

## A

### Absence

Due to medical illness, (Section 9.1.3.2) p.58

*See also* Leave; Leave of absence; Sabbaticals

Abuse, reporting suspected, (Section 9.11) p. 75

Academic Affairs office, personnel records (Section 4) p. 14

Academics complaints. *See* Complaints.

Academic events, participation in, (Section 9.1.7, Section 11.6) pp. 59, 86

Academic freedom, (Section 9.2) p.59

Academic integrity, (Section 9.9) p. 72

Academic occasions. *See* Academic events. p. 85

Academic organization (Section 11.4) p. 86

Academic regalia, (Section 11.6)

Academic renewal grants. *See* Grants.

Academic year, (Section 11.2) p. 84

### Adjuncts

appointment of, (Section 1.7) p. 6

rank of lecturer, (Section 1.5.3) p. 5

term contracts, (Section 2.1) p. 8

*See also* Part time faculty

Administrative support, (Section 12.1) p. 87

Administrators with academic rank, (Section 1.9) p. 7

Advising, (Section 9.1.5) p. 59

Affiliate status, (Section 1.6.3) p. 6

Age Discrimination Compliance Coordinator, (Section 9.4) p. 63

Alcohol use policy, (Section 12.8) p. 93

Amorous relationships, (Section 9.8) p. 72

Animal care policy, (Section 12.2.2) p. 87

Annual Convocation, (Section 11.6.2) p. 86

Annual evaluation. *See* Evaluation.

### Appeals

disciplined or dismissed faculty, (Section 8.8) p. 55

grievance, (Section 16.3.2) p. 108

harassment, (Section 9.7) p. 69

layoff, (Section 8.5.8) p. 53

student, (Section 9.9.2) p. 74

Application, scholarship of, (Section 5.2.2.2) p. 21

Appointment authority, (Section 3.2) p. 11

Appointments, faculty. *See* Faculty appointments.

### Assistant professor

librarian rank criteria, (Section 1.4.5.2.2) p. 4

- promotion to, (Section 6.3.1) p. 37
- rank criteria, (Section 1.4.2) p. 3
- steps in rank, (Section 15.1.2) p. 103
- timing of tenure, (Section 7.2.1) p. 41

#### Associate Professor

- librarian rank criteria, (Section 1.4.5.2.3) p. 52
- promotion to, (Section 6.3.2) p. 38
- rank criteria, (Section 1.4.3) p. 3
- steps in rank, (Section 15.1.3) p. 104
- timing of tenure, (Section 7.2.1) p. 41

Associations memberships, (Section 10.4) p. 80

Attendance schemes, (Section 9.1.3) p. 57

## B

### Benefits

- Camp Casey, (Section 14.3.6) p. 102
- continuation of health benefits, (Section 14.1.4, Section 14.4) pp. 99, 102
- dental insurance, (Section 14.2.1) p. 99
- for emeritus faculty, (Section 1.8.2) p. 7
- flexible spending accounts, (Section 14.2.4) p. 100
- fringe, (Section 14.2, Section 14.4) pp. 99, 102
- institutional, (Section 14.3) p. 100
- during leave of absence, (Section 13.2.2) p. 98
- life insurance, (Section 14.2.3, 14.4) pp. 100, 102
- long-term disability insurance, (Section 14.2.3) p. 100
- medical insurance, (Section 14.2.1) p. 99
- paid holidays, (Section 14.3.1) p. 100
- paid leave, (Section 13.1) p. 96
- parsonage allowance, (Section 14.3.5) p. 102
- part-time faculty, (Section 14.4) p. 102
- personal enrollment in SPU courses, (Section 10.11) p. 82
- relocation allowance, (Section 14.3.4) p. 102
- for retired faculty, (Section 1.8.1) p. 7
- retirement plan, (Section 14.2.5, Section 14.4) pp. 100, 102
- during sabbatical, (Section 10.1.3) p. 77
- short-term disability leave, (Section 14.2.2) p. 100
- Social Security, (Section 14.1.1, Section 14.4) pp. 98, 102
- statutory, (Section 14.1) p. 98
- tax-deferred annuity plan, (Section 14.2.5, Section 14.4) pp. 100, 102
- tuition scholarship for spouse and dependents, (Section 14.3.3) p. 102
- unemployment compensation, (Section 14.1.2) p. 99

