

FRANKLIN PIERCE UNIVERSITY
COLLEGE OF GRADUATE STUDIES
FACULTY PROTOCOL

SECTION ONE: FACULTY RANK AND APPOINTMENT

FACULTY RANK

Graduate faculty ranks:

Assistant Professor, Graduate Faculty

A full-time Assistant Professor is expected to teach, to provide academic counseling, to engage in scholarly activities, to serve the academic community, and to fulfill assignments as directed by the Associate Dean of Graduate Studies. Assignments may include but are not limited to the following: committee appointments, advisement of additional students, and assistance with admission procedures, outreach and other academic or institutional service. A full-time faculty member is expected to teach eight courses per academic year. Note: for those faculty members with student teaching, clinical affiliations, laboratory teaching or dissertation responsibilities, the faculty member is expected to engage in 250 contact hours of teaching per academic year. Exceptions must be approved by the Associate Dean of Graduate Studies.

In addition to the teaching load described above all full-time faculty are expected to hold regularly scheduled office hours of not less than six hours per week, committee work on a minimum of one committee, attend all official College functions as designated by the Associate Dean of Graduate Studies to include the annual GPS dinner dance, hooding ceremonies, graduation and two of the following: Provost dinner, freshmen move-in day or convocation. Graduate faculty are also expected to contribute to the well being of the College.

Associate Professor, Graduate Faculty

In addition to the requirements of a full-time Assistant Professor, the full-time Associate Professor is expected to demonstrate significant academic performance beyond teaching, in research, peer-reviewed publications, or special recognition in the field.

Professor, Graduate Faculty

In addition to the requirements of a full-time Associate Professor, the full-time Professor, is expected to become fully immersed in the work of Graduate Studies as well as the College. A full-time Professor will be involved in assignments designed to contribute to the advancement of the mission of the College. It is expected that a full-time Professor may be particularly involved in program coordination, grant proposals, new ventures, research, and publications. Scholarly work must be focused, peer-reviewed, widely distributed and cited and represent a significant body of work. Only faculty members with a terminal degree in their field may advance to the rank of Professor.

Visiting Professor, Graduate Faculty

The Visiting faculty member will be hired at a rank commensurate with the individual's qualifications. A Visiting faculty member may be a full-time member of the Franklin Pierce College academic community or other accredited college on special assignment to Graduate Studies at the request of the Dean of Graduate and Professional Studies or may come from the adjunct pool of Graduate Studies.

The normal teaching load for a Visiting faculty member is eight Graduate courses per academic year depending on other assigned responsibilities. Visiting faculty are appointed annually for a maximum of three years and may not be appointed as a Visiting faculty member in that discipline again. Visiting faculty members may apply for full-time faculty positions for which they have the appropriate qualifications.

Adjunct Faculty

Adjunct faculty members must hold a Master's degree (doctoral degree preferred), are considered part-time and teach no more than four 3-credit graduate courses on a term-by-term basis and have a minimum of three years teaching or related field experience. Appointment to Committees and Special Assignments may be on either a voluntary or on a task compensated basis. After having taught three (3) graduate three-credit courses, a graduate faculty member may be considered for promotion to rank of Assistant Adjunct Professor and be compensated appropriately. After having taught seven (7) three-credit Graduate courses and having had teaching or related field experience for a minimum of five years, an adjunct faculty member may be considered for promotion to rank of Associate Adjunct Professor. After ten (10) graduate three-credit courses and a minimum of seven years teaching or related field experience, a faculty member may be considered for promotion to the rank of Senior Adjunct Professor. All part-time faculty members will be expected to attend faculty meetings and to take part in Professional Development offerings. All promotions will be based on the ability of the faculty member to have demonstrated acceptable teaching and performance evaluations as required for advancement.

Associated/Core Adjunct, Graduate Faculty

In Physical Therapy the Associated faculty member must have a Master's degree and the DPT (terminal degree preferred), be a certified clinical specialist or be ABD in a relevant doctoral program and have experience in teaching.

