



**FRANKLIN PIERCE UNIVERSITY
COLLEGE OF GRADUATE AND PROFESSIONAL STUDIES
FACULTY PROTOCOL**

May 30, 2013

Purpose of the Protocol

The purpose of the CGPS Faculty Protocol is to develop a clear and explicit alignment between the needs of a strong and vibrant Faculty and the ability of the institution to achieve its mission. General terms of employment are addressed in the Franklin Pierce University Administrative Policy Manual.

The protocol has four primarily goals:

1. To set expectations and inform Faculty regarding their relationship with the administration as well as their relationship with the university.
2. To provide easily accessible information associated with important issues including Faculty rank, promotion, and changes in contract status.
3. To set forth expectations concerning the work of the full-time Faculty: Teaching, Institutional Service, Advising, and Scholarship.
4. To provide the foundation for agreement between faculty and administration in how to help the University meet its mission and vision.

SECTION ONE: THE WORK OF THE FACULTY

FULL-TIME FACULTY

CGPS full-time Faculty members are expected to devote their time to four areas: Teaching, Institutional Service, Advising, and Scholarship. While Franklin Pierce University is an institution that emphasizes excellent teaching and expects Faculty members to spend most of their time on that endeavor, the University still requires its full-time Faculty to give attention to remaining three categories: Institutional and Professional Service, Advising, and Scholarship. Fulfillment of responsibilities in these four areas will form much of the basis of each Faculty member's regular five-year review as well as the reviews conducted in association with an application for a change in contract status or an application for promotion in rank.

Teaching

Quality instruction involves two primary activities: staying current with one's academic discipline, and devoting oneself to reading and experimentation with new pedagogies and/or technological advances in teaching and learning. As Franklin Pierce University endeavors to educate leaders of conscience, it is imperative that the instructors that guide so much of that developmental process are proficient in both of these areas.

Institutional Service

It is the expectation that every full-time Faculty member, including Academic Program Directors, serve on a CGPS or Franklin Pierce University standing committee. Admissions work for their program may count toward Institutional service as approved by the Academic Program Director and the Dean of CGPS.

Full-time faculty will participate in committee work on a minimum of one CGPS standing committee. Faculty are expected to attend Faculty meetings, department meetings, and official University functions including recruitment and outreach functions, annual CGPS Graduation and Awards Ceremony, and University commencement. Faculty members are also expected to become fully immersed in the work of their discipline, as well as that of the University, and be involved in assignments designed to contribute to the advancement of the mission of the discipline and of the University. Faculty members may serve on more than one Committee or perform additional institutional service if they so choose.

University committees for fulfilling institutional support include: CGPS Faculty Affairs Committee, CGPS Library and Technology Committee, CGPS Professional Development Committee, CGPS Assessment Committee, CGPS Curriculum Committee, CGPS Academic Standards Committee, CGPS Institutional Review Board and the Pierce Council. In addition, membership on any formal committees or service in other university groups that are created or approved by the Administration of the University will fulfill the Faculty member's institutional support obligation.

The following are the rules associated with the CGPS formal committees:

CGPS Faculty Affairs Committee – Five CGPS Faculty members will be elected to the CGPS Faculty Affairs Committee from the CGPS Faculty at large. Faculty membership will be for three-one year terms. At least two members of the committee will have the rank of associate professor or professor.

CGPS Library and Technology Committee – Three CGPS Faculty members will be elected to the CGPS Library and Technology Committee from the CGPS Faculty at large. Faculty membership will be for three-one year terms. Two additional members of the committee will also be appointed by the CGPS Dean from IT and library services.

CGPS Professional Development Committee – TBD.

CGPS Institutional Review Board - Six CGPS Faculty members will be elected to the CGPS Institutional Review Board from the CGPS Faculty at large. Faculty membership will be for three-one year terms.

CGPS Academic Standards Committee – Membership will include all CGPS Academic Program Directors.

CGPS Assessment Committee – TBD

CGPS Curriculum Committee - TBD

Advising

Faculty members are assigned student advisees according to the needs of the discipline. Informally, students may seek advice from all Faculty members, both full-time and affiliated. Faculty members should be available to students during office hours for student appointments, calls and engagements. Faculty should keep the following constituencies in mind as office hours are developed: (1) the needs of current students in assigned classes, (2) the needs of advisees, and (3) the needs of the discipline in student recruitment efforts.

