



**FACULTY SUPPLEMENT
TO THE EMPLOYEE HANDBOOK**

Revised November 2007

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THE PURPOSE OF *THE FACULTY SUPPLEMENT* TO *THE EMPLOYEE HANDBOOK*

During new faculty orientation held at the campuses, the Human Resources Department presents a summary of personnel policies, employee benefits, and a listing of services and resources. For a more comprehensive listing of personnel policies, employee benefits, a listing of services and resources, please refer to your *Employee Handbook* and benefits binder.

Many issues not covered in the *Employee Handbook* are specifically relevant to faculty. The *Faculty Supplement to the Employee Handbook* addresses these issues. This supplement does not replace your *Employee Handbook*. Thus, faculty must be familiar with the terms of both documents, as well as the terms of the letter of appointment which along with the *Employee Handbook* defines employment status.

All administrators and faculty members, full time, part time and adjunct, are employed at-will and both the faculty member and the school may end the employment relationship at any time for any or no reason.

This supplement cannot cover every issue for faculty. However, the issues addressed in this supplement are intended to answer some of the most frequently asked questions by new faculty.

SECTION I: *Introduction*

A. GENERAL BACKGROUND

MISSION

Argosy University is a private institution of higher education dedicated to providing high quality professional educational programs at doctoral, master's, baccalaureate and associate degree levels, as well as continuing education to individuals who seek to advance their professional and personal lives. The University emphasizes programs in the behavioral sciences, business, education and the health care professions. A limited number of pre-professional programs and general education offerings are provided to permit students to prepare for entry into these professional fields. The programs of Argosy University are designed to instill the knowledge, skills and ethical values of professional practice and to foster values of social responsibility in a supportive, learner-centered environment of mutual respect and professional excellence.

Argosy University Council of Presidents, July 12, 2004

Argosy University Board of Trustees, September 20, 2004

PURPOSES

From the mission statement, Argosy University has drawn the following implementation statements of purpose:

- Argosy University develops and provides distinctive, innovative, and high quality higher education and professional service programs at all levels that prepare individuals for careers that serve the needs of an evolving global marketplace.
- Argosy University administers its programs so as to ensure the financial viability and the growth of its campuses, the institution, and its parent organization.
- Argosy University provides certificate and continuing education programs to assist professionals in developing and enhancing their knowledge bases and skills.
- Argosy University seeks to recruit and employ a faculty and staff who are service-oriented and student-centered, and who combine academic credentials of high quality with substantive career experience.
- Argosy University provides access through its services and programs to students of all social, geographic, and cultural backgrounds, and strives to prepare them to work with and provide services to diverse populations.
- Argosy University demonstrates its commitment to diversity through the development and support of a diverse educational community.

- Argosy University seeks to provide wide access to its educational programs through a variety of delivery systems in geographical areas where demonstrated needs exist for its services and products.

POLICIES AND PROCEDURES

Each campus of Argosy University operates within university-wide policies and procedures and is responsible for ensuring that the mission and purposes of Argosy University are achieved. The major responsibilities of each campus include the hiring and evaluation of faculty and staff; the provision of high quality instruction, contribution to the relevance and currency of academic programs, the recruitment, admission, and review of students, the assessment of and improvement in student learning, the evaluation and improvement of program, department, and campus effectiveness, and oversight of all aspects of student education, training and development. Policies cannot be changed without the formal approval of the Academic Council and the University Board of Trustees.

ACCREDITATION

Argosy University is accredited by the Higher Learning Commission (HLC) and is a member of the North Central Association of Colleges and Schools (NCA).

30 N. LaSalle Street, Suite 2400
Chicago, Illinois 60602
1-800-621-7440
www.higherlearningcommission.org

Certain programs at campuses within Argosy University are accredited by specialized accrediting bodies.

OFFICIAL DOCUMENTS

The official documents of the institution contain the policies, procedures, and requirements of Argosy University. These documents include the *Academic Catalog*, the *Faculty Supplement to the Employee Handbook*, the *Employee Handbook*, and the *Student and Academic Affairs Manual*. Faculty and staff participate in review and development of these documents in conjunction with the administration of Argosy University. Final approval for major policy changes resides with the university president and the board of trustees of Argosy University.

STATUS OF *THE FACULTY SUPPLEMENT TO THE EMPLOYEE HANDBOOK*

The Faculty Supplement to the Employee Handbook contains the policies and procedures to guide faculty and administration, and is subject to change based upon the procedures described herein.