All faculty in this category must have a Master's degree (doctoral degree preferred), teach at least one full course (lecture or laboratory), teach other courses, modules, lectures, make clinical visits, oversee community clinics, or perform other curriculum responsibilities as assigned representing the equivalent of no more than seven (7) courses per year or 180 contact hours per year.

For all disciplines, Associated and Core Adjunct faculty must meet the qualifications of Adjunct Professor and must have taught at least four (4) Graduate courses at FPC or other institutions to be considered for this rank.

Faculty in these positions will hold the rank of Assistant Adjunct Professor; Associate Adjunct Professor, or Senior Adjunct Professor.

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

Procedure of Appointment of Full-Time Faculty

Full-time Faculty include all those holding the rank of Assistant Professor, Associate Professor, Professor, or Visiting Professor, Graduate Faculty, as defined in the Graduate Faculty Protocol.

New appointments shall be made by the Dean of Graduate and Professional Studies subject to the confirmation of the Provost/Vice President of Academic Affairs and the President. Appointments are executed by Human Resources.

Search Committees for New Faculty Members

When an appointment of a full-time Faculty member is to be made, it will be the responsibility of the Associate Dean of Graduate Studies, in consultation with the Dean of Graduate Studies, to organize an appropriately constituted search committee.

Such committees are to consist of at least (3) full-time Faculty members of the Division, with consideration of diversity and discipline. Members may be from other divisions to satisfy the diversity criterion.

The Associate Dean of Graduate Studies, in consultation with the Dean of Graduate and Professional Studies, with the assistance of the search committee, will develop a description of the qualifications for the position to be filled.

The Director of Human Resources will solicit applications for the position in accordance with established employment policies and procedures. The Associate Dean of Graduate Studies, assisted by members of the search committee, may also informally solicit applications for the position.

The Associate Dean of Graduate Studies, with the assistance of the search committee, will screen all applications and select a minimum of two (2) qualified finalists to be invited to campus by the Director of Human Resources.

The Associate Dean of Graduate Studies, with the assistance of the search committee, will interview all finalists, as will the Dean of Graduate and Professional Studies.

The Associate Dean of Graduate Studies, after having obtained the advice of the search committee will make recommendations to the Dean of Graduate and Professional Studies regarding hiring of the new Faculty member. The Dean will make recommendations to the Provost who may or may not choose to interview the candidate. The final decision will be made by the Provost.

This procedure shall be followed whenever a full-time Faculty position is to be filled and whenever a visiting Faculty position becomes a full-time Faculty position. Any Faculty member appointed through a procedure other than that specified in the Agreement existing at the time of hiring shall not be eligible for rolling appointments or promotion until such procedures have been followed for the position in question. However, in the event the visiting Faculty position becomes a full-time Faculty position, and the original search for that particular visiting Faculty member involved a national search, which included the insertion of display advertisement in the "Chronicle of Higher Education", and a minimum of three (3) finalists were interviewed by the search committee, this procedure need not be repeated again. The Director of Human Resources will submit supporting data, in any such instances, if requested.

Offers of appointment 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 appointment. Such offer of appointment shall be in the hands of the individual considered for appointment as soon as possible prior to the start of the term of appointment.

Acceptance of an appointment shall be tendered in writing not more than thirty (30) days following the notification date, but in all cases shall be before the start of the term of appointment. Failure of the individual to accept within thirty (30) days of the offer of appointment shall constitute non-acceptance.

A full-time Faculty member's term of appointment shall be for not less than one term.

Procedures of Reappointment of Full-Time Faculty

Reappointments shall be made by the Dean of Graduate and Professional Studies subject to the confirmation of the Provost/Vice President of Academic Affairs and the President.

It shall be the responsibility of the Associate Dean of Graduate Studies, if requested by the Dean of Graduate and Professional Studies, to make recommendations to the Dean of Graduate and Professional Studies regarding the reappointment of Faculty members.

