director of Graduate Programs and Continuing Education.

17.B.5.c. Requirements for Enhanced Courses.

Enhanced undergraduate courses are based on undergraduate courses at either the 300 or 400 level. Graduate credit for such a course assumes the student will complete all the undergraduate work for the course with the following additions:

17.B.5.c.i Quantity Increases.

Graduate students will complete two additional papers/projects of 15 pages or more for each paper/project (equal magnitude for projects) and will read five additional readings at the graduate level compared to undergraduate credit.

17.B.5.c.ii Quality Increases.

The instructor will expect significantly higher levels of reading comprehension and writing ability from a student receiving graduate credit compared to undergraduate credit. This will vary by discipline; however, the instructor will assume the student possesses basic undergraduate skills and be seeking a higher level of competency from students receiving graduate credit.

17.B.6. Graduate Student Grievance Hearings Board.

The Graduate Council shall act as a hearings board for graduate students wishing to file academic grievances or appeal time limitations.

17.B.6.a. Grievance Petition.

- The chair of the Council will supply the graduate student with a copy of this procedure.

- The chair of the Council will appoint a faculty counselor to help the student formulate the grievance. This faculty counselor may be the Associate Provost or any member of the faculty teaching in a graduate program not directly involved in the grievance.
- The student, working with the faculty counselor, will produce a written allegation describing the grievance, a summary of the circumstances surrounding it, the related evidence, and what has already been done in attempting to resolve it. An electronic copy of this document must be delivered to the chair of the Council for distribution to the Council at least 48 hours (not including weekends and holidays) prior to the hearing.

17.B.6.b. **Grievance hearing.**

The graduate student will work with the chair of the Graduate Council to schedule the hearing at a mutually agreeable time, normally the regular meeting time of the Council. The student is entitled to a hearing within 15 days of the time the student first contacts the chair of the Graduate Council. Grievances arising shortly before break periods may require more time to complete. The Provost or Chair of the Graduate Council may grant an extension of the time limit of this procedure for good cause.

17.B.6.c. **Testimony.**

At the hearing, the graduate student will be given approximately 15 minutes to present his or her grievance. There shall be no legal counsel present in the hearing. The faculty member and/or affected program will then have a similar amount of time. The Graduate Council may hear additional witnesses at the chair's discretion and have access to all material it feels is relevant to the case. Neither of the affected parties will be present to hear the other party's presentation; neither of the affected parties will be present during deliberations.

17.B.6.d. **Decisions.**

Cases brought before Graduate Council will be decided by a simple majority vote.

17.B.6.e. **Confidentiality.**

The Graduate Council shall maintain confidentiality concerning any information presented in the hearing.

17.B.6.f. **Notification.**

A decision will be forwarded to the Provost within 8 business days of the hearing. The decision of Graduate Council will be forwarded to the Provost, the student, the Program Director, and the faculty member involved in the grievance.

17.B.6.g. **Appeal.**

The student or respondent may appeal the decision on the grounds that proper procedure was not followed. An appeal for the respondent will be

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handled by the Professional Review Committee. An appeal for the student will be to the Provost, or if the Provost is the respondent, to the President.

Appendix 18. Other Committees

In addition to the standing committees defined in the [Constitution Section VI](#), there are special, student-related, trustee, and other committees to which faculty members are appointed.

18.A. Human Subjects / Institutional Animal Care and Use Committee (IACUC)

The Human Subjects / Institutional Animal Care and Use Committee will follow the General Committee Procedures given in [Appendix I](#).

18.A.1. Purpose.

The HS/IACUC serves as the Institutional Review Board (IRB) responsible for safeguarding the rights of human subjects and the humane care and use of animals.

18.A.2. Function.

- To work with the Provost to set policies and ensure compliance with regulations regarding research involving humans and live vertebrate non-human animals.
- To review all research proposals (including renewals) involving the use of human subjects and live vertebrate non-human animals.
- Investigate documented concerns or complaints regarding human research or the care and use of live vertebrate non-human animals.

18.A.3. Composition.

- At least four faculty members recommended by Faculty Council and appointed by the Provost representing the Departments of Biology, Chemistry, and Psychology.
- The committee will also consist of one community (external) member appointed by Faculty Council.
- The chair of the committee will be one of the four members and selected by the Provost in consultation with Faculty Council for a three-year appointment. The chair should have expertise in research with human subjects and should be an associate or full professor.
 - a. One faculty member recommended by Faculty Council and appointed by the Provost representing a non-science discipline.

