

Department Chair Duties & Responsibilities
(as described in the Faculty Handbook)

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1.5.4 Academic Departments and Department Chairs

Academic departments consist of the faculty who are primarily involved in the delivery of instruction in one of the College's academic major areas. Within the standards and policies set by the faculty, departments shall have the primary responsibility for maintaining and improving the quality and integrity of their major and minor programs. Departments (or other program areas) may establish their own advisory committees to guide them in their work. Such advisory committees, however, shall have no faculty governance authority.

A Department Chair is appointed for each department of the College. The appointment is made by the President upon recommendation of the Dean of the Faculty. The Dean's recommendation shall be based upon feedback regarding the performance of assigned duties and responsibilities (as described below) received from consultation with all department faculty and with other individuals as is reasonable and appropriate. Unless recommended otherwise by the Dean and the President, appointments shall be for a three-year term and are renewable. Department Chairs shall be annually evaluated by the Dean of the Faculty.

Department Chairs shall receive a salary adjustment for performing administrative duties. Release time may also be awarded by the Dean of the Faculty to Chairs whose administrative workload justifies such release. The Dean shall annually report to the Faculty Council the schedule of salary adjustments and release time awarded to Department Chairs for that year.

Duties and responsibilities of the Department Chair include:

- a. facilitating the development and delivery of the major programs' curriculum and instruction, including formulation of the department's goals and long-range plans, as well as preparation of program review and assessment documents;
- b. fostering the professional development of department members in the areas of teaching, scholarship, and service;
- c. working with department members in preparing evaluations of department members who are standing for reappointment, tenure or promotion;
- d. coordinating the search and interview process in hiring new faculty for the department;
- e. preparing and managing the department budget as well as monitoring the need for and use of departmental resources (e.g. equipment, supplies, space, clerical support);
- f. assigning faculty advisers to majors and monitoring the effectiveness of advising within the department;
- g. preparing the department's schedule of course offerings;
- h. working with the Office of the Dean of the Faculty, the Registrar, the Admissions Office, and other college offices in carrying out routine departmental requests (e.g. registration of students, recruiting efforts, report preparation);
- i. working with the Group Representatives and other Group Department Chairs to review and discuss program requests for staffing.

In carrying out these duties and responsibilities, Department Chairs should consult with department members and the Vice President for Academic Affairs and Dean of the Faculty, as is reasonable and appropriate. The Department Chair shall schedule department meetings as often as deemed necessary by the department.

Each Department Chair shall receive an annual written evaluation by the Dean of the Faculty. In carrying out this evaluation, the Dean shall solicit feedback from all department members and from other individuals as is reasonable and appropriate. The President may remove a Department Chair prior to the expiration of his or her term of office for failure to carry out duties and responsibilities; such removal shall be based on the recommendation of the Dean of the Faculty and only after the Dean's consultation with department faculty.

1.5.3 Academic Groups and Representatives

Duties and responsibilities of Group Representatives include:

- e. working with Department Chairs to promote the professional development of faculty in the Group;

2.1.1.2.1 Lecturer

In the situation that an individual is exceptionally qualified and merits exception from the master's degree requirement, the individual's qualifications and benefit to the educational mission of Wartburg College must be documented by the department chair of the academic area the individual will be teaching in. Appointments will be made on a case-by-case basis and approved by the department chair and the Dean of Faculty.

2.1.1.2.2 Senior Lecturer

In evaluating effectiveness and credentials of a candidate for Senior Lecturer status, the Dean of the Faculty shall consult with the appropriate Department Chair and the Appointment, Rank, and Tenure Committee. The Dean shall make the final judgment regarding the appointment to Senior Lecturer status.

2.1.1.3.1 Professor Emeritus/a

The special status of Professor Emeritus/a shall be awarded by the Board of Regents to those persons who meet the following qualifications:

- a. Have completed at least ten (10) academic years of ranked faculty service to the College and held the rank of Associate Professor or Professor at retirement (in exceptional circumstances, documented by the appropriate Department Chair and the Dean of the Faculty, candidates may be advanced who do not meet these qualifications);

Emeritus/a faculty who teach at the College shall be employed under term contracts. Emeritus/a faculty also shall have the right to the following privileges:

- b. Use of office space and/or laboratories if recommended by the Department Chair and approved by the Dean of the Faculty;

2.1.1.3.2 Affiliate Faculty

Affiliate faculty are those persons whose employment is with a person or organization that is associated with the College by affiliation contract or to those persons who are practicing professionals or independent scholars who are associated with the College for specific purposes. Affiliate status may be awarded by the President upon written recommendation of the Dean of the Faculty and the appropriate Department Chair as a courtesy of the affiliation relationship. ...