Offers of reappointment to the Faculty shall in all cases be tendered in writing from Human Resources and shall include therein, or by reference, a statement of the 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 tendered 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

The first year of appointment shall be a probationary one. Upon submission of a satisfactory evaluation by the Associate Dean of Graduate Studies to the Dean of Graduate and Professional Studies, a full-time Faculty member shall receive a reappointment for a second academic year.

During the course of his/her second one-year contract, the Faculty member may request issuance of a two-year rolling appointment. Such request shall include a self-evaluation by the Faculty member and an evaluation by the Associate Dean of Graduate Studies, both of which shall be submitted to the Dean of Graduate and Professional Studies who shall act on the request for issuance of the first two-year rolling contract. In the case of a new program, in which the faculty member is significantly involved in building the program, one year contracts may be issued for three consecutive years.

When the Dean of Graduate and Professional Studies determines that a third or fourth (in the case of a new program) consecutive one-year appointment is appropriate, the offer of appointment shall include a statement of areas of needed improvement. Failure to make the required improvements during the course of the third or fourth year of employment will result in termination at the end of that year except in instances where a fourth one-year contract may be needed.

Once a two-year rolling appointment has been awarded, it shall continue to roll until the full-time Faculty member has satisfactorily completed four (4) full years of appointment in the two-year rolling status. No earlier than the sixth year, the Faculty member may request issuance of a three-year rolling appointment. Such request shall include a self-evaluation by the Faculty member and an evaluation by the Associate Dean of Graduate Studies, a review of teaching through classroom visitation (two consecutive class days of a single course are recommended in order to gain a sense of continuity), a review of the contents of the faculty member's Faculty Evaluation File, and a review of the faculty member's current personal statement on teaching, professional development, and service to the College. These materials will be submitted to the Dean of Graduate Studies and the Graduate Council. The Council will review the materials and take one of the following actions: 1) approve the request for issuance of the first three-year rolling contract, 2) deny the request, but continue the rolling two year contract, or 3) recommend not to continue the contract.

In instances of clearly exceptional service to the College by individual full-time Faculty members, the Associate Dean of Graduate Studies may recommend to the Dean of Graduate and Professional Studies a five-year rolling appointment. Such a request shall include a self-evaluation submitted by the individual being considered for the five-year appointment and an evaluation by the Associate Dean of Graduate Studies.

Procedure of Non-rolling Appointment of Full-Time Faculty

The decision not to continue to roll an appointment of a full-time Faculty member shall be made by the Dean of Graduate and Professional Studies subject to the approval of the Provost/Vice President of Academic Affairs and the President.

It shall be the responsibility of the Dean of Graduate Studies to adhere to the provisions of this Section in making a decision about a non-rolling appointment. The Dean of Graduate and Professional Studies may choose to consult the Associate Dean of Graduate Studies when contemplating such a decision.

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. Such offers of non-rolling appointment shall be made no later than the second Monday in March each year, by certified mail, return receipt requested, to the home address of the Faculty member.

Acceptance of a non-rolling appointment shall be tendered in writing by no later than the second Monday of April. Failure of the individual to tender such acceptance shall constitute resignation without sufficient notice.

The term of the non-rolling appointment shall be for the duration for 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. Such notification will be made no later than the second Monday of March, by certified mail, return receipt requested, to the home address of the Faculty member.

Procedure of Non-reappointment and Termination of Full-Time Faculty

The decision of non-reappointment or termination of a full-time Faculty member shall be made by the Dean of Graduate Studies subject to the approval of the Vice President of Academic Affairs and the President.

It shall be the responsibility of the Dean of Graduate and Professional Studies to adhere to this document in making the decision. The Dean may choose to consult the Associate Dean of Graduate Studies when contemplating such a decision.

Notices of non-reappointment or 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. If the action is taken under the provisions of this Article, the postmark shall be no later than the Friday after the second Monday in March. If the action is taken for cause, the mailing shall be postmarked no later than thirty (30) days following the date on which the Dean of Graduate and Professional Studies and the Provost/Vice President of Academic Affairs or the President could reasonably be expected to have taken action.