SECTION II: *Institutional Governance*

A. ADMINISTRATION

GOVERNING BOARD OF TRUSTEES

Responsibility for the organization and governance of Argosy University rests with the governing board of trustees. Led by the chairman of the board, the board of trustees exercises its responsibility primarily by establishing and monitoring policy in areas that include fiscal, academic, professional, and personnel issues. Specifically, the board is responsible for selecting the university president (who is also the chief operating officer), ensuring that the institution possesses and allocates appropriate resources for the institution to accomplish its mission, and, through the receipt of feedback from the individual member units, to ensure that the mission is achieved.

The board meets on a regular basis and reviews information allowing its members to assure themselves that the goals of the institution are being met and that the public interests of the communities served by the institution are being served. Argosy University is organized under the Business Corporation Act of the State of Illinois as a private educational corporation.

ARGOSY UNIVERSITY ADMINISTRATION

The chairman delegates to the university president overall responsibility for the administration of the University, including the implementation of board-approved policies at all campuses.

Assisting the University president in the administration of these activities is a group of central administrative officers charged with responsibilities for various areas of operations. This group consists of several vice presidents, the college deans in academic affairs, directors, and coordinators who are assigned discrete supervision and/or coordination accountability for the functional areas within the institution, such as human resources, operations finance, academic affairs, student services, information technology, admissions, and financial aid. In most cases, accountability for these responsibilities involves close cooperation and collaboration among these personnel. Argosy University prepares and continuously updates an organizational chart, position descriptions and institutional handbooks that clarify the administrative and organizational structure of the University.

Argosy University is a dynamic institution. As such, its organizational structure and the manner in which it operates will be subject to ongoing review and modification. Nothing in this document should be construed to prevent the University president from assigning duties to specific groups, reassigning specific responsibilities, or otherwise modifying the administrative structure of the University to further its mission and enhance its organizational effectiveness.

COLLEGE DEANS

The college deans report to the vice president of Academic Affairs¹ and are responsible for the academic programs in their respective colleges across all campuses. They ensure that existing and new program content and delivery are of consistently high quality, facilitating the sharing of best practices between campuses and balancing local campus interests with national quality imperatives, and the needs of particular programs with the needs of the whole discipline; In partnership with campus administrators, they develop a robust conceptual framework, program and course learning outcomes, and ensure that direct measurement, rubrics and curriculum mapping is in place throughout the Argosy University System; They articulate and implement a vision for strategic programmatic development that will aid Argosy University's growth and competitive position; co-ordinate the planning and implementation of new national program initiatives; lead regular and timely reviews of curriculum, work productively with, and serve as an advisor, mentor and coach to campus vice presidents for Academic Affairs, campus deans and national curriculum directors; and report annually on status of program quality: achievement of outcomes, retention, curriculum currency and rigor, adequacy of support services. They participate in the hiring of new administrative employees and faculty in the discipline.

COUNCIL OF PRESIDENTS

The Argosy University Council of Presidents is chaired by the university president and includes the vice president of Academic Affairs, the college deans, and the campus presidents. Other University and/or EDMC vice presidents as appointed by the university president regularly work with the Council. The group meets periodically to address operational and academic issues as assigned by the university president and to coordinate action across the Argosy University system. Meetings of the Council of Presidents provide opportunity for institutional policies to be communicated, developed, and implemented. Campus presidents and college deans review campus operations and engage in planning with institutional leadership.

ACADEMIC COUNCIL

The Argosy University Academic Council is an institutional academic governance and policy-coordinating group chaired by the Argosy University's vice president of Academic Affairs. The group has at least thirteen members including faculty members representing each of the four colleges, the college deans, national director of General Education, the university registrar, all campus vice presidents of Academic Affairs, and at least two campus presidents. Campus presidents may be asked to recommend faculty candidates for membership on the Council. The council is appointed by the university vice president of Academic Affairs. Council members are appointed on a rotating basis of two years each.

The council shall receive for review, consultation, and approval proposed academic policies and procedures, campus departmental recommendations and modifications, and other

¹ The vice president of Academic Affairs is the chief academic officer of the University

recommendations on academic matters as may be appropriate or otherwise specified in this document. This council shall report its recommendations to the president of Argosy University.

Changes to current curricula and proposals for new curricula will be reviewed by the Argosy University Academic Council from an academic point of view as well as by Argosy University's Executive Committee from the point of view of overall viability (i.e., marketing, admissions, financial support, and other considerations).