unpaid leaves of absence, (Section 14.3.2) p. 100

workers' compensation, (Section 14.1.3) p. 99

#### Board of Trustees

and appointment authority, (Section 3.2) p. 11

and evaluation process, (Section 5.1.1) p. 16

role in tenure, (Section 7.4.8.5) p. 47

role in grievance procedures, (Section 16.3.5) p. 112

## C

Camp Casey, (Section 14.3.6) p. 102

Christian life, (Section 5.2.1.1) p. 19

Christian standards, (Section 9.3.8) p. 63

Class enrollment. *See* Enrollment

Class handouts, (Section 12.6) p. 92

#### Class sessions

cancellation of, (Section 9.1.3.3) p. 58

missing due to illness, (Section 9.1.3.2) p. 58

unusual, (Section 9.1.3.1) p. 58

Classroom observations, (Section 5.5.3.5, Section 7.4.4) pp. 30, 45

COBRA (Consolidated Omnibus Budget Reconciliation Act), (Section 14.1.4, Section 14.4) pp. 99, 102

#### Collegiality

ethics of, (Section 9.3.3) p. 62

evaluation criterion, (Section 5.2.1.3) p. 20

Commencement, (Section 9.1.7, Section 11.6.4) p. 86

Commercial value, materials of, (Section 12.3) p. 87

Committee meetings, (Section 9.1.6.2) p. 59

Community service, (Section 5.2.2.3, Section 9.3.5) pp. 24, 62

#### Compensation

additional, (Section 11.2) p. 84

policies, (Section 15) p. 103

unemployment, (Section 14.1.3) p. 99

workers', (Section 14.1.3) p. 99

*See also* Benefits

Complainant, defined, (Section 16.2.3) p. 106

Complaint reviewers, (Section 9.7.2) p. 69

#### Complaints

against a committee, (Section 16.3.1) p. 106

against a faculty member, (Section 9.10.2) p. 75

against an individual, (Section 16.3.1) p. 106

defined, (Section 16.2.1) p. 106

intent and time limits, (Section 16.1) p. 105

outside authorized channels, (Section 9.10) p. 75  
student appeals against academic, (Section 9.9.2) p. 74  
*See also* Grievance

Computer usage policy, (Section 12.9) p. 95

Conflict of interest, (Section 9.3.7) p. 63

Consolidated Omnibus Budget Reconciliation Act (COBRA), (Section 14.1.4, Section 14.4) pp. 99, 102

Consulting, non-university, (Section 11.3) p. 84

#### Contracts

continuous, (Section 2.3) p. 9

inservice, (Section 3.7.3) p. 14

interterm, (Section 3.7.2) p. 13

issuance and receipt of, (Section 2.5) p. 10

locus of appointment, (Section 2.4) p. 10

notice, (Section 2.2) p. 9

summer, (Section 3.7.1) p. 13

term, (Section 2.1, Section 1.5.4) pp. 8, 6

terminal, (Section 7.2.1) p. 41

Convocations, (Section 9.1.7, Section 11.6) pp. 59, 86

Copy Center, (Section 12.5) p. 92

#### Copyrightable materials

assistance in obtaining permissions, (Section 12.4.2) p. 92

creation of, (Section 12.3.2) p. 89

defined, (Section 12.3.1) p. 88

use of, (Section 12.4) p. 90

Counseling students, (Section 9.1.5) p. 59

Course enrollment. *See* Enrollment

Course handouts, (Section 12.6.1.1) p. 92

Course offerings and content, (Section 9.1.2) p. 57

Course outlines, (Section 12.6) p. 92

Creative works, (Section 12.3) p. 87

Curricular change, layoffs and, (Section 8.5.1) p. 49

## D

### Dean

defined, (Section 1.1) p. 1

role in evaluation process, (Section 5.1.2) p. 17

role in promotion, (Section 6.4.7.1) p. 40

role in tenure, (Section 7.4.8.1) p. 47

role in third-year review, (Section 5.5.3.7) p. 31

Dean of Student Development and Campus Life, (Section 9.9.1) p. 72

Dean's office, personnel records, (Section 4.1.2, Section 5.4.3) pp. 14, 27  
Dental insurance, (Section 14.2.1) p. 99  
Departmental responsibilities, (Section 5.1.2) p.17  
Disability insurance, long-term, (Section 14.2.3) p. 100  
Disability leave, (Section 13.1.2) p. 97  
    short-term, (Section 14.2.2) p. 100  
Discipline policy, (Section 8.8) p. 55  
Discovery, scholarship of, (Section 5.2.2.2) p. 21  
Discrimination, (Section 9.4) p. 63  
Dismissal for cause, (Section 8.6) p. 53  
    appeals, (Section 8.9) p. 55  
Doctoral completion awards, (Section 10.2) p. 79  
Drug-Free Schools and Communities, (Section 12.8.4) p. 95  
Drug-Free Workplace, (Section 12.8.4) p. 95  
Drug use policy, (Section 12.8) p. 93