2.1.2.2 Change from Administrative Appointment to Academic Faculty Appointment

If an administrator who formerly held a tenure-track contract at the College should leave the administrative position for any reason, then he or she may return to a tenure-track contract upon approval of the President, based on a recommendation from the Dean of the Faculty. In making this recommendation, the Dean shall first consult with the Faculty Council, the appropriate Department Chair, and faculty in the degree or program area.

2.1.3 Determination of Academic Rank

At the time of initial appointment, the President shall approve academic rank for academic and administrative faculty after receiving and considering the recommendation from the Dean of the Faculty, who shall first consult with the search committee and appropriate Department Chair.

...

Equivalencies and/or appropriateness regarding any of the degree requirements or qualifications for rank described in Sections 2.1.3.1 and 2.1.3.2 shall be approved by the Dean of the Faculty following consultation with the search committee (if applicable to an initial appointment), the appropriate Department Chair, and the Appointment, Rank, and Tenure Committee.

2.2.2 Employment Contract Information

All initial faculty employment contracts shall be issued in accordance with the search and appointment procedures described in this *Faculty Handbook* and are subject to approval by the President. The terms and conditions of every faculty contract shall be specified in writing, and a copy of the contract will be supplied to the faculty member. The appropriate Department Chair shall be informed in writing of all terms and conditions of the contract except salary.

2.2.5.5.1 Procedure for Monitoring Institutional Need

The Dean of the Faculty, in consultation with the appropriate Department Chair(s) and the Faculty Council, shall examine the institutional need for all tenure-track positions each year as well as full-time titled faculty positions in the final year of a contract period. The monitoring process itself shall take into account such factors as overall student enrollment, course enrollment patterns, numbers of majors and minors, departmental, general education and other program staffing needs, the role of the department or program in fulfilling the College's mission, and any other information deemed relevant to this process by the Dean and the Faculty Council.

On or before October 15 the Dean shall send written notification to those Department Chairs who have tenure-track positions or full-time titled positions (in the final contract year) located in their department; faculty in these positions shall also receive a copy of this notification. This notification shall describe the Dean's finding with respect to continuing institutional need for the position.

If it is a finding of diminishing need, but not serious enough to require non-reappointment or non-reissuance, then the Dean's notification shall also describe the signs or evidence of diminishing need. In the event that the Dean finds that there is a seriously diminished institutional need for the position, the Dean shall recommend to the President that, based on lack of need, no subsequent contract be offered. In either of these instances, the Dean and Faculty Council shall meet jointly with the Department Chair of the department in which the position is located; this meeting shall occur prior to the November 1 deadline date for the Dean to submit a recommendation to the College President. The purpose of this meeting with the Dean and Faculty Council is to give the Department Chair an opportunity to respond to and discuss the implications of a finding of diminished institutional need.

Following this meeting, the Dean, in consultation with the Faculty Council, shall review the initial finding. In cases where the Dean had given notice of diminishing need that was not serious enough to require non-reappointment or non-reissuance of contract, the Department Chair shall receive, on or before November 10, written feedback from the Dean regarding the outcome of the meeting. In cases where the Dean had given notice of seriously diminished need which that required non-reappointment or non-reissuance of contract, the Dean shall submit, on or before November 1, a written recommendation on institutional need for the position to the College President, where the final decision rests. Subsequent to receiving the Dean's recommendation, the President shall receive written consultation from Faculty Council and should meet with the Faculty Council for consultation prior to making a final decision. In the event that the President is not able to meet within the timeline, he shall provide written feedback to Faculty Council. The President's decision on non-reappointment or non-reissuance of contract due to lack of institutional need shall be sent in writing to the appropriate Department Chair(s), the faculty member in the position, and the Chair of the Appointment, Rank, and Tenure Committee on or before November 10.

2.2.6.2 Shared Appointment

Shared appointment refers to part-time tenure-track or tenure contracts held by two people, each designated half-time in a single authorized position. For the purposes of salary determination, promotion, tenure, performance assessment, and other personnel matters, individuals holding shared tenure-track, or tenure appointments shall be subject to the policies and procedures applicable to faculty on regular appointments. Shared appointments shall be initially approved by the President, after receiving and considering recommendations from the Dean of the Faculty, the Appointment Rank and Tenure Committee, and the appropriate Department Chair(s). Such appointments shall be made only when the credentials of the faculty members and the needs of the degree or program area so justify. ...

2.2.6.3 Joint Appointment

Joint appointment refers to either a full-time or part-time term, a tenure-track, or a tenure contract held by one person with specific contractual designation in more than one program area. Such appointments shall be made only when the credentials of a faculty member and the needs of each degree or program area so justify. For the

purposes of performance evaluation and other personnel matters, individuals holding joint appointments shall be assigned by the President, after receiving and considering recommendations from the Dean of the Faculty and the appropriate Department Chairs, to one program area as determined by the percentage of work load or level of responsibility.