General responsibilities of Faculty advisors include:

Advise students on educational plans

Assisting center or Academic Program Director on prerequisite checks and verifying course sequencing

Student recruitment and retention in accordance with program and college requirements

Attendance at all recruitment activities held at the assigned center

Availability should be posted at the home center and listed on each syllabus

For Active students

Schedule student advising meetings

Follow-up with advisees not yet registered for the following term

For Inactive

Contact inactive students to verify timely pursuit of education plans

Inquiries (prospective students)

Working with Academic Program Directors, Faculty advisors will make follow-up contact to respond to inquiries and meet with prospective students.

Number of Advisees

Each full-time Faculty member will serve as academic advisor for students. Typically, the advising load is around 25 students. An advisor is expected to have personal contact with his or her advisees at least once per term, or four times during the academic year and provide accurate, relevant advice on academic planning, career options and other appropriate concerns.

Faculty members who have an advising load which exceeds twenty-five active students have the option of refusing additional advisees without prejudice

In some instances upon the approval of Academic Program Directors, part-time and affiliated faculty may agree to serve as student advisors on a case-by-case basis.

Scholarship

All full-time Faculty members are expected to demonstrate continuous professional development and scholarship in their field. The College of Graduate and Professional Studies defines scholarship broadly in the context of *Scholarship Reconsidered* by E. L. Boyer*:

The **Scholarship of Discovery** contributes to the development or creation of new knowledge. This represents the traditional view of research, and is disseminated through publications such as peer-reviewed articles, books, and presentations at scientific meetings.

The **Scholarship of Integration** involves contributions to the critical analysis and review of knowledge within disciplines or the creative synthesis of insights contained in different disciplines or fields of

study. This includes activities such as literature reviews, meta-analysis, and the synthesis of the literature from other disciplines and discussion of its significance for the discipline being studied.

The **Scholarship of Application/Practice** applies findings generated through the scholarship of integration or discovery to solve real problems in the professions, industry, government, and the community. This involves taking findings generated via the scholarships of discovery and integration and applying them to professional practice or teaching and learning.

The **Scholarship of Teaching** contributes to the development of critically reflective knowledge about teaching and learning. It is important to differentiate between the scholarship or teaching and “good” teaching. Each Faculty member has an obligation to teach well. The scholarship of teaching is not synonymous with excellent teaching. The attributes associated with scholarship of teaching include classroom assessment and evidence gathering, current ideas about teaching in the field, peer collaboration and review, and inquiry and investigation centered on student learning. It requires Faculty members to frame and systematically investigate questions related to student learning, teaching methods and educational theory.

*Boyer, E.L., *Scholarship reconsidered: Priorities of the professoriate. The Carnegie Foundation for the Advancement of Teaching.* Jossey-Bass 1990.

Full-time Faculty members are expected to demonstrate excellence in the classroom and to produce a portfolio of professional development activities, scholarship and service that reflect the Boyer model. These professional activities, if subjected to peer review, may result in presentations, publications or other documentation confirming professional contribution to the field of knowledge or practice.

The spirit of our degree programs emphasizes institutional and creative activities as essential components of Faculty professional development. These activities relate directly to the mission of the university academic programs, and the preparation of leaders of conscience.

Professional activities such as consulting, engaging in professional practice or maintaining professional skills are also viewed as enhancing the overall quality of instruction in the classroom, particularly as these activities relate to leadership in the professions. These professional presentations, conference papers, and articles related to the Faculty member’s area of specialization would optimally include professional level peer-review.

Full-time Faculty Presence

Faculty members are required to be present for all classes, including those during which exams are scheduled. In the event of an unavoidable absence, Faculty members are required to notify the Academic Program Director and make arrangements to make up the class. Remedies might include rescheduling the missed class session, providing a guest lecturer, providing the course via teleconference/video conference, or providing a test proctor.

Full-time CGPS faculty are University employees and as such, their full-time obligation is to the University. Full-time faculty are expected to dedicate a full-time effort to their work at Franklin Pierce University. Teaching for any other degree-granting institution requires that the Program Director and Dean be notified of both the course title and the institution in advance.

Full-time Faculty Teaching Load

CGPS faculty are full time, exempt 12 month employees of the University. The Dean and Program Director will schedule each faculty member's annual teaching load in a way that best meets the needs of each program. Teaching load for full time faculty teaching in the DPT and PA programs is determined in consultation with the Academic Program Director and the Dean. Full-time CGPS faculty in other programs are expected to teach 24 credit hours or its equivalent in the academic year. For those who teach exclusively in the graduate area, those hours are typically distributed throughout all four graduate terms. For full-time Faculty who teach in both graduate and undergraduate areas, the 24 credit hour load is distributed between both the six undergraduate terms and the four graduate terms.