Termination for cause may be immediate and without severance pay. Proper cause shall include, but not by way of limitation, academic incompetence; failure to fulfill contractual obligations; behavior incompatible with effective conduct of duty, including moral turpitude; or behavior detrimental to the College.

Faculty Advisor Responsibilities

General responsibilities of Faculty Advisors include:

- Designated office hours on home campus
- Student advising on educational plan and career plans
- Assisting campus on prerequisite checks, verifying course sequencing
- Student recruiting and retention
- Attendance at all recruitment activities held on the assigned campus

Active students (12-week timeline)

- Distribution of next term's schedule in class
- Faculty advisor to schedule student advising meetings
- Faculty advisor to follow-up with advisees not yet registered for following term

Inactive students

- Faculty advisor makes telephone calls to verify timely pursuit of education plans
- Request reminder mailing from Graduate Office to those not yet registered

Inquiries

- Working in conjunction with Campus staff; faculty advisors will make follow-up phone calls to inquiries and meet with prospective students as requested.

FACULTY ABSENCES

Faculty members are expected to be present for all classes, including those during which exams are scheduled. In the event of an unavoidable absence, please notify the Associate Dean of Graduate Studies and make arrangements with the campus staff to schedule a room for a make-up class. Other make-up options must be discussed with the Associate Dean of Graduate Studies.

GUEST LECTURER

All guest lecturers must be approved by the Associate Dean for Graduate Studies and **MUST** submit a current resume to the Graduate Office.

CONTRACTS

Contracts for adjunct faculty are issued each term on a per-course basis.

Currently, full-time faculty contracts are issued on a fiscal year basis, July 1 - June 30. All contracts are issued by the Graduate Studies Office.

ACADEMIC ADVISING

All full-time 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 adjunct.

PRESENCE, FULL-TIME FACULTY

Full time faculty should keep the following constituencies in mind, as office hours are set: (1) the needs of current students in your classes, (2) the needs of advisees, and (3) the needs of the discipline in student recruitment efforts.

All full time faculty will be assigned regular faculty community hours at a specific campus in addition to negotiated hours at the home campus.

SECTION TWO: FACULTY SCHOLARSHIP EXPECTATIONS

All full-time graduate faculty members are expected to demonstrate continuous professional development and scholarship in their field. Graduate Studies defines scholarship broadly in the context of *Scholarship Reconsidered* by 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.

These activities are systematically assessed in conjunction with the Faculty Evaluation process. Full-time graduate faculty are expected to demonstrate excellence in the classroom and to produce a portfolio of professional development activities, scholarship and service.

The spirit of our degree programs emphasizes institutional and community service as essential components of faculty professional activities. These activities relate directly to the mission of the College and the Graduate Programs, and the preparation of leaders of conscience and transformational leaders.

Professional activities such as consulting, engaging in professional practice or maintaining professional skills while not necessarily resulting in published research, are also viewed as enhancing the overall quality of instruction in the classroom, particularly as these activities relate to leadership in the professions. Evidence of these professional activities can include professional practice, professional presentations to peers or colleagues, conference papers, and articles as they relate to the faculty member's area of specialization.

SECTION THREE: ORGANIZATION AND ADMINISTRATION

The Associate Dean of Graduate Studies has leadership and oversight responsibility for the academic programs. The Associate Dean of Graduate Studies reports to the Dean of Graduate and Professional Studies who, in turn, reports directly to the Provost/Vice President for Academic Affairs. The Dean of Graduate and Professional Studies assumes fiscal responsibility for Graduate and Professional Studies, oversees budgets and programs through the Associate Dean and is responsible for developing new markets, securing partners and promoting and maintaining global initiatives. The Associate Dean of Graduate Studies chairs the Graduate Council which provides advice regarding new initiatives and coordination between Graduate Studies and the goals and initiatives of the Rindge campus. New course offerings and curricular changes are brought from the Curriculum Committee to the Graduate Council for review and final approval.