2.2.6.4 Transitional Appointment

... A faculty member seeking a transitional appointment shall submit a request to the Dean of the Faculty far enough in advance to allow the College reasonable time to arrange for replacement(s), if necessary. Transitional appointments shall be approved by the President, after receiving and considering recommendations from the Dean of the Faculty, the Appointment, Rank, and Tenure Committee, and the appropriate Department Chair. ...

2.2.6.5 Reduced Load Appointment

... A reduced load appointment shall be approved by the President, after receiving and considering a recommendation from the Dean of the Faculty. In developing this recommendation, the Dean shall consult with the appropriate Department Chair(s) and the Appointment, Rank, and Tenure Committee. ...

2.3.6 First Year Expectations

Faculty in their first year of service should concentrate on developing their assigned courses and performing effectively as a teacher. In order to assist first-year faculty in this regard, they shall be exempt from formal academic advising assignments, service on institutional committees during their initial year, and service on standing faculty committees during their first two years. Exceptions to this policy may be granted by the Dean of the Faculty in cases where prior service credit has been awarded to a new faculty member. Department Chairs should monitor the workload assignments and expectations of first-year faculty and suggest appropriate adjustments to the Dean of the Faculty if circumstances warrant.

2.4.3 Nondiscrimination Practices

... The college will make reasonable accommodations to allow faculty with disabilities to perform the essential functions of their positions, as long as doing so would not impose an undue hardship on the college. A faculty member who believes they need accommodation should contact their department chair or the Dean of the Faculty.

2.4.6 Conflict of Interest

... Since conflicts of interest are sometimes difficult to recognize, faculty should discuss situations involving potential conflict of interest with their Department Chair and, as may be reasonable, their colleagues. ...

...

When faculty believe that they are in a position of conflict of interest, they shall provide written notification of the circumstances and any proposed resolution to their Department Chair and the Dean of the Faculty. Following consultation with the Department Chair (or a senior member of the department, if the conflict involves the Chair), the Dean shall render a judgment regarding how best to resolve the conflict. ...

2.4.7 Outside Employment

... Before making a decision about an outside employment request, the Dean may consult with the faculty member's Department Chair and/or the Appointment, Rank, and Tenure Committee. If such employment involves absence from regularly scheduled classes, then the faculty member shall inform his/her Department Chair of this absence and make suitable substitute arrangements for the class meeting(s) missed.

2.5.2.1 Office Hours

Full-time faculty shall establish and inform students of their regular weekly office hours. These hours shall be set in accordance with departmental guidelines and should reasonably satisfy the need for students to contact faculty outside of class meetings. Each term, faculty shall submit a copy of their class schedule and office hours to the Department Chair and Office of the Dean of the Faculty. During advising and registration periods, additional office hours may need to be scheduled.

2.5.2.2 Class Meetings

The Department Chair shall have responsibility for setting a department's schedule of classes in consultation with individual department members and the Dean of the Faculty. ...

Faculty shall meet their classes as scheduled (in the Registrar's published schedule of classes) and as punctually as possible. When faculty anticipate not being able to meet their classes as scheduled, they shall notify their Department Chair of alternate arrangements. Such arrangements may include a substitute instructor, class cancellation, rescheduling the class, or replacement of a class by a substitute activity. Faculty shall report all absences from or cancellations of class to their Department Chair.

When faculty are ill for a brief period of time (a week or less), other qualified staff may assume their teaching responsibilities. If this is not possible, other temporary arrangements (as described above) may be made. When it becomes obvious that a faculty member who is ill will be absent for an extended period of time (more than a week), the Department Chair shall be responsible for requesting that the Dean of the Faculty make arrangements for obtaining a qualified substitute who shall be compensated for his or her temporary services (Section 2.9.3.1.1).

2.5.2.3 Course Syllabi

... Each department shall maintain a file of current syllabi for all its courses; as such, faculty are responsible for submitting a copy of course syllabi to their Department Chair at the beginning of each academic term.

2.5.2.4 Testing and Evaluation

Within a reasonable time following its submission, faculty shall return to students an evaluation of their work, supplying comments, scores and/or grades as appropriate. For one calendar year following the completion of a course, faculty shall maintain appropriate records of student performance in the course as evidence in support of the assignment of final course grades. In the event of separation from the College, faculty shall leave such records with the Department Chair, who shall retain them for one calendar year.

Faculty shall administer final examinations or the final class activity at the Registrar's scheduled time period during final exam week. When a final examination is given in a course, it shall be administered in the time period during final exam week, as scheduled by the Registrar. Any exception to this practice must be approved by the Department Chair and Dean of the Faculty.