Full-time Faculty who want to schedule their teaching load in such a way that they teach in three terms, allowing them to devote themselves to scholarly activities/projects in the fourth must request approval of this arrangement from the Academic Program Director and the Dean of CGPS. During this term, the Faculty member is expected to meet all ongoing Faculty responsibilities including advising, Faculty meetings, governance, committee work, and other activities. This method of scheduling a Faculty member's courses is not a sabbatical.

Teaching under-enrolled courses will count toward a full-time faculty members teaching load where possible. In addition, working on directed or independent studies, DPT and PA clinical practice expectations, supervising internships, student teaching, and dissertation responsibilities may count toward teaching loads at the discretion of the Academic Program Director.

Full-time Faculty should not teach more than six credit hours beyond their expected workload per Academic Year. In such cases where full-time Faculty are allowed to teach more than 24 credit hours in an Academic Year, written approval must be given by the Academic Program Director and the Dean of CGPS.

Academic Program Director Teaching Load Release

Academic Program Directors are considered Faculty with regard to this CGPS Faculty Protocol. Academic Program Directors will typically receive a teaching load release of twelve credit hours per academic year to attend to departmental administrative activities. The Dean may approve a different teaching load release credits as administrative requirements change.

Under-enrolled Classes

The university reserves the right to cancel under-enrolled courses. Should the under-enrolled class be granted permission to run, it is expected that the course will be added to meet a full-time faculty members teaching load. If the administration chooses not to allow this teaching assignment to be applied toward faculty teaching load, faculty may choose to either not teach the course or be compensated in accordance with the pay schedule. This decision will be made one week before the beginning of the CGPS term.

Teaching Load Not Met

In the event that a Faculty member is unable to teach their contract credit hour requirement through no fault of their own (i.e. under-enrolled courses, courses not available to teach), the Dean may make an additional assignment for the academic year or may agree to an increase in future terms course loads if such an increase is consistent with the program in the Faculty member's area(s) of expertise. In addition, the Faculty member may be awarded a non-teaching activity, as determined jointly by the Faculty member, the Dean, and approved by the Provost to meet teaching load requirements. This may

include opportunities such as creation of new programs, courses, online course shells, and other academic activities as a substitute for teaching one or more courses.

At no time will current salary be reduced as the result of unmet teaching load requirements.

Sabbatical Leave

Full time Faculty members are eligible for sabbatical leave after six years of full-time uninterrupted employment. Any personnel decision such as sabbatical leave will depend on the availability of university resources and Faculty to provide coverage for the requesting Faculty member's responsibilities.

- All requests for sabbatical leave for the first term of the following year must be received by the Faculty Affairs Committee by **October 15th**.
- Faculty Affairs Committee will make a recommendation and will provide all supporting documentation regarding the request for sabbatical leave to the Dean by **November 1st**.
- The Dean will discuss the Faculty Affairs Committee's recommendation with the Academic Program Director and make a recommendation regarding the request for sabbatical leave to the Provost by **November 30th**.
- The Provost will inform the applicant, the Dean, the Academic Program Director, and the Human Resources Office of the decision on sabbatical leave by **December 30th**.
- Sabbaticals are offered at either a full year (half pay) or half year (full pay).
- Sabbaticals shall be taken in half year increments as follows:
 - Term 1 & 2 (Sept – Feb)
 - Term 3 & 4 (Mar – Aug)

Specific policies and practices regarding sabbatical leave are available through the CGPS Faculty Affairs Committee located on eRaven.

AFFILIATED AND PART-TIME FACULTY

Part-time faculty are contracted for a percentage of their time and may be asked to perform duties such as advising and accreditation reports that are in addition to any assigned teaching load. Affiliated faculty are contracted to teach specified courses in a specific term. The University expects its Affiliate and Part-time Faculty (i.e. those not working full-time for CGPS) to focus their work for the University exclusively on the teaching and learning process for their students. That is, Franklin Pierce University expects these individuals to stay current in their academic discipline and to bring the highest quality pedagogical experience to the classroom. The evaluation of Affiliated Faculty is focused directly on these two issues. However, from time to time the University may engage these individuals to work on special projects, programs and CGPS Academic Committees.

SECTION TWO: FACULTY RANK AND APPOINTMENT

FACULTY RANK

Instructor

Faculty members appointed at the instructor level (after the adoption of this Protocol) are full-time Faculty without a terminal degree or part-time Faculty with or without a terminal degree.

Assistant Professor

The Faculty member must hold the appropriate terminal degree for their area when application for promotion in rank is submitted, have demonstrated effectiveness as a teacher and advisor, provide evidence of institutional service and conduct scholarly/creative work in one's field.