CAMPUS ADMINISTRATION

Campus administrators are responsible for the development and operation of each campus according to the policies, procedures, and planning documents of Argosy University. In collaboration with the faculty, campus administrators are expected to fulfill the mission and goals of the institution, achieve its strategic plan, assess and improve student learning and serve the students enrolled there. Each campus is headed by a campus president who will be assisted by such other institutional officers as may be required depending on the size, departmental scope, and operational complexity of the campus. While a general administrative staffing pattern exists and is in place at any point in time, all campuses are dynamic and will always be in a state of organizational evolution as they strive to achieve their goals and implement the institutional mission.

Campus President

Each Argosy campus is under the direction of a campus president who has overall responsibility for the campus and its operations. The primary areas of responsibility for the campus president include the recruitment, employment, and evaluation of campus personnel, assessment and improvement in campus institutional effectiveness; campus development including strategic planning and budgeting; communication with the administrative offices of Argosy University; facilities management; and community relations. The campus president is appointed by Argosy University's president. The Argosy University president will solicit faculty input regarding the appointment of the campus president.

The campus president is the chief executive officer of the campus and, at a smaller campus, also serves as the chief academic officer. The campus president shall execute those functions commonly included in the position description, as well as such additional duties assigned. The campus president shall effectively interact with the university administration as required by the University president and as is otherwise necessary to ensure the effective operation of the campus.

In certain cases where there is more than one campus in a metropolitan area, one of the campuses may serve as the local main campus and the other campus will be considered as a branch of that main campus. A director or president will be responsible for the operations, departments, facilities and personnel of the branch campus. The branch campus head's responsibilities will be analogous to those of the campus president; however, the branch campus head will report and be responsible to the campus president at the main campus.

Campus Vice President of Academic Affairs

Some Argosy University campuses will be large enough and possess a sufficient number of academic departments to warrant the appointment of a campus vice president of Academic Affairs. In such cases, the campus vice president of Academic Affairs will serve as the chief academic officer of the campus and be responsible for administering all aspects of the academic departments and supervising the academic personnel of the institution. The campus vice president of Academic Affairs will be appointed by and be responsible to the campus president with the advice and counsel of the Argosy University president and university vice president of Academic Affairs. The campus president may solicit faculty input regarding the appointment of the campus vice president of Academic Affairs.

Campus Academic Program Chair and School Dean/Department Chair

An academic program chair shall lead an academic program of study at a campus. The program chair has a faculty appointment in the specified department and is the academic and administrative leader of the department and its faculty. The program chair's responsibilities include making recommendations to the campus president or campus vice president of Academic Affairs and the college dean regarding academic policies and departmental recommendations, annually assessing and improving student academic achievement in the program(s), the recruitment, hiring, and evaluation of faculty, class scheduling, faculty appointments (where appropriate) and their renewal or non-renewal, student evaluations and processes, faculty promotion, preparation for departmental accreditation, and the appointment of faculty members to department committees.

At campuses, which are large enough and possess a sufficient number of academic departments to warrant it, the departments may be organized into schools\departments headed by a dean\department chair. The school dean\department chair is a full-time administrator who acts as the academic leader and supervisor of discipline areas, which may include several departments. The school dean\department chair may hold faculty rank but may not have a faculty appointment. The campus president may solicit faculty input regarding the appointment of the school dean\department chair or program chair. Campus program chairs and school deans\department chairs report to the college deans on academic matters.

The administrative performance of the school dean or program chair will be evaluated by their immediate supervisors and by the college dean.

Other Academic Administrators

Other academic administrators may assist in leading the academic enterprise. In some cases, a faculty member may be offered an appointment as an academic administrator and be assigned specific administrative responsibilities for certain aspects of a campus' program or operations under the direction of the campus vice president of Academic Affairs, school dean\department chair, or program chair.

Such academic administrators (including Program chairs) may be given letters of appointment indicating some instructional duties and a designated portion of their time being devoted to administrative tasks.

CAMPUS ADMINISTRATIVE COUNCIL

Each campus with more than one department may establish a campus administrative council. The administrative council may consist of the campus president, the campus vice president of Academic Affairs, the school deans (department chairs or program chairs, at least one faculty member (appointed by the campus president), and any other campus administrative personnel (except the administrative assistant) who report to the president. The responsibilities of the campus administrative council may include