The Associate Dean has authority to admit students to the Graduate Programs in coordination with each Graduate Discipline. The graduate faculty is responsible for assuring the academic integrity of programs and is accorded the right to provide a substantive voice in matters regarding the academic programs, faculty personnel and any other items impacting institutional policies that relate to their responsibility and expertise. To facilitate graduate faculty participation in governance issues, the following committee structure has been designed.

FACULTY COMMITTEES

Assessment Committee

The Assessment Committee has responsibility regarding overall program assessment, including the development of assessment measures and methods, and the implementation of these protocols following the overall assessment design for Graduate Studies. Further, the Assessment Committee assists the Associate Dean in the interpretation of the

assessment data and decisions regarding recommendations to the faculty and the Graduate Studies Curriculum Committee.

Curriculum Committee

The Curriculum Committee provides oversight over all matters regarding Curriculum and makes recommendations for modification to the Graduate Faculty, the Graduate Council and the Associate Dean of Graduate Studies.

Library and Technology Committee

The Library and Technology Committee assures that holdings and use of the College Library are in keeping with the needs of the Graduate program and that the graduate programs have access to appropriate technology to deliver a state-of-the-art curriculum.

Professional Development Committee

The Professional Development Committee develops and schedules workshops to support faculty needs as well as to review and recommend options for professional development opportunities. This committee, in conjunction with the Associate Dean, is responsible for the administration of a comprehensive evaluation program for adjunct faculty. All individual faculty requests for professional development funds are reviewed by the Professional Development Committee, with the recommendations forwarded to the Associate Dean for approval and action.

Graduate Academic Standards Committee

This committee was created late in 2005 to meet the needs of the graduate programs to make retention decisions based on performance of students. In the past each discipline made these decisions independently. This multidisciplinary committee makes these decisions less subject to programmatic bias.

The charge to this Committee states: This committee shall meet at least once each term after grades have been released from the Registrar. Grade reports on all Graduate students will be issued to the Committee through the Graduate Studies Office as soon as they are posted. The committee will meet within five days of receipt of grades and recommend action to the Associate Dean of Graduate Studies for all students with less than a C in any course or a GPA of less than 3.0. The committee will develop procedures for the committee including drafts of appropriate letters for possible actions (as described in the Graduate Catalogue) to be taken within a reasonable amount of time.

Graduate Council

The Graduate Council is established to advise the Associate Dean of Graduate Studies on matters relating to the graduate programs. This Council is used to share information as it relates to College mission, organization and program creation, review and evaluation.

The Associate Dean of Graduate Studies consults with the Graduate Council on appropriate matters, and with the concurrence of the Dean of Graduate and Professional Studies and the Provost and Vice President of Academic Affairs, implements the graduate programs of the College. Graduate Council membership is constituted as follows: Associate Dean of Graduate Studies (chair), Registrar, Director of Library Resources, one member of faculty from each of the graduate disciplines, one member of

the graduate adjunct faculty, Chair of the Business Administration (Undergraduate) Division, Chair of the Natural Sciences (Undergraduate) Division, Chair of the Behavioral Sciences (Undergraduate) Division, the Dean of Undergraduate Studies and the Dean of Graduate and Professional Studies.

Interdisciplinary Doctor of Arts Academic Council

The Doctor of Arts degree program will be coordinated through the Associate Dean of Graduate Studies who, along with the Associate Vice President of Graduate Studies at Plymouth State University will convene the Interdisciplinary Academic Council as a program oversight council. The Council will be charged as follows:

The Council will meet at least once each academic term (12 weeks) to review a sampling of student records, student evaluations, faculty self evaluations and peer evaluations, and to review course syllabi and reported changes to course structure or expectations, as well as samples of portfolios, videotapes, and other evidence of student work. The purpose of this assessment is to monitor the progress of the program and to make recommendations to the Associate Dean of Graduate Studies regarding the program.