## E

Emergency Closure, (Section 12.11) p. 96  
Emeritus status, (Section 1.6.1, Section 1.8) pp. 6, 7  
Employment  
    non-university, (Section 11.3) p. 84  
    of relatives, (Section 3.5) p. 12  
Endowed chairs, (Section 1.10) p. 8  
Enrollment  
    for faculty, (Section 10.11) p. 82  
    for spouse and dependents, (Section 14.3.3) p. 101  
Enrollment emergency, layoffs and, (Section 8.5.2) p. 50  
Ethics  
    computer usage and, (Section 12.9) p. 95  
    in evaluation process, (Section 5) p. 15  
    professional, (Section 9.3) p. 61  
Ethnic harassment, (Section 9.5) p. 64  
Evaluation  
    and access to personnel records, (Section 4.3) p. 15  
    annual, (Section 5.5.2) p. 28  
    applicant responsibilities, (Section 5.1.2) p. 17  
    Board of Trustees role in, (Section 5.1.2) p. 17  
    code of ethics, (Section 5.1) p. 16  
    deans' role in, (Section 5.1.2, Section 5.5.3.7) pp. 17, 31  
    departmental review committee's role in, (Section 5.1.2) p. 17  
    Faculty Status Committee's role in, (Section 5.1.2, Section 5.5.3.3) pp. 17, 30

frequency of, (Section 5.5) p. 27  
mentor and colleagues' role in, (Section 5.1.2, Section 5.5.3.3) pp. 17, 30  
part time faculty, (Section 1.5.5) p. 6  
post-tenure review, (Section 5.5.5) p. 32  
President's role in, (Section 5.1.2) p. 17  
Purpose of, (Section 5) p. 15  
quarterly, (Section 5.5.1) p. 28  
special review, (Section 5.6) p. 34  
student (of faculty), (Section 5.5, Section 7.4.4) pp. 27, 45  
third-year review, (Section 5.5.3) p. 28  
types of, (Section 5.5) p. 27  
Vice President for Academic Affairs role in, (Section 5.1.2) p. 17  
See *also* Evaluation criteria

#### Evaluation criteria

for librarians, (Section 5.3) p. 25  
for teaching faculty  
    character and congruence with mission, (Section 5.2) p. 19  
    competence and contribution, (Section 5.2.2) p. 20  
    exhibit vital and growing Christian life, (Section 5.2.1.1) p. 19  
    moral integrity, (Section 5.2.1.4) p. 20  
    professionalism and collegiality, (Section 5.2.1.3) p. 20  
    scholarship, (Section 5.2.2.2) p. 21  
    service, (Section 5.2.2.3) p. 24  
    teaching, (Section 5.2.2.1) p. 21  
    understand/affirm goals of Christian higher education, (Section 5.2.1.2) p. 20  
See *also* Evaluation

Events, academic. See Academic events

Exchange, (Section 13.2.1) p. 97

Externally funded grants. See Grants

## F

Faculty appointments, (Section 1.2, Section 1.3, Section 3) pp. 1, 1, 10

adjunct positions. See Adjuncts

administrative positions, (Section 1.9) p. 7

Affiliate status, (Section 1.6.3) p. 6

Emeritus status, (Section 1.6.1, Section 1.8) pp. 6, 7

endowed chairs and professorships, (Section 1.10) p. 8

issuance and receipt of contract, (Section 2.5) p. 10

new positions, (Section 1.3) p. 1

non-reappointment, (Section 8.3) p. 48

part time positions. See Part time faculty

- rank designations, (Section 1.3) p. 1
- renewal of, (Section 2.2.1) p. 9
- Scholar-in-Residence status, (Section 1.6.2) p. 6
- special, (Section 1.6, Section 3.1) pp. 6, 10
- tenure when first appointed, (Section 7.2.3) p. 42
- titles, (Section 1.3) p. 1
- vacated positions, (Section 1.3) p. 1
- Visiting status, (Section 1.6.4) p. 6