18.A.4. Meetings:

Meets as needed to review submitted proposals, issues of policy and procedure, and concerns or complaints.

18.A.5. Procedures.

18.A.5.a. Human Subject Reviews.

18.A.5.a.i Web Resources.

The [Human Subjects webpage](#) contains forms for proposal submission and educational information.

18.A.5.a.ii US-Dept HSS requirements.

The Code of Federal Regulations, Title 45, Part 46, the U.S. Department of Health and Human Services lists the categories of research that are exempt from IRB approval unless approval is required by the institution. These categories are listed on the HSC webpage as the types of research that will undergo a short review as required by the college.

- Short review: Proposals that meet the criteria listed on the HSC webpage for a short review are reviewed by the HSC Chair, unless the chair determines that the proposal needs to be reviewed by the whole committee.
- Long review: Proposals that do not meet the criteria for a short review are reviewed by the entire HSC.

18.A.5.a.iii Reviewed by Chair.

- Proposals that have been previously approved and are being renewed will be reviewed by the HSC chair.
- Proposals from other institutions that have been approved by their IRB will be reviewed by the HSC chair. Proposals from other institutions must include a completed interinstitutional authorization form signed by the institution authorized FWA official.

18.A.5.a.iv FERPA regulations.

Proposals that intend to use any FERPA protected information obtained from the Office of the Registrar must be approved by the registrar.

18.A.5.b. IACUC Reviews.

Proposals involving the use of live vertebrate non-human animals must be submitted, reviewed, and approved by IACUC before any research or instruction occurs.

18.A.5.c. Other Procedures.

- The chair of the HSC maintains a record of policy recommendations, proposal decisions, and investigations of concerns or complaints.

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- reports findings of the investigations of concerns or complaints to the Provost.
- The chair of the HSC updates the Institutional registration with the U.S. Department of Health and Human Services Office for Human Research Protections by editing the list of committee members whenever there is a change in committee membership.

18.B. McDonough Faculty Advisory Committee

The McDonough Advisory Committee will follow the General Committee Procedures given in [Appendix I](#).

18.B.1. Purpose.

To add a faculty voice to the Center's deliberations, particularly in the area of curricular review, as required by the McDonough Center.

18.B.2. Function.

To advise the Dean of the McDonough Center on curricular and co-curricular initiatives and to review and recommend to the Curriculum Committee any new McDonough curricular proposals.

18.B.3. Composition.

Four to seven faculty appointed by the President in consultation with Faculty Council. Chair appointed by President.

18.B.4. Meetings.

A minimum of three meetings per academic year.

18.C. Worthington Center Advisory Group (WAG)

The Worthington Center Advisory Group will follow the General Committee Procedures given in [Appendix I](#).

18.C.1. Purpose.

The Worthington Center Advisory Group serves the Marietta College community by promoting effective teaching, engaged learning, and innovative pedagogy.

18.C.2. Function.

- Evaluate requests for funding of pedagogical initiatives.
- Serves as an advisory board for the Worthington Center for Teaching Excellence; Monitor NSSE and other assessment tools, seeking to improve teaching and learning;
- organize events and opportunities to improve teaching and learning.

18.C.3. **Composition.**

- At least two faculty members appointed by Faculty Council
- the instructional technologist
- the Director of the Worthington Center for Teaching Excellence
- an administrative appointment by the Provost.

18.D. **Planning Committee**

The Planning Committee will follow the General Committee Procedures given in [Appendix L](#).

18.D.1. **Purpose.**

The Planning Committee is an advisory body to the President that is representative of the faculty, staff, students, and administrative units of the campus.

18.D.2. **Functions.**

The functions of the Planning Committee include:

- Strategic planning for the campus;
- Strategic visioning for the campus;
- Regular review and reporting of planning successes/challenges;
- Coordination with constituencies represented regarding the Strategic Plan;
- Coordination with the Board of Trustees regarding the Strategic Plan;
- Making recommendations and advising, if requested, regarding changes in budgets, staffing, programs, long term plans, or issues critical to Marietta College as deemed appropriate by the President.