2.5.2.6 Faculty Workload

Although academic faculty have basic responsibilities in teaching, scholarship, and service, the workload is assigned in terms of teaching equivalencies and may include approved release from teaching (Section 2.5.2.6.4). These assignments shall be established through consultation with the appropriate Department Chair(s) and faculty committee(s), and they require the approval of the Dean of the Faculty. Effective with contracts issued for the 1994-95 academic year, written specifications of workload is provided in each faculty member's contract (Section 2.2). Specific teaching assignments for faculty are established by the Department Chair in consultation with department members and the Dean of the Faculty (Section 2.5.2.2). As used in this Section, the term "course" shall mean the equivalent of a full 1.0 course credit offering.

2.5.2.6.1 Ranked Academic Faculty

The teaching assignment for full-time ranked faculty shall be the equivalent of seven (7) courses in an academic year following a schedule of three (3) courses in fall and winter terms and one (1) course in May term. With the approval of the Department Chair and Dean of the Faculty, a faculty member may teach a different schedule. ...

2.5.2.6.4 Releases from Teaching

Any release from teaching to perform administrative or other specified duties shall be approved by the Dean of the Faculty following consultation with the faculty member receiving the release and the appropriate Department Chair(s). ...

2.5.2.6.5 Minimum Class Sizes

... In the event that a full-time faculty member's workload is affected by less than minimum enrollment in a course offering, appropriate alternative arrangements shall be negotiated between the Dean and faculty member, in consultation with the Department Chair. ...

2.5.2.6.6 Overloads

Faculty who teach more than seven (7) courses in an academic year shall seek the prior approval of their Department Chair and Dean of the Faculty for teaching an overload. ...

2.5.2.11 Independent and Arranged Studies

Students may request faculty to direct independent or arranged studies. If the faculty member agrees to direct the study, and the Department Chair and the Vice President for Academic Affairs approve, then the student may register for the study. ...

2.5.6.1 Meetings

Full-time faculty attend and, as appropriate, participate in scheduled meetings of the faculty, their academic Group and department, and any committee of which they are a member. As a professional courtesy, in the case of unavoidable absences, faculty should notify the Dean of the Faculty, Group Chair, Department Chair, or Committee Chair as appropriate.

2.5.7.2 Departmental Resources

Faculty shall provide assistance to their Chair and colleagues in the development, maintenance, and acquisition of department resources. These resources may include, but are not limited to, laboratory facilities, instrumentation, equipment and supplies; curriculum materials; teaching aids; audio-visual materials; computer software and hardware. In addition, a faculty member may be assigned (by the Department Chair or Dean of the Faculty) the responsibility of hiring and supervising support staff for their department or program.

2.6.2 Permanent Personnel File

The permanent personnel file contains the following materials:

d. Comprehensive self-assessments, Department Chair and Dean of the Faculty evaluations, including classroom observations, and the Dean's summary report of student ratings of instruction; ...

Faculty members' permanent personnel files are to be treated confidentially by all faculty and administrators (see Section 2.7). This specifically includes documents associated with faculty evaluation (Sections 2.7.4 and 2.7.5) such as the self-assessment, Department Chair evaluation, class observation reports from the Dean, Chair, or member of the Appointment, Rank, and Tenure Committee, and feedback letters from the Dean.

2.6.6 Faculty Evaluation File

The Faculty Evaluation File consists of the documentation gathered in preparation for faculty evaluation (Sections 2.7.3, 2.7.4, and 2.7.5). It includes the Professional Portfolio (and its associated materials) and the Department Chair evaluation. The evaluation file, along with the contents of the permanent personnel file, are examined by the Dean and members of the Appointment, Rank, and Tenure Committee as required by the policies and procedures described in Section 2.7.

After the faculty evaluation has been completed, the professional portfolio is returned to the faculty member. Copies of the self-assessment, Department Chair evaluation, and classroom observation reports are entered into the Permanent Personnel File.

2.7 Faculty Evaluation

2.7.1 Summary and Definitions

Tables 1 and 2 give an overview of the primary components and deadlines used in faculty evaluation. Key terms and phrases used in the following summary of the evaluation system are briefly defined in the material below and the sections that follow: ...

i. Department Chair Evaluation refers to a written evaluation which provides documentation, from a departmental perspective, of the degree to which the faculty member meets the applicable performance standards and is making progress toward his or her own professional goals. ...

2.7.3 Submission of Evidence

... In those cases where the faculty member being evaluated is a Department Chair, the reporting responsibilities assigned to the Chair shall be performed by a faculty member who is appointed by the Dean of the Faculty and agreeable to both the Chair and the faculty appointee. If agreement cannot be reached, the selection shall be made by the Dean. ...

2.7.4 The Professional Portfolio

... In the process of putting together the Professional Portfolio, a faculty member shall meet with his or her Department Chair to discuss its preparation and contents (Section 2.7.5). ...