The faculty shall be appointed to a two-year term to the respective committee. Any faculty member serving as chair of the committee will serve for a term of two years and may not serve consecutive two-year terms on the same committee.

FACULTY EVALUATION

A continuous process of evaluation shall be conducted to provide information for use in making decisions regarding change of status for individual full-time Faculty members and to encourage continuing improvement in performance by all Faculty.

Evaluation procedures are confirmed by the Dean of Graduate and Professional Studies after receiving recommendations from the Associate Dean of Graduate Studies. In general, the evaluation process may include:

The Faculty member's presentation which may include some or all of the following:

- The Faculty member's self-perceptions.
- Statements from Faculty colleagues.
- Any other materials which the Faculty member may wish to submit, including but not limited to:
- A video of his/her classroom performance.
- Examples of unique teaching materials or techniques developed and/or used.
- Classroom evaluations by individuals other than the Associate Dean of Graduate Studies.

The Associate Dean of Graduate Studies's review which may include:

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

The Associate Dean of Graduate Studies shall conduct a comprehensive evaluation of a full-time Faculty member during the latter's first year of employment at the College and in other years in which issuance of a one-year contract is contemplated; in the years in which the Faculty member requests the first two- and three-year rolling contracts; and when the Faculty member applies for promotion.

The Associate Dean of Graduate Studies shall meet with each full-time Faculty member for formal evaluation at least once every three academic years to review evaluation materials. This review will include all materials which the Associate Dean of Graduate Studies may have placed in the Faculty member's Faculty Evaluation File.

Evaluations may also be carried out by the Dean of Graduate Studies, by his/her delegate, or by outside consultants. These evaluations may be initiated by the Dean of Graduate Studies or the Faculty member. Prior to the use of delegates or outside consultants, the Faculty member shall be advised by the Dean of Graduate Studies of his/her intent to use such evaluators, the purpose of the evaluation, and the qualifications of the evaluator.

Excepting for student evaluations routinely accomplished in conjunction with the completion of a course which has been instructed by a Faculty member, and in accordance with Section 3, no anonymous materials may be used in evaluating the Faculty member for any purpose. Any third party material which is not furnished by, or at the solicitation of, the Faculty member, will be made available to the Faculty member prior to it being used in the evaluation process.

PROCEDURES FOR THREE-YEAR REVIEWS

The Associate Dean of Graduate Studies shall meet with each full-time Faculty member for formal evaluation at least once every three academic years to review evaluation materials. This review will include all materials which the Associate Dean of Graduate Studies may have placed in the Faculty member's Faculty Evaluation File.

Procedures:

The Dean of Graduate and Professional Studies will keep track of faculty reviews and notify the Associate Dean of Graduate Studies by April 1 of the names of faculty in the Division requiring formal evaluation. The Associate Dean of Graduate Studies shall then notify the faculty member of the timing and content of the review.

The formal evaluation shall consist of a review of teaching through classroom visitation (two consecutive class days of a single course are recommended in order to gain a sense of continuity), a review of the contents of the faculty member's Faculty Evaluation File, and a review of the faculty member's current personal statement on teaching, professional development, and service to the College. (In the event the Associate Dean of Graduate Studies is being evaluated, a senior colleague from a related discipline will conduct the review.)

The Associate Dean of Graduate Studies will write an evaluation addressing the faculty member's performance in teaching, professional development, and service to the College, and share it in a personal meeting with the faculty member, who will have two weeks to respond, if he or she chooses to do so.

The Associate Dean of Graduate Studies' evaluation, along with any response submitted by the faculty member, shall be given to the Dean of Graduate and Professional Studies no later than January 15 of the academic year in which the review is mandated to occur. A copy of the review and response shall be added to the Faculty Evaluation File.

In the event a faculty member requests consideration for promotion or change in contract status, the three-year review will be set for three years after the academic year in which such formal consideration occurs.

The Dean of Graduate Studies may, at his/her discretion, defer the three-year review by one year if circumstances warrant. (For example, if the three-year review were due in 2006-07, but the faculty member planned to apply for promotion in 2006, the three-year review might be suspended in favor of the promotion review.)