Associate Professor

The Faculty member must hold the appropriate terminal degree for their area when application for promotion in rank is submitted, will have completed at least five years of full-time college/university teaching experience, four of which must be at Franklin Pierce University. The Faculty member must be able to demonstrate ongoing proficiency as a teacher and advisor, have a record of effective institutional service as well as have a record of scholarly/creative work in his/her field to be considered for promotion.

Professor

The Faculty member must hold the appropriate terminal degree when application for promotion in rank is submitted, completed at least five years of employment as a Faculty member at Franklin Pierce University at the rank of associate professor and have seven years of full-time college/university teaching experience to be considered for promotion. The Faculty member must be able to demonstrate exemplary teaching and advising, must have a record of exceptional scholarly/creative work in his/her field, and must have a record of productive institutional service.

Visiting Faculty Member

The visiting Faculty member will be hired at a rank commensurate with the individual's qualifications. The normal teaching load for a visiting Faculty member is 24 credits hours per year in adequately enrolled courses. Visiting Faculty members are expected to advise students, attend discipline meetings, serve on university committees and attend university meetings and participate in community events. Faculty members in this category are appointed annually for a maximum of two years. Visiting Faculty members may apply for full-time Faculty positions for which they have the appropriate qualifications.

Part-Time Faculty

The definition of a part-time Faculty is a Faculty member who is hired into a designated part-time position with less than a full-time equivalency (FTE) but has a specifically defined course load, holds office hours and may be assigned committee work as part of their annual contract. The position of part-time Faculty normally holds the rank of an instructor and is not eligible for rank promotion. Part-time Faculty members may apply for full-time Faculty positions for which they have the appropriate qualifications.

At the discretion of the CGPS Dean, part-time Faculty members who hold substantial qualifications may be provided the title of assistant professor. In addition, Faculty who once held full-time positions with Franklin Pierce University, but resigned and returned as part-time Faculty, may retain their Faculty title.

Affiliated Faculty

Affiliated Faculty members should hold a master's degree (specialty certification or doctoral degree preferred). Affiliated Faculty appointments are on a term-by-term basis to teach specific courses and are employed at the will of the university. Affiliated faculty members are contracted on a course by course basis and are not eligible for University benefits.

Appointment to committees and special assignments may be on either a voluntary or on a task-compensated basis. Affiliated Faculty members are strongly encouraged to attend Faculty meetings and

to take part in professional development offerings. Affiliated Faculty shall hold the rank of instructor and are not eligible for promotion in rank, but may apply for full-time Faculty positions for which they have the appropriate qualifications.

University Employees

University employees, whose primary role is other than that of a full-time Faculty, but wish to teach a course within CGPS, shall be considered Affiliated Faculty and must have prior written approval from their supervisor. It is understood that any requested course will not be approved if the course is scheduled to be held during business hours as the employee is expected to be performing his/her job. Full time university employees will not be approved to teach more than six credits per year.

FACULTY APPOINTMENT, REAPPOINTMENT, ROLLING APPOINTMENT, NON-ROLLING APPOINTMENT, NON-REAPPOINTMENT AND TERMINATION

Appointment of New Faculty Members

Faculty are normally first hired on a one year contract, this progresses to a two year rolling contract and finally to a three year rolling contract. A “rolling” contract provides the advantage of job security as a “new” contract is issued every year to successful faculty members. For example, if a faculty member has won a two year rolling contract, that two year rolling contract is reissued to the faculty member every year, providing a degree of job security.

Academic appointments at the College of Graduate and Professional Studies (CGPS) of new full-time Faculty members with a terminal degree may be hired at the Instructor, Assistant Professor, Associate Professor, or Professor rank as determined by the discipline’s needs and work requirements. Determination of rank at the point of hire is recommended by the Academic Program Director and approved by the CGPS Dean and the University Provost.

Faculty members hired after January 1st, 2012 without a terminal degree in their discipline will be hired at the level of instructor and will agree to complete their degree requirements within four years of initial appointment. If the new Faculty member fails to obtain their “degree in hand” within this four year time frame, they will not be reappointed to the Faculty. The office of the Provost retains the ability to extend this time frame if circumstances warrant. Once the terminal degree is achieved within this four year time frame, the assistant professor rank will be applied.

CGPS full-time Faculty members on one year contracts are twelve month probationary employees for the first year and report to the Academic Program Director of their discipline. Some full-time Faculty serve the University from time to time both as administrators and Faculty and as such will receive an appropriate release from teaching workload as determined by the Dean. Any exceptions to Faculty rank and appointment require approval from the Provost.