2.7.4.2.2 Classroom Observation Reports

Tenure-track faculty shall have their teaching observed by the Dean of the Faculty and their Department Chair according to the schedule in Table 1, or as specified in their written contract or feedback letter. When a faculty member is evaluated for tenure or promotion, he or she shall be observed by the Dean, Chair, and a member of the Appointment, Rank, and Tenure Committee. Tenured faculty undergoing developmental review shall be observed by a faculty colleague. Titled faculty shall be observed by their Chair during their first and final year in a contract period; they may also be observed by the Dean and/or Chair in accordance with a schedule specified in their written contract.

2.7.4.4 Service Component of the Professional Portfolio

2.7.4.4.1 Service Criteria

d. **Administrative Service:** Administrative service may include, but is not limited to, serving as a Department Chair, a Program Director, or a director of a grant received by the College. The performance of administrative duties shall be evaluated with respect to the specific duties and responsibilities assigned to the administrative position held by the faculty member (e.g. Section 1.5.4, Department Chair).

2.7.5 Department Chair Evaluation

For tenure-track faculty, the Department Chair shall submit, during a faculty member's first, second, fourth, and sixth years and, as requested, during a faculty member's third and fifth years a written evaluation which provides documentation of the degree to which the faculty member meets the applicable performance standards and shows progress toward achieving his or her own professional goals. For full-time titled faculty, the Department Chair shall submit such a written evaluation during each of the first six years of service and every fourth year thereafter (see section 2.7.10.2). Prior to submitting this evaluation, the Chair shall meet with the faculty member to discuss the preparation and contents of his or her Professional Portfolio (or the Self-assessment component if that is all that is required for submission).

Because one of the important roles of a Department Chair is to encourage and support a faculty member's professional development, and because the responsibility for making personnel recommendations rests with the Dean and Appointment, Rank, and Tenure Committee, Department Chairs shall not include in this evaluation a specific recommendation about the personnel decision being considered. Rather, the purpose of the Chair's evaluation is to provide the Dean and Appointment, Rank, and Tenure Committee with documentation, from a departmental perspective, on the degree to which the faculty member has met the applicable standards of performance and his or her own professional goals.

This evaluation shall be completed on or before the applicable deadline date for the candidate's Professional Portfolio, with a copy supplied to the faculty member and the Office of the Dean of the Faculty for inclusion in the Evaluation File.

2.7.6 Evaluating Tenure-track Faculty for Reappointment

All tenure-track faculty shall be evaluated for two purposes: 1. to provide them with feedback regarding their performance, particularly with respect to making progress toward tenure, and 2. to make a recommendation to the

President regarding reappointment. In the sixth year of appointment (or its equivalent, in the case of prior service credit), tenure-track faculty shall be evaluated for tenure (Section 2.7.7).

Faculty in their first year of appointment shall be evaluated by the Department Chair and the Dean of the Faculty based on the procedure specified in Section 2.7.6.3. Faculty in their second, fourth, and sixth year of appointment shall be evaluated by the Appointment, Rank, and Tenure Committee and the Dean based on the procedures specified in Sections 2.7.6.4 and 2.7.7.4. ...

2.7.6.3 Procedures for Evaluating First Year Faculty

The Department Chair evaluation (Section 2.7.5) and self-assessment shall be submitted to the Office of the Dean of the Faculty on or before February 15. ...

2.7.7.2 Eligibility for Tenure

... Any change in the year stated in the initial letter of appointment as the year of tenure evaluation shall be approved by the Dean of the Faculty after consultation with the appropriate Department Chair and the Appointment, Rank, and Tenure Committee. ...

2.7.7.2.1 Tenure and Senior Rank Status upon Appointment: Special Searches

... Prior to appointment with tenure, the Dean of the Faculty and the Appointment, Rank, and Tenure Committee will review the candidate's qualifications and a letter written by the department chair (See Section 2.7.5). ...

2.7.9 Developmental Review of Tenured Faculty

To encourage and support the continued professional development of tenured faculty, a developmental review of the performance of tenured faculty shall be conducted on a six-year cycle by a panel of three tenured colleagues. Feedback from this review shall be shared only with the tenured faculty member. The Dean of the Faculty and Department Chair shall receive written notice that the review has been completed and this notice shall be entered into the faculty member's permanent personnel file.

... Annually, the Dean shall provide Department Chairs with a list of the developmental review dates established for the tenured members of the Department. The Office of the Dean of the Faculty shall keep records which allow tenured faculty and Department Chairs to verify the year in which a faculty member's developmental review shall be conducted.

This review shall be conducted by a Developmental Review Panel consisting of three faculty who satisfy the following requirements:

a. all members shall be tenured faculty; the tenured faculty member's Department Chair and current members of the Appointment, Rank, and Tenure Committee shall not be eligible to serve;

2.7.9.1 Procedures for Developmental Review

On or before November 30, the tenured faculty member shall meet with the Developmental Review Panel to establish the specific process and timetable and materials to be used in conducting the review. The review must be completed on or before April 1 of that academic year.