Faculty development

- assistance with research and grant proposals, (Section 10.12) p. 82
- associations memberships, (Section 10.4) p. 80
- course enrollment, (Section 10.11) p. 82
- doctoral completion awards, (Section 10.2) p. 79
- forgivable loans, (Section 10.5) p. 80
- grants, (Section 10.6) p. 80
- instructional development committee, (Section 10.9) p. 81
- new faculty seminar, (Section 10.8) p. 81
- sabbatical, (Section 10.1) p. 76
- theological education, (Section 10.10) p. 82
- travel, (Section 10.3) p. 79
- Weter Lectureship Award, (Section 10.7) p. 80

Faculty evaluation. *See* Evaluation

Faculty Inservice. *See* Inservice

Faculty leave. *See* Leave of absence

Faculty meetings, (Section 9.1.6.1) p. 59

Faculty recruitment, (Section 3.1) p. 10

Faculty research grants. *See* Grants

Faculty responsibilities, (Section 9) p. 56

Faculty retreat, (Section 9.1.7, Section 11.5) pp. 59, 86

Faculty seminar, for new faculty, (Section 10.8) p. 81

Faculty Status Committee

- and evaluation process, (Section 5.1.2) p. 17
- role in promotion, (Section 6.4.7.2) p. 40
- role in special reviews, (Section 5.6) p. 34
- role in tenure, (Section 7.4.6) p. 46
- role in third-year-review, (Section 5.5.4) p. 32

Faculty-student relationships, (Section 9.8.1) p. 72

Family medical unpaid leaves of absence, (Section 14.3.2) p. 100

Field activities, (Section 12.10) p. 96

Financial exigency, layoffs and, (Section 8.5.3, Section 8.5.5) pp. 50, 52

Flexible spending accounts, (Section 14.2.4) p. 100

Forgivable loans, (Section 10.5) p. 80

Full professor. *See* Professor

## G

Garnishment of wages, (Section 15.5) p. 105

Governance, share in, (Section 9.1.6) p. 59

### Grants

academic renewal, (Section 10.6.1) p. 80

assistance with proposals, (Section 10.12) p. 82

externally funded and term contracts, (Section 2.1, Section 8.3) pp. 8, 48

faculty research, (Section 10.6.2) p. 80

### Grievance

appeals, (Section 16.3.4) p. 112

defined, (Section 16.2) p. 106

filing, (Section 16.3.2.1) p. 108

general provisions, (Section 16.3.6) p. 112

hearing conditions and process, (Section 16.3.3) p. 110

mandatory arbitration, (Section 16.3.9) p. 113

medical testimony, (Section 16.3.6.1) p. 112

panel information, investigation and recommendation, (Section 16.3.2.2) p. 109

rights of action by parties, (Section 16.3.6.2) p. 112

time limits, (Section 16.3.7) p. 113

*See also* Complaints

Grievance officers, (Section 9.6.4.1) p. 66

Grievant, defined, (Section 16.2.2) p. 106

Group term life insurance, (Section 14.2.3) p. 100

## H

Handbook amendments, (Section 17) p. 113

Handouts, course, (Section 12.6.1.1) p. 92

### Harassment

complaint reviewers, (Section 9.7.2) p. 69

and confidentiality, (Section 9.7.3) p. 69

corrective action and appeal, (section 9.7.3) p. 69

definition, (Section 9.7) p. 69

false claims, (Section 9.7.3) p. 69

investigation process, (Section 9.7.3) p. 69

legal rights, (Section 9.7.3) p. 69

procedures for dealing with, (Section 9.7) p. 69

racial or ethnic, (Section 9.5) p. 64

reporting responsibilities, (Section 9.7.1) p. 69

retaliation, (Section 9.7.3) p. 69  
sexual. *See* Sexual harassment  
Hazardous waste disposal, (Section 12.7) p. 93  
Holidays, paid, (Section 14.3.1) p. 100  
Honors Convocation, (Section 11.6.3) p. 86  
Human subjects research, (Section 12.2.1) p. 87