When a request to hire a Faculty member to a full-time position is granted by the university, it will be the responsibility of the Dean in consultation with the Human Resources Department to organize a search committee. Such committees consist of at least three full-time CGPS Faculty members headed by the Academic Program Director of the discipline. It is strongly encouraged that member selection reflects the diversity criterion and includes Faculty from other disciplines.

Full-time Faculty appointments will follow the university search and hiring process. The specific guidelines for the search can be found within the Administrative Policy Manual located on the Human

Resources website. A member of the Human Resources Department will meet with each search committee to review the search guidelines and provide assistance with the search process in accordance with the established employment policies and procedures.

The hiring decision will be made by the Provost. The provost may delegate to the Dean the authority to make a verbal offer of appointment to the selected Faculty candidate as directed in the recruitment policy. All future offers of employment shall be in accordance with the reappointment process stated in this document.

Reappointment of Full-Time and Part-Time Faculty Members

Reappointments for full-time and part-time Faculty shall be made by the Provost subject to the approval of the President. Offers of reappointment to the Faculty are tendered in writing and will include, or by reference, a statement of the full terms and conditions of reappointment. Such offer of reappointment shall be made available to Faculty members no later than the second Monday in March each year.

Acceptance of reappointment shall be given in writing no later than the second Monday in April of each year by which date the signed acceptance must have been received in the Human Resources Office. Failure of a Faculty member to respond by that date shall constitute resignation from the Faculty without sufficient notice.

Term of Reappointment

Any Faculty member wishing to be considered for a rolling contract must apply for and be accepted in accordance with the Faculty Affairs Committee Guidelines for Change in Contract Status. (See the Application for Change in Contract Status on the Academic Affairs page of e-raven.)

Important for Faculty on 1 year contracts: It is expected that every full-time Faculty member will apply for a two-year rolling contract when they are eligible (Faculty hired before January 1st 2012 are eligible for a two-year rolling appointment during their third one-year contract and Faculty members hired on or after January 1st, 2012 are eligible during their fourth one-year contract.).

- If a full-time Faculty member fails to apply for a two year rolling contract by the deadline, they may not be reappointed to the CGPS Faculty. Faculty may apply to the Dean by September 1 for an extension of one additional year.
- In exceptional cases, faculty members who are serving as Academic Program Directors may request an additional one year extension from the Dean by September 1.
- If a Faculty member fails to obtain a two-year rolling contract by the end of their fifth one year appointment, they may not be reappointed to the CGPS Faculty.
- If an application for a rolling appointment is denied, the faculty member may receive a one-time non-rolling appointment at the discretion of the Dean and approved by the Provost. (see section titled, Non-rolling Appointment/Non Reappointment of Full-Time Faculty, for details).
- If denied, the Provost will communicate his or her decision in writing to the candidate by March 1.

The CGPS Faculty Affairs Committee is responsible for receiving and reviewing all CGPS Faculty

requests for change in contract status. The Committee determines compliance with minimum standards for change of contract status (See the Application for Change in Contract Status on the Academic Affairs page of e-raven.), and makes recommendations to the Dean, who consults the Academic Program Director, and recommends action to the Provost. Full-time Faculty members are eligible to request a change in their contract status after three years of full-time employment at Franklin Pierce University, but under observation of the following qualifications:

- Faculty members hired prior to January 1st, 2012 may request issuance of a two-year rolling appointment during the course of his/her third one-year contract for implementation in year four. Faculty members hired on or after January 1st, 2012 may request issuance of a two-year rolling appointment during the course of his/her fourth one-year contract for implementation in year five.
- Faculty members hired prior to January 1st, 2012 and who have been previously granted a two-year rolling contract, may request issuance of a three-year rolling appointment as early as the fifth year for implementation in the sixth year. Faculty members hired on or after January 1st, 2012 may request issuance of a three-year rolling appointment as early as the seventh year for implementation in the eighth year. Faculty must have achieved a two year-rolling appointment to be eligible for a three-year rolling appointment.

Requests for consideration must follow the CGPS Faculty Affairs Committee Guidelines for Change in Contract Status located on the CGPS Faculty Affairs Committee link on e-Raven (<http://eraven.franklinpierce.edu/>).

Non-rolling Appointment/Non Reappointment of Full-Time Faculty

The decision to deny a full-time Faculty member renewal of a faculty appointment shall be made by the Provost at the recommendation of the Dean. A “non-rolling appointment” means that the faculty members’ employment relationship with Franklin Pierce University will end at the conclusion of their current faculty contract. In addition, Faculty who have received rolling contracts, and who will not be renewed, will be informed in writing by the March prior to their final year. Offers of non-rolling appointments to the Faculty shall in all cases be tendered in writing and shall include therein or by reference a statement of the terms and conditions of, and reasons for, the non-rolling appointment. Non-rolling appointments shall be issued and sent by certified mail, return receipt requested, to the home address of the Faculty member no later than the second Monday in March each year. Acceptance of a non-rolling appointment shall be tendered in writing and received in the Human Resources Office no later than the second Monday of April. Failure of the individual to tender such acceptance shall constitute resignation effective at the end of the academic year.