... Following this feedback session, the Review Panel Chair shall send written notification of the completion of the developmental review to the Department Chair and the Dean of the Faculty. ...

2.7.10 Evaluation of Titled Faculty

2.7.10.2 Full-time Titled Faculty

... On or before March 15 of the year in which a titled faculty member must submit either a self-assessment or a Professional Portfolio for evaluation, the Department Chair (or immediate supervisor) shall submit a written evaluation for inclusion in the faculty member's Evaluation File; this Chair's evaluation shall be prepared as described in Section 2.7.5, with modifications as appropriate to the faculty member's assigned responsibilities. ...

2.8.1.1 Personal Development Fund

... Expenditures from this fund shall be administered through routine departmental purchase and travel procedures. Department Chairs shall approve expenditures from this fund by department faculty; the Dean of the Faculty shall approve expenditures by Department Chairs.

2.8.1.2 Institutional Funds and Grants

... Faculty shall provide their Department Chair with a copy of this application for institutional funds. ...

2.8.1.2.3 Released Time Grants for Scholarship

... Applications shall provide a description of the nature and purpose of the activity to be undertaken during the released time period identified, a statement describing the anticipated benefits to the individual, department, program, and/or College, and a statement from the Department Chair indicating how staffing needs will be met if the grant is awarded.

2.8.2.1 Eligibility for Sabbatical Leave

... The Faculty Development Committee in consultation with the Dean of the Faculty and the relevant Department Chair will assign new tenure-track faculty appointments a position in the queue at the time the position is approved for hiring. ...

Under ordinary circumstances, a faculty member is expected to take his or her sabbatical leave during the assigned year (as specified in the queue). However, any faculty member may petition for a change or exception to the assigned sabbatical leave year and/or any of the eligibility requirements by submitting a written request to the Faculty Development Committee. This petition must state clearly the reasons for the request and the benefits it would have for both the college and the individual. Additionally, the petition needs to include a statement of support from the faculty member's department chair (or designee). ...

2.8.2.2 Sabbatical Leave Conditions

... In the event that a sabbatical leave cannot be completed, the faculty member shall notify the Dean of the Faculty and Department Chair as soon as circumstances allow. ...

2.8.2.3 Sabbatical Leave Procedures

Sabbatical leaves are available to faculty as described in 2.8.2.1. Faculty members must write a detailed proposal for a sabbatical. During the academic year two years in advance of the proposed sabbatical, the Faculty Development Committee, Dean of the Faculty, and Department Chair shall consult with the faculty member in the development of this sabbatical proposal. The final draft of the proposal must be submitted to the Department Chair for review and input by November 1 one academic year in advance of the proposed sabbatical. The Department Chair must submit a statement that evaluates the impact of the leave on the department's program and establish a plan for meeting the department's teaching needs. Both the proposal and the Chair's letter shall be submitted to the Dean of the Faculty and the Faculty Development Committee by November 15 of this same year for final review.

2.8.4 Faculty Exchanges

Ranked faculty shall be eligible to participate in faculty exchange programs as these may be arranged. Recommendations regarding faculty participation in an exchange shall be prepared by the Department Chair and Dean of the Faculty; these shall be submitted to the President who gives final approval to participation in an exchange. ...

2.8.5 Mentor or Peer Panel Support

As stated in Section 2.7.4, full-time academic faculty standing for reappointment (Section 2.7.6), tenure (Section 2.7.7), promotion (Section 2.7.8), or contract renewal (Section 2.7.10.2) may wish to make use of a Mentor or Peer Panel to provide assistance in the preparation of the Professional Portfolio. ...

... Current members of the Appointment, Rank, and Tenure Committee and a faculty member's Department Chair shall be excluded from serving as a Mentor or Peer Panel member. ...

2.9.3 Leaves

Faculty anticipating a leave for any reason shall consult with the Dean of the Faculty and their Department Chair at the earliest possible date. ...

... The date of return from leave shall be negotiated with the Dean of the Faculty, in consultation with the appropriate Department Chair. Each Department Chair shall be responsible for establishing a procedure by which

department faculty report leave days to the Dean of the Faculty who will forward this information to the Human Resources office (HRO). ...

2.9.3.1.1 Medical Leave

Upon hire, full-time academic faculty shall receive 10 working days of medical leave each year which can be accumulated up to a total of 120 days. Medical leave shall not accrue for faculty on leaves without pay. Faculty who sever their employment with the College for any reason shall not receive compensation for unused medical leave.

... Each Department Chair shall be responsible for establishing a procedure by which department faculty report medical leave days taken.

When faculty are ill for a brief period of time, their classes may be canceled, their teaching loads may be carried by departmental staff, or other temporary arrangements may be made. When it becomes obvious that a faculty member will be absent for a longer period of time (more than a week), the Department Chair shall request that the Dean of Faculty make arrangements for obtaining a qualified substitute. The person secured as a substitute shall be either a current faculty member on paid overload or a qualified, temporary substitute teacher.