## I

Illness. *See* Medical illness  
Immigration status policy, (Section 3.6) p. 13  
Inservice, (Section 11.5) p. 85  
    contracts, (Section 3.7.3) p. 14  
Instructional development committee, (Section 10.9) p. 81  
Instructors  
    contract notification, (Section 2.2.1) p. 9  
    librarian rank criteria, (Section 1.4.5.2.1) p. 4  
    rank criteria, (Section 1.4.1) p. 3  
    steps in rank, (Section 15.1.1) p. 103  
Insurance  
    dental, (Section 14.2.1) p. 99  
    life, (Section 14.2.3, 14.4) pp. 100, 102  
    long-term disability, (Section 14.2.3) p. 100  
    medical, (Section 14.2.1, Section 14.4) p. 99, 102  
Interterm contracts, (Section 3.7.2) p. 13  
Interview process, (Section 3.1) p. 10  
Involuntary layoffs. *See* Layoffs  
Ivy Cutting, (Section 11.6.4) p. 86

## J

Jury duty, (Section 13.1.1) p. 97

## L

Laboratory animal care, (Section 12.2.2) p. 87  
Layoffs  
    appealing, (Section 8.5.8) p. 53  
    involuntary, (Section 8.5.5.1) p. 52  
    procedures for, (Section 8.5.4) p. 51  
    reasons for, (Section 8.5) p. 49  
Leave  
    paid, (Section 13.1, Section 14.3) pp. 96, 100  
    short-term disability, (Section 14.2.2) p. 100

See *also* Leave of absence

#### Leave of absence

application and approval procedure, (Section 13.2.3) p. 98

benefits during, (Section 13.2.2) p. 98

due to illness (tenured faculty), (Section 8.4) p. 49

faculty exchange, (Section 13.2.1) p. 97

for political activity, (Section 11.7) p. 86

purpose of, (Section 13.2.1) p. 97

and replacement faculty, (Section 2.1) p. 8

unpaid, (Section 14.3.2) p. 100

See *also* Absence; Leave; Sabbaticals

Lecturers, adjuncts as, (Section 1.5) p. 5

#### Librarians

academic freedom for, (Section 9.2.1) p. 61

evaluation criteria, (Section 5.3) p. 25

rank criteria, (Section 1.4.5.2) p. 4

#### Life insurance

group term, (Section 14.2.3) p. 61

part time faculty, (Section 14.4) p. 102

Loans, forgivable, (Section 10.5) p. 80

Locus of appointment, (Section 2.4) p. 10

Long-term disability insurance, (Section 14.2.3) p. 100

## M

Material created for hire, (Section 12.3.1) p. 87

Materials of commercial value, (Section 12.3.1) p. 87

#### Medical illness

absence due to, (Section 9.1.3.2) p. 58

termination due to prolonged, (Section 8.4) p. 49

#### Medical insurance

full time faculty, (Section 14.2.1) p. 99

part time faculty, (Section 14.4) p. 102

Medical unpaid leaves of absence, (Section 14.3.2) p. 100

Meetings, (Section 9.1.6.1) p. 59

Membership fees, professional associations, (Section 10.4) p. 80

Mental illness. See Medical illness

#### Mentors

role in evaluation, (Section 5.1.2) p. 17

role in promotion, (Section 6.4.4) p. 49

role in tenure, (Section 7.4.4) p. 45

role in third-year review, (Section 5.5.3.3, Section 5.5.3.4, Section 5.5.4) pp. 30, 30, 32

for tenure-track faculty, (Section 5.7) p. 36  
Military unpaid leaves of absence, (Section 14.3.2) p. 100  
Moral integrity, (Section 5.2.1.4) p. 20

## N

Neglect, reporting suspected, (Section 9.11) p. 75  
New faculty seminar, (Section 10.8) p. 81  
New Student Convocation, (Section 11.6.1) p. 86  
Non-reappointment, (Section 8.3) p. 48  
Non-tenured faculty  
    and leaves of absence, (Section 13.2.1) p. 97  
    Professional Development Plan, (Section 5.4.2) p. 26  
    review of, (Section 5.5.3, Section 5.5.4) pp. 28, 29  
Nondiscrimination policy, (Section 9.4) p. 63  
Notice contracts, (Section 2.2.2, Section 4) p. 9, 14

## O

Office hours, (Section 9.1.4) p. 58  
Office space, (Section 12.1) p. 87  
Outside employment, (Section 11.3) p. 84