18.D.3. **Composition.**

- President of Marietta College (Chair of the Planning Committee)
- All Members of the President's Cabinet (7);
- Five (5) members of the faculty to include the Chair of the MC Faculty Council or their designee. These members are appointed jointly by the MC Faculty Council and the President.
- Five (5) members of the staff to include the Chair of the MC Staff Advisory Council or their designee. These members are appointed jointly by the MC Staff Advisory Council and the President.
- At least two (2) members of the Marietta College Student Body include the President of the Student Government Association (SGA) or their designee. These members are appointed jointly by the Student Government Association (SGA) and the President.
- Other members are appointed by the President to ensure divisional representation of faculty and staff or individuals that bring a special background to a particular issue being discussed.

18.D.4. Meetings.

The Planning Committee generally meets monthly throughout the academic year or more often as requested by the President.

18.E. Undergraduate Education Advisory Committee

The Undergraduate Education Advisory Committee will follow the General Committee Procedures given in [Appendix I.](#)

18.E.1. Purpose.

The Undergraduate Education Advisory Committee is an advisory body that seeks to advise and assist the Associate Provost for Undergraduate Education in creating, coordinating, and implementing curricular and co-curricular education opportunities for students.

18.E.2. Functions.

The functions of the Undergraduate Education Advisory Committee include:

- To develop policies and procedures pertaining to undergraduate curricular and co-curricular initiatives
- To develop curricular initiatives for first-year, sophomore, junior, and senior education
- To encourage collaboration between and among the Office of Academic Affairs, Dean of Students Office, and other offices
- To ensure communication and coordination between the Office of Academic Affairs, Dean of Students Office, and other offices
- To facilitate the nomination of and to select the Advising and Staff mentor awards
- To create materials for outreach and communication

18.E.3. Composition.

The Director of the First Year Program and at least two faculty members, appointed by Faculty Council, and representatives from each of the following areas: The Library; The Academic Resource Center; The Dean of Students Office; and Athletics

18.E.4. Meetings.

The Undergraduate Education Advisory Committee will meet regularly to fulfill its duties.

18.F. Campus Life and Athletics Committee

Campus Life and Athletics Committee will follow the General Committee Procedures given in [Appendix I.](#)

18.F.1. Function.

To advise the President and Cabinet, and inform the Faculty, on all aspects of non-academic life. To serve as an interface between faculty and those responsible for co-curricular activities, including all areas of athletics. The President will determine, after consultation with the Director of Athletics, Vice President for Student Life, Vice President for Diversity and Inclusion, and the Chair of Faculty Council, the agenda for the committee for any given year.

18.F.2. Meeting Schedule.

The Committee will meet before every Board of Trustees meeting (3 times per year), before each OAC President's meeting, and one other time for a total of six meetings annually. Additional meetings may be called when circumstances warrant.

18.F.3. Composition.

- The committee Chair, who is appointed by the President.
- The NCAA Faculty Representative
- One other faculty member-appointed by Faculty Council
- One member of the Division of Student Life-appointed by the President after consultation with the Vice President for Student Life
- One staff member tied to the agenda item being discussed-after consultation with the Vice President for Student Life, Vice President for Diversity and Inclusion, and the Director of Athletics
- Director of Athletics-Ex Officio
- Vice President for Student Life-Ex Officio
- Vice President for Diversity and Inclusion-Ex Officio

18.G. Publications Board

The Publications Board will follow the General Committee Procedures given in [Appendix I.](#)

18.G.1. Function.

To advise the editors of The Marcolian, as required by The Marcolian charter.

18.G.2. Composition.

One member of the faculty appointed by Faculty Council. One member of the administration appointed by the President.

18.H. Critical Issues Board

The Critical Issues Board will follow the General Committee Procedures given in [Appendix L](#).

18.H.1. Function.

Hears matters related to alleged violations of the Marietta College Creed where the accused does not elect an administrative hearing. (See Student Handbook)

18.H.2. Composition.

Five faculty appointed by the chair of Faculty Council. Three members of the administration appointed by the President. Eleven students appointed by the Vice-President of the Student Senate and approved by the Senate. The chair is selected by the board from among its members. Appointments are for staggered two-year terms and made in the spring semester. Each case is heard by two faculty members, four students, and one administrator.

18.I. Student Senate Representative

18.I.1. Function

One member of the faculty and a member of the administration act as non-voting advisors to Student Senate.

18.I.2. Composition

One faculty member and one administrator on invitation by Student Senate.

18.J. Trustees Committees

18.J.1. Faculty to attend trustee committees.

Faculty membership usually consists of a member of Faculty Council.

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