2.9.3.1.4 Personal Days

Upon hire, full-time academic faculty shall receive two paid personal leave days each academic year. Faculty shall provide prior notification to the Office of the Dean of the Faculty and their Department Chair for each day of personal leave used.

2.9.3.2 Jury Leave

Full-time academic faculty shall be eligible for paid jury duty leave. When brief periods of jury duty are involved, the teaching assignments of the faculty member on jury leave shall either be covered by department colleagues or be replaced with appropriate substitute activities as arranged with the Department Chair. When it becomes obvious that faculty on paid jury leave will be absent for longer periods of time, the Dean of the Faculty shall immediately make arrangements for securing a qualified substitute; the substitute may be a current faculty member on paid overload.

2.10.5.3.7 Procedures for Termination for Reduction in Force

2.10.5.3.7.1 Financial Exigency

...

e. The Faculty Council (or, as appropriate, the Dean) shall prepare the recommended list of reductions or eliminations of degree or program areas on the basis of existing, published procedures and criteria used by the Council in conducting systematic program reviews. In the course of its deliberations, the Faculty Council may seek information or recommendations from departments, Department Chairs, the Educational Policies Committee, individual faculty members, or other appropriate sources. The Council may hold open hearings and make use of information gathered through prior program review(s).

f. The recommended list of degree or program areas to be reduced or eliminated shall be submitted to the faculty for their action and approved by the President. The President shall then transmit the approved list to the Dean, who shall consult with the Appointment, Rank, and Tenure Committee in recommending the names of faculty members to be reduced in force in accordance with the priorities and criteria specified in Sections 2.10.5.3.1 and 2.10.5.3.2, respectively. The Appointment, Rank, and Tenure Committee may consult with appropriate Department Chairs and/or interview faculty members in the affected degree or program areas.

...

2.10.5.3.7.2 Formal Reduction or Discontinuance of Degree or Program Areas

a. Formal reduction or discontinuance of existing degree or program areas shall occur only after a program review has been conducted by the Faculty Council, a recommendation submitted to the faculty for their action, and approval is given by the College President.

b. Program reviews shall be conducted in accordance with the procedures and criteria announced and distributed by the Faculty Council.

...

2.11 Grievance Procedure

2.11.5 Informal Resolution

Prior to filing a grievance formally, the grievant may seek to resolve the dispute informally in discussion with the appropriate Department Chair and Dean of the Faculty. If resolution is not achieved through informal consultation, the grievant may proceed to Step One.

...

3.1 Definitions of Part-time Faculty

Part-time academic faculty are defined as those faculty employed by the College to provide less than five-sevenths course load in contractual services. Regular part-time faculty are persons who have accumulated a seven course load equivalency in contractual services, who will teach at least a two course load equivalency in the current academic year, who have been recommended by the appropriate Department Chair, and who have been designated Regular Part-time in their contract from the Dean of the Faculty. ...

3.1.1 Academic Titles for Part-time Faculty

To be appointed to a part-time faculty position, an individual must hold a master's degree. Exceptions to this requirement can be made in special cases. Special appointments to part-time faculty will be made on a case-by-case basis and must be approved by the department chair and the Dean of Faculty. In the situation that an individual merits exception from the master's degree requirement, the individual's qualifications and benefit to the educational mission of Wartburg College must be documented by the department chair of the academic area the individual will be teaching in.

...

3.2.2 Employment Contract Information

All initial part-time faculty employment contracts shall be issued in accordance with the provisions of Section 2.2.3 and 2.2.4, in consultation with the appropriate Department Chairs, and are subject to approval by the Dean of the Faculty. ...

3.2.3 Offering of Contracts

Department Chairs shall, when possible, submit to the Dean of the Faculty a request for issuance of part-time contracts for Fall Term by May 1 and for Winter Term by October 15. The chair may request that part-time contracts be issued for more than one term at a time. The Dean of the Faculty may issue contracts immediately upon the receipt of the request of the chair. ...

3.4 Part-time Faculty Evaluation

By situating evaluation of the part-time faculty in departments, the College seeks to provide the flexibility needed to accommodate the varying needs of individual faculty members and their departments. Departments are encouraged to design evaluation systems that will serve two important purposes:

1. to provide an avenue for peer and self-appraisal as well as professional development and improvement;
2. to provide a sound basis for making important personnel recommendations by the Department Chair.

3.5.1.1 Personal Development Fund

Each regular part-time academic faculty member shall have the right to apply for up to \$100 annually to be used for professional development as described below.

Departments shall maintain a personal development fund which may be used for expenses related to attending professional meetings, conferences or workshops, membership in professional organizations directly related to the regular part-time faculty member's area of responsibility, and/or subscriptions to professional journals.