## P

Paid leave. *See* Leave  
Parsonage allowance, (Section 14.3.5) p. 102  
Part time faculty  
    appointment of, (Section 1.7) p. 6  
    benefits, (Section 14.4) p. 102  
    contracting, (Section 1.5.4) p. 6  
    defined, (Section 1.5.1) p. 5  
    evaluation, (Section 1.5.5) p. 6  
    issuance and receipt of contract, (Section 2.5) p. 10  
    rank, promotion, and tenure, (Section 1.5.2) p. 5  
    responsibilities and privileges, (Section 1.5.2) p. 5  
    term contracts, (Section 2.1) p. 8  
    *See also* Adjuncts  
Participant, defined, (Section 16.2.3) p. 106  
Patentable works, (Section 12.3.1, Section 12.3.2, Section 12.5) pp. 87, 89, 92  
Payroll deductions, (Section 15.4) p. 105  
Payroll period, (Section 15.3) p. 105  
PDP. *See* Professional Development Plan  
Per-Course faculty. *See* Adjuncts

Performance reviews. *See* Evaluation

Personal enrollment. *See* Enrollment

Personal unpaid leaves of absence, (Section 14.3.2) p. 100

Personnel records

access to, (Section 4.3) p. 15

storage of, (Section 4, Section 5.5) p. 14, 27

Physical illness. *See* Medical illness

Political activity

leave of absence for, (Section 11.7) p. 86

policy on, (Section 9.12) p. 76

Post-tenure review

committee membership, (Section 5.5.5.4) p. 33

failure to participate in, (Section 5.5.5.6) p. 33

follow up to, (Section 5.5.5.6) p. 33

frequency of, (Section 5.5.5.1) p. 32

portfolio, (Section 5.3) p. 25

purpose and goal of, (Section 5.5.5, Section 5.5.5.5) pp. 32, 33

timing of, (Section 5.5.5.2) p. 32

President

and appointment authority, (Section 3.2) p. 11

and evaluation process, (Section 5.2) p. 19

role in promotion, (Section 6.4.7.4) p. 41

role in tenure, (Section 5.3) p. 25

role in grievance procedures, (Section 16.3.4) p. 112

Professional Development Plan (PDP), (Section 5.4) p. 25

Professional ethics. *See* Ethics

Professional renewal sabbaticals. *See* Sabbaticals

Professionalism, (Section 5.2.1.3) p. 20

Professor

librarian rank criteria, (Section 1.4.5.2.4) p. 5

promotion to, (Section 6.3.3) p. 38

rank criteria, (Section 1.4.4) p. 3

steps in rank, (Section 15.1.4) p. 104

timing of tenure, (Section 7.2.1) p. 41

Professorships, (Section 1.10) p. 8

Promotion

application preparation, (Section 6.4.3) p. 38

code of ethics, (Section 5.1) p. 16

committee membership and activities, (Section 6.4.3.1) p. 38

criteria for, (Section 6.3) p. 37

eligibility for, (Section 6.2) p. 37

mentor's role in, (Section 6.4.4) p. 39  
part time faculty, (Section 1.5.3) p. 5  
policy for, (Section 6.1) p. 36  
procedure for, (Section 6.4) p. 38  
requests for delay in, (Section 13.1.2) p. 97  
responsibility for notification, (Section 6.4.7.5) p. 41  
schedule, (Section 6.4.1) p. 38  
See *also* Evaluation; Tenure  
Promotion Review Committee, (Section 6.4.7) p. 40

## Q

Quarterly evaluation. See Evaluation

## R

Racial harassment, (Section 9.5) p. 64  
Rank criteria and designation, (Section 1.4) p. 2  
    salary and, (Section 15.1) p. 103  
    at the time of appointment, (Section 3.4) p. 12  
Recruitment  
    faculty, (Section 3.1) p. 10  
    student, (Section 9.1.5) p. 59  
Regalia, (Section 11.6) p. 86  
Relatives, employment of, (Section 3.5) p. 12  
Relocation allowance, (Section 14.3.4) p. 102  
Renewal grants. See Grants  
Research  
    assistance with proposals, (Section 10.12) p. 82  
    ethics of, (Section 9.3.6) p. 63  
    human subjects, (Section 12.2.1) p. 87  
    laboratory animal care, (Section 12.2.2) p. 87  
    original, (Section 5.2.2.2) p. 21  
Resignation, (Section 8.1) p. 48  
Respondent, defined, (Section 16.2.3) p. 106  
Responsibilities. See Faculty responsibilities  
Retirement, (Section 1.8, Section 8.2) pp. 7, 48  
Retirement plan  
    full time faculty, (Section 14.2.5) p. 100  
    part time faculty, (Section 14.4) p. 102  
Retreat, (Section 9.1.7, Section 11.5) pp. 59, 85  
Review process. See Evaluation  
Romantic relationships. See Amorous relationships