Procedure for request for promotion:

- Any faculty member who plans to request a promotion in rank must notify the Associate Dean by August 1st
- All requests for promotion in rank must be received by the Associate Dean of Graduate Studies by October 15th
- If the Associate Dean supports the request for promotion in rank, the Dean of Graduate and Professional Studies will be notified by November 15 and all supporting documentation will be sent to the Dean
- If the Dean supports the request for promotion in rank, the Provost will be notified by November 15th
- If the Provost supports the request for promotion in rank, the faculty member will be notified in writing by December 15th
- The Provost will present his recommendation for request for promotion in rank to The Board of Trustees in the March meeting
- If approved by The Board of Trustees, the promotion in rank will go into effect on August 15th of that year

FACULTY PERSONNEL FILES

The College shall maintain two personnel sub-files for each Faculty member under the auspices of the Director of Human Resources. One sub-file, called the Faculty Evaluation File, shall constitute the only verified and reliable document for purposes of evaluation, promotion, reappointment, non-reappointment or record of past disciplinary action. The other sub-file shall contain non-evaluative administrative and insurance materials. Unless specifically released by the Faculty member, this non-evaluative file will not be available to review committees.

At the time any evaluative material is placed in a Faculty member's Faculty Evaluation File, a copy will be provided to the Faculty member by the Dean of Graduate and Professional Studies, Associate Dean of Graduate Studies, Director of Human Resources, or other administrator placing material in the file. The Faculty member shall have an opportunity to place a rebuttal or any other additional comments in the file.

Faculty members may include in their file any other material considered relevant.

Evaluative materials in the personnel file will be available only to the Faculty member in question, the President, the Provost/Vice President of Academic Affairs, the Dean of Graduate and Professional Studies, their designee, or an officially constituted and recognized committee charged with such evaluative material.

All evaluations and other materials in a Faculty member's Evaluation File should be signed and dated.

Faculty members shall have an opportunity to review the contents of their personnel files. The files will be available for examination during normal office hours upon request of the Faculty member. The Faculty member may, upon request, obtain copies of material in the personnel file.

If it is alleged that the material placed in a personnel file is false or unfair, then the placing of that material in the personnel file may be questioned.

Summaries of Evaluation of Teacher Effectiveness forms shall remain in the Faculty member's Evaluation File for an indefinite time period. Individual Student Course Evaluation sheets will be held in the file for a period of three (3) academic years following their submission to the Human Resources Office, unless an exception is requested by the Dean of Graduate and Professional Studies.

ADJUNCT FACULTY

The Associate Dean of Graduate Studies shall make adjunct Faculty appointments on a term-by-term and course-by-course basis, in consultation with the Dean of Graduate and Professional Studies.

Reappointments are made subject to the Associate Dean of Graduate Studies's review, which may include:

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

Protocol for classroom evaluations:

- All adjunct Faculty shall be evaluated in every academic year
- New adjunct Faculty shall be evaluated within their first two courses taught, and every other academic year thereafter.
- Classroom evaluations shall be performed by a full-time Graduate Studies Faculty member, under the direction of the Assessment Committee of the Graduate Studies Faculty and the Associate Dean of Graduate Studies. This evaluation shall consist of a review of teaching through classroom visitation (two consecutive class days of a single course are recommended in order to gain a sense of continuity).

The Associate Dean of Graduate Studies (or his/her designated discipline coordinator/director) shall meet with each adjunct Faculty member for formal evaluation at least once every other academic year to review evaluation materials. This meeting shall occur within one term of the completion of a classroom evaluation. This review will include all materials which the Associate Dean of Graduate Studies may have placed in the Faculty member's Faculty Evaluation File.

Rev. September 2006

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

FRANKLIN PIERCE UNIVERSITY, COLLEGE OF GRADUATE STUDIES, FACULTY PROTOCOL (*SBurke*)