The term of the non-rolling appointment shall be for the duration of the previous rolling appointment.

Prior to the end of the term of a non-rolling appointment, the individual Faculty member will be notified of non-reappointment to the Faculty no later than the second Monday in March. Such notification will be delivered by certified mail, return receipt requested, to the home address of the Faculty member.

Change in Contract Status

Full time Faculty members are eligible for changes in contract status according to the standards set by the CGPS Faculty Affairs Committee and approved by the Dean and Provost.

Procedure for request for change in contract status:

- All applications for change in contract status must be received by the CGPS Faculty Affairs Committee in electronic format by **October 15th**.
- Faculty Affairs Committee will make a recommendation and provide all supporting documentation regarding the request for change in contract status to the Dean of the College of Graduate and Professional Studies by **November 1st**.
- The Dean will discuss the Faculty Affairs Committee's recommendation with the Academic Program Director and make a recommendation regarding the request for change in contract status to the Provost by **November 30th**.
- The Academic Program Director will inform the Faculty member of the contents of that recommendation in writing and/or by email by November 30th.
- Appeal of the Faculty Affairs Committee Decision: In the event an applicant considers their evaluation treated unfairly by the Faculty Affairs Committee, the applicant will have until December 15th of that year to appeal the decision to the Dean's office. As part of this appeal, the applicant is required to provide additional information to support their claim and appeal. Lastly, there is no appeal at the Provost or Board of Trustees levels.

Specific policies and practices regarding change in contract status are available through the CGPS Faculty Affairs Committee available on eRaven

Promotion in Rank

Full time Faculty members are eligible for promotion in rank according to the standards set by the CGPS Faculty Affairs Committee and approved by the Dean and Provost. Promotion in rank is not related to Change in Contract Status and needs to be initiated separately.

Procedure for request for promotion:

- All requests for promotion in rank must be received by the CGPS Faculty Affairs Committee in electronic format by **October 15th**.
- Faculty Affairs Committee will make a recommendation and provide all supporting documentation regarding the request for promotion in rank to the Dean of the College of Graduate and Professional Studies by **November 1st**
- The Dean will discuss the Faculty Affairs Committee's recommendation with the Academic Program Director and make a recommendation regarding the request for promotion in rank to the Provost by **November 30th**.
- The Academic Program Director will inform the Faculty member of the contents of that recommendation in writing and/or by email by November 30th.
- The Provost will present his/her recommendation for request for promotion in rank to the Board of Trustees in the March meeting.
- The Provost will notify the candidate of the action of the Board by **April 15th**.
- If approved by the Board of Trustees, the promotion in rank will go into effect with the start of the next academic year's contract.

Specific policies and practices regarding promotion in rank are available through the CGPS Faculty Affairs Committee available on eRaven.

Termination of Full-Time Faculty

The decision to terminate an appointment of a full-time Faculty member shall be made by the Provost at the recommendation of the Dean subject to the approval of the president. Terminations shall follow the university's Separation of Employment Policy located within the administrative policy manual located on http://eraven.franklinpierce.edu/s/dept/hr/AdminPolicyManual/APM_EmploymentPractices/APM_EmploymentPractices.htm) eRaven.

Notices of termination shall in all cases be tendered in writing and shall include therein or by direct reference a statement of the specific reasons for non-reappointment or termination. Such notice of non-reappointment or termination shall be sent to the individual's home address by certified mail, return receipt requested no later than the second Monday in March.

Note: Termination for cause will be immediate.

Resignation

It is the University's expectation that Faculty shall honor the timeframe of their academic year contract. All voluntary resignations must be submitted in writing and are requested to have at least one academic term notice. Should the Faculty member terminate with less than one academic term notice, salary and benefits shall be prorated based on the number of months in the academic year that he/she has worked.

Affiliated Faculty Appointment and Reappointment

Academic and center directors shall make recommendations for Affiliated Faculty appointments on a term-by-term and course-by-course basis, in consultation and with the approval from the Dean or his/her designee.

Class assignments for graduate Affiliated Faculty members are made subject to the Academic Program Director's review, which may include:

- Assessment of an Affiliated Faculty member's strengths and prospective growth areas.
- Evaluations based on one or more classroom visits.
- Review of student evaluations.