Royalties, for teaching aids, (Section 12.6.1.3) p. 93

## S

### Sabbaticals

application procedure, (Section 10.1.5) p. 78

benefits, (Section 10.1.3) p. 77

criteria for approval of, (Section 10.1.6) p. 78

eligibility and options, (Section 10.1.2) p. 77

general provisions, (Section 10.1.1) p. 77

obligations, (Section 10.1.4) p. 77

and replacement faculty, (Section 2.1) p. 8

*See also* Leave of absence

### Salary designations

rank and, (section 15.1) p. 103

at the time of appointment, (Section 3.4) p. 12

*See also* Compensation

Scholar-in-Residence status, (Section 1.6.2) p. 6

### Scholarship

evaluation criterion, (Section 5.2.2.2) p. 21

tuition, (Section 14.3.3) p. 101

School meetings, (Section 9.1.6.1) p. 59

School organization, (Section 11.4) p. 85

Section 504 coordinators, (Section 9.4) p. 63

Self-assessment report, (Section 5.4.3) p. 27

Seminar, for new faculty, (Section 10.8) p. 81

### Separation

appeals, (Section 8.9) p. 55

Dismissal for Cause, (Section 8.6) p. 53

due to prolonged illness, (Section 8.4) p. 49

layoffs, (Section 8.5) p. 49

non-reappointment, (Section 8.3) p. 48

resignation, (Section 8.1) p. 48

retirement, (Section 8.2) p. 48

### Service

ethics of, (Section 9.3) p. 61

evaluation criterion, (Section 5.2.2.3) p. 24

Sexual abuse, reporting suspected, (Section 9.11) p. 75

### Sexual harassment

and confidentiality, (Section 9.6.5.1) p. 68

corrective action, (Section 9.6.4.3.5) p. 67

definition, (Section 9.6.3) p. 65

- false claims, (Section 9.6.5.2) p. 68
- grievance officers, (Section 9.6.4.1) p. 66
- investigation process, (Section 9.6.4.3.3) p. 66
- reporting responsibilities, (Section 9.6.4.5) p. 68
- retaliation, (Section 9.6.5.3) p. 68
- Short-term disability leave, (Section 14.2.2) p. 100
- Social Security
  - full time faculty, (Section 14.1.1) p. 98
  - part time faculty, (Section 14.4) p. 102
- Special review, (Section 5.6) p. 34
- Spiritual formation, (Section 9) p. 56
- Student academic complaints, (Section 9.9.2) p. 74
- Student academic integrity, (Section 9.9.1) p. 72
- Student evaluation of faculty, (Section 5.5, Section 7.4.4) pp. 27, 45
- Student-faculty amorous relationships, (Section 9.8) p. 72
- Student recruitment, (Section 9.1.5) p. 59
- Study guides, (Section 12.6) p. 92
- Substantial use, (Section 12.3.1) p. 87
- Summer contracts, (Section 2.1, Section 3.1) pp. 8, 10
- Suspension, temporary, (Section 8.7) p. 55
- Syllabi, (Section 12.6) p. 92
- Synthesis, scholarship of, (Section 5.2.2.2) p. 21

## T

- Task forces, (Section 9.1.6.2) p. 59
- Tax-deferred annuity plan
  - full time faculty, (Section 14.2.5) p. 100
  - part time faculty, (Section 14.4) p. 102
- Teaching
  - classroom observations, (Section 7.4.4) p. 45
  - ethics of, (Section 9.3) p. 61
  - evaluation criterion, (Section 5.2.2.1) p. 21
  - scholarship of, (Section 5.2.2.2) p. 21
  - workload, (Section 11) p. 82
- Teaching aids
  - distribution of, (Section 12.6) p. 92
  - royalties for, (Section 12.6.1.3) p. 93
- Temporary suspension, (Section 8.7) p.
- Tenure
  - application preparation, (Section 7.4.3) p. 44
  - code of ethics, (Section 5.1) p. 16