Expenditures from this fund shall be administered through routine departmental purchase and travel procedures.

Department Chairs shall approve expenditures from this fund.

Academic Faculty Search Procedures

a. The appropriate Department Chair, or other designee recommended by the department or program area, (referred to from this point on as the Search Chair) is appointed by the Dean of the Faculty to head the search for the new academic faculty member. ...

...

1. The Search Chair plans an itinerary for the interview of candidates. It shall include, as can be reasonably accommodated, meetings with the President or a representative from the Mission Team when the President is not available, the Director of Human Resources, the Dean of the Faculty, the Department Chair, faculty in the specific degree or program area, students, a representative from the Appointment, Rank, and Tenure Committee, and the search committee. Candidates should teach at least one class or make a formal presentation to which students are invited. ...

Violence in the Workspace

1.General

... Wartburg College is concerned about the potential for violent acts or threats of violence that affect the workplace. The President of Wartburg College is ultimately responsible for all safety issues. This responsibility is exercised through the normal chain of authority within the college, delegating the charge for ensuring a safe working environment and compliance of established policies and programs to the Cabinet, directors, Department Chairs, supervisors, and ultimately each employee and student. ...

6. Managing a Threat/ an Incident

Upon the receipt of a complaint that hasn't yet resulted in violence, an ad hoc committee will be established to evaluate the complaint and make a recommendation to the appropriate Vice President. The committee will include the Director of Campus Security, Director of Human Resources, Director of Counseling Services, the supervisor of the apparent victim and the supervisor of the alleged aggressor. In situations involving faculty, the Department Chair will act as supervisor. ...

Table 1. SUMMARY OF FACULTY EVALUATION COMPONENTS AND DEADLINES

	TENURE-TRACK FACULTY Section 2.7.6					Promotion in Rank	Review of Tenured Faculty
	Year 1	Years 3 & 5	Year 2	Year 4	Year 6 Tenure		
SECTION:	2.7.6.3	2.7.6.3	2.7.6.4	2.7.6.4	2.7.7	2.7.8	2.7.9
Professional Portfolio 2.7.4	Self-Assessment Only Due Feb. 15	Only if requested by AR&T or Dean	Yes Due Nov. 15	Yes Due Feb. 15	Yes Due Jan. 5	Yes Due Jan. 5	Yes Due Jan. 31
Student Ratings 2.7.4.2.2.1	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Classroom Observation 2.7.4.2.2.2 by Dean by Chair by AR&T	Due Feb. 15 -- Yes --	Only if requested by AR&T or Dean	Due Nov. 15 Yes Yes --	Due Feb. 15 Yes Yes --	Due Jan. 5 Yes Yes Yes	Due Jan. 5 Yes Yes Yes	Due Jan. 31 Yes, by colleague --
Dept. Chair Evaluation 2.7.5	Yes Due Feb. 15	Only if requested by AR&T or Dean	Yes Due Nov. 15	Yes Due Feb. 15	Yes Due Jan. 5	Yes Due Jan. 5	-
Developmental Review Panel 2.7.9	-	-	-	-	-	-	Yes
Mentor or Peer Review Panel 2.8.5	Optional	Optional	Optional	Optional	Optional	Optional	-
Decision Notification Deadline	March 15	March 15	December 15	March 15	March 15	March 15	-
Evaluation Feedback Deadline	April 5	April 5	January 15	April 5	April 5	April 5	April 5

Table 2. SUMMARY OF TITLED FACULTY EVALUATION COMPONENTS AND DEADLINES

All Titled faculty who are not subject to the six-year rule as stated in Section 2.1.1.2 will follow this outline.

	Year 1, 3, & 5	Year 2, 4 & 6	Beyond Year Six
Professional Portfolio Sec. 2.7.4		Due March 15	Professional Portfolio required every 4 th year (Year 10, 14, 18, etc.) Due March 15 Sec. 2.7.10.2
Self-Assessment Sec. 2.7.4.1	Due March 15		
Student Ratings Sec. 2.7.4.2.2.1	Student Ratings of Instruction are to be administered in all classes all terms.	Student Ratings of Instruction are to be administered in all classes all terms.	Student ratings of instruction are to be administered in all classes all terms.
Classroom Observation by Department Chair Sec. 2.7.10.2	Due March 15	Due March 15	Department Chair classroom observation required every 4 th year. Due March 15.
Department Chair Evaluation Sec. 2.7.10.2	Due March 15	Due March 15	Department Chair evaluation required every 4 th year. Due March 15.
Decision Notification Deadline Sec. 2.7.10.2	April 15	April 15	April 15
Evaluation Feedback Deadline Sec. 2.7.10.2	May 15	May 15	May 15
Classroom Observation by Dean Sec. 2.7.4.2.2.2	As specified in contract	As specified in contract	As specified in contract