Class assignments for undergraduate Affiliated Faculty are made subject to the recommendation of Center Directors or the Associate Dean and approved by the Dean or his/her designee and based on the same criteria noted above.

SECTION THREE: FACULTY EVALUATION

A continuous process of evaluation shall be conducted to encourage continuing improvement in performance by all Faculty. Full-time Faculty are required to fill out Annual Activity Reports and to discuss those reports as well as other items of concern with their Academic Program Director annually. These annual meetings with the Academic Program Director are to be held between April 1 and May 15 of each year. At those meetings, the Academic Program Director will review the Faculty member's Annual Activity Report, student evaluations, the Faculty member's goals from the previous year and the progress on accomplishing those goals. In addition, the Faculty member and the Academic Program Director will set new goals for the coming year.

A comprehensive evaluation of a full-time Faculty member will be conducted when a CGPS Full-time faculty member applies for a contract change, applies for promotion or at five (5) year intervals.

Five-Year Reviews

Selection of Candidates: Candidates for five-year review are selected by the Dean, in consultation with the appropriate Academic Program Director (CGPS). The pool of potential candidates are those faculty who have not undergone a comprehensive review during the previous five years, either through a previous five-year review or an application for contract status change (roll) or promotion. Faculty who have given written notice to retire within the next two years or intend to apply for a status/promotion change during the review year will not be selected for five-year review. Notice of selection for five-year review will be sent from the Dean to the candidates and the respective Academic Program Directors by September 30th of the review year.

Portfolio: Candidates will prepare a review portfolio according to the guidelines provided. The completed portfolio will be provided to the Academic Program Director by February 1st.

Academic Program Director: The Academic Program Director (CGPS) will conduct a class observation for each candidate according to the guidelines provided. Reports of this observation will be included in the candidate's portfolio and become part of the candidate's personnel file. The Academic Program Director will review the portfolio and any other related relevant material and provide a written letter covering items outlined in "Guidance for Division Chairs." This letter is included in the portfolio and becomes part of the candidate's personnel file. The letter is due February 28th. The Academic Program Director will meet with the faculty member and discuss this letter by March 15th. The faculty member will have two weeks to provide a reply if he/she wishes to do so. The due date for the faculty member to submit the response to the Academic Program Director is April 1st. The portfolio, classroom observations, and Academic Program Director letter are submitted to the Dean by April 3rd.

Dean: The Dean of the College of Graduate and Professional Studies will review the portfolio materials and provide a summary. The summary will address:

- The candidate's contributions to teaching, advising, institutional service and scholarship while at Franklin Pierce University.
- The particular strengths demonstrated by the candidate as a member of the Franklin Pierce community.
- Areas of responsibility that might be further developed in support of professional development and meeting the institutional needs of the University.
- Comments about the candidate's contributions to the University's mission and goals, academic programs, student support, and the greater academic community.
- Comments about how the candidate's particular contributions strengthen the University's effectiveness and reputation.
- Suggestions and recommendations for professional development and how the candidate's work might further University initiatives.
- The Dean will meet with the Provost to discuss the contents of each draft summary prior to finalizing and distributing candidate letters.
- Dean will meet with candidates to discuss summary and candidate responses are due back to the Dean by the end of May.
- Dean will deliver recommendations to candidates by July 30th.

Procedure for classroom evaluations for Affiliated Faculty members

- New Affiliated Faculty shall be evaluated in their second and fourth term

- Continuing Affiliated Faculty members shall be evaluated at least every other academic year or at the completion of four courses, whichever is sooner.
- Affiliated Faculty members may be evaluated out of schedule if necessary as identified by the Academic Program Director. Evaluation results will be submitted to the Dean.
- The Franklin Pierce Human Resource Department will be responsible to inform the Affiliated Faculty member and the Academic Program Director regarding evaluation deadlines.

The Academic Program Director shall meet with each Affiliated Faculty member to review evaluation materials and Faculty goals. This meeting shall occur within one term of the completion of a classroom evaluation. This review will include all materials that the evaluator may have placed in the Faculty member's Faculty evaluation file.

SECTION FOUR: GENERAL POLICY STATEMENTS

ACADEMIC FREEDOM

Franklin Pierce University supports the principles of academic freedom presented by the American Association of University Professors. In addition, the Faculty has primary responsibility for fundamental areas of curriculum, course content and methods of instruction as it pertains to both online and in classroom methodology and pedagogy (CGPS Graduate Curriculum Committee Statement 2012).

The AAUP statement on academic freedom references university policy (housed in the Academic Affairs section of eRaven) as it applies equally to Rindge and CGPS Faculty.