- committee membership and activities, (Section 7.4.5) p. 45
- credit toward, (Section 3.1, Section 7.2.2) p. 10, 42
- criteria for, (Section 7.3) p. 43
- eligibility for, (Section 7.2) p. 41
- further levels of evaluation, (Section 7.4.8) p. 46
- granting at appointment, (Section 7.2.3) p. 42
- initiating the process, (Section 7.4.2) p. 44
- mentor's role in, (Section 7.4.4) p. 45
- not recommended for, (Section 7.4.7) p. 46
- part time faculty, (Section 5.5.5) p. 32
- policy for, (Section 7.1) p. 41
- post-tenure review, (Section 5.5.5) p. 32
- procedure for, (Section 7.4) p. 44
- requests for delay in, (Section 13.1.2) p. 97
- responsibility for notification, (Section 7.4.8.6) p. 47
- restoration of, (Section 7.2.3) p. 42
- schedule, (Section 7.2.1, Section 7.4.1) pp. 41, 44
- term contracts and, (Section 2.1) p. 8
- terminal contracts and, (Section 7.2.1) p. 41
- See also* Evaluation; Promotion; Tenure-track faculty; Tenured faculty

Tenure Review Committee, (Section 7.4.5) p. 45

Tenure-track faculty

- mentor program for, (Section 5.7) p. 36
- new faculty seminar, (Section 10.8) p. 81
- third-year review, (Section 5.5.3) p. 28

Tenured faculty

- administrators, (Section 1.9) p. 7
- layoffs and, (Section 8.5.4) p. 51
- leave of absence due to illness, (Section 8.4) p. 49
- Professional Development Plan, (Section 5.4) p. 25

Term contracts, (Section 1.5.4, Section 2.1) pp. 6, 8

Terminal contracts, (Section 7.2.1) p. 41

Termination. *See* Separation

Theological education, (Section 10.10) p. 82

Third-year review, (Section 5.5.3) p. 28

Title IX Coordinators, (Section 9.4) p. 63

Titles, (Section 1.3) p. 1

Tobacco use policy, (Section 12.8) p. 93

Toxic waste disposal, (Section 12.7) p. 93

Transportation policy, (Section 12.10) p. 96

Travel provisions, (Section 10.3) p. 79

Trial witness service, (Section 13.1.1) p. 97  
Tuition scholarship, (Section 14.3.3) p. 101

## U

Unemployment compensation, (Section 1.3) p. 1  
University Copy Center, (Section 12.5) p. 92  
University resources  
    substantial use of, (Section 12.3.1) p. 87  
    use of, (Section 9.12, Section 11.3) p. 76, 84  
University service, (Section 5.2.2.3) p. 24  
    ethics of, (Section 9.3) p. 61  
Untenured administrators, (Section 1.9.2) p. 7

## V

Vacated positions, (Section 1.3) p. 1  
Vice President for Academic Affairs  
    and evaluation process, (Section 5.1.2) p. 17  
    role in promotion, (Section 6.4.7.3) p. 40  
    role in tenure, (Section 7.4.8.3) p. 47  
Visiting faculty status, (Section 1.6.4) p. 6

## W

Wages. *See* Compensation  
Waste disposal, hazardous, (Section 12.7) p. 93  
Weter Lectureship Award, (Section 10.7) p. 80  
Workers' compensation, (Section 14.1.3) p. 99  
Working conditions  
    computer usage policy, (Section 12.9) p. 95  
    drugs, alcohol, and tobacco policy, (Section 12.8) p. 93  
    emergency closure, (Section 12.11) p. 96  
    field activities/transportation policy, (Section 12.10) p. 96  
    hazardous waste disposal, (Section 12.7) p. 93  
    office space and administrative support, (Section 12.1) p. 87  
    research policies, (Section 12.2) p. 87  
    substantial use, (Section 12.3.1) p. 87  
Workload  
    academic occasion, (Section 11.6) p. 86  
    academic year, (Section 11.2) p. 84  
    faculty inservice, (Section 11.5) p. 85  
    faculty retreat, (Section 11.5) p. 85  
    graduate teaching, (Section 11.1.1.2) p. 83

limit on overload of, (Section 11.1.1.5) p. 84  
load adjustments, (Section 11.1.1.4) p. 84  
mixed undergraduate-graduate teaching, (Section 11.1.1.3) p. 84  
outside employment, (Section 11.3) p. 84  
political activity and, (Section 11.7) p. 86  
teaching duties, (Section 11.1) p. 82  
undergraduate teaching, (Section 11.1.1.1) p. 83

## Y

Year, academic, (Section 11.2) p. 84