<http://www.aaup.org/AAUP/pubsres/policydocs/contents/1940statement.htm>

FACULTY PERSONNEL FILES

The university shall maintain personnel files for each Faculty member under the auspices of the Director of Human Resources. The Faculty evaluation file shall consist of only evaluation materials such as student evaluations and prior performance evaluations. The personnel file shall consist of all hire documents, job descriptions, salary data as well as any disciplinary information. A separate insurance file contains the Faculty's benefit election materials. At no time will insurance or other benefits files be made available to anyone outside the Human Resources Office.

A Faculty member will receive a copy of any material in their Faculty evaluation file. The Faculty member shall have an opportunity to place a rebuttal or any other additional comments in their evaluative file. Faculty members may include in their file any other material considered relevant. The evaluative file will be available only to the Faculty member in question, the CGPS Dean, the President, the Provost, their designee, or an officially constituted and recognized committee charged with review of such evaluative material. All evaluations and other materials in a Faculty member's evaluation file should be signed and dated.

Faculty members have the opportunity to review the contents of their personnel files. The files will be available for examination in the Human Resources Office during normal office hours upon request of the Faculty member. The Faculty member may, upon request and notice, obtain copies of material in their personnel file, but removal of documents from the personnel file is not permitted. Faculty members may write a rebuttal to any document found in their personnel file. That written rebuttal is to be placed in the Faculty member's personnel file by a member of the Human Resources staff.

If Faculty members allege that the material placed in the evaluative file is false or unfair, the Academic Program Director and the Dean of CGPS will investigate the matter and make a recommendation to the Provost within 30 days of the Faculty member's complaint. The Provost has final determination of evaluative file contents.

INTELLECTUAL PROPERTY AND OWNERSHIP OF CREATIVE EFFORTS

In keeping with academic tradition, the University will not claim any ownership, interest, or share of the proceeds in the following types of intellectual property, which are used or created for instructional purposes or as a result of scholarly activities: (a) publications, (b) textbooks, (c) educational courseware, (d) lectures, (e) recordings [video or audio], (f) original works of art, (g) fiction, including popular fiction, novels, poems, dramatic works, (h) motion pictures and other similar audio-visual works, (i) musical compositions, or (j) computer software.

The University will not claim ownership, interest, or share of the proceeds in Intellectual Property created while on sabbatical leave unless there was Substantial Use of University resources/support/facilities and agreement is arrived at prior to the commencement of that work. The work is subject to any applicable laws, regulations or provisions of grants or contracts, which affect the rights of intellectual property, made in connection with the activity.

For the purposes of this protocol, the following definitions shall apply:

Intellectual Property: includes any invention, whether patentable or not, materials, data, software, information, works, whether copyrightable or not, subject matter, any trademarks, trade secrets, creations, publications, compositions, discoveries, inventions, improvements, developments and all other results of work performed by Faculty Member(s)/Creator(s) during the course of his/her employment with the University, as well as all intellectual property therein, including patents, trademarks and copyright registrations and trade protections. These include, but are not limited to: inventions (including new and useful processes, or any new and useful improvements) works of authorship, dramatic works, pictorial, graphic and sculptural works, musical works, choreographed works, multimedia works, film, sound recording, architectural works, industrial designs, domain names, trademarks, service marks, and trade names.

Materials: Any tangible or electronic item (whether written or recorded) which contains or embodies material which is the subject of intellectual property rights. These may include, but not by way of limitation, printed works, choreographed works, musical works, computer programs and multimedia products.

UNIVERSITY POLICY AND PROCEDURES

Faculty members are subject to the University's Administrative Manual located on the HR Website (http://eraven.franklinpierce.edu/s/dept/hr/AdminPolicyManual/APM_EmploymentPractices/APM_EmploymentPractices.htm). Under the direction of the provost and vice president for academic affairs, the Dean has the authority and responsibility for Faculty roles and functions for the college.

In addition, unless otherwise stated in this CGPS Protocol, the office of the CGPS Dean has the responsibility to inform faculty regarding specific time lines, dates, and obligations associated with this agreement.

**NATIONAL ACCREDITATION, REGIONAL ACCREDITATION, STATE AND FEDERAL
LAW SUPERSEDES THIS PROTOCOL**

In the event that national accreditation agencies, regional accreditation agencies, state higher education agencies, state or federal law is more restrictive; these other agency requirements will supersede this protocol.

Rev. September 2006

Rev. March 2, 2008 – Changed header only to show:

FRANKLIN PIERCE UNIVERSITY, CGPS, FACULTY PROTOCOL

Rev. February 2009

Rev. October 2011

Rev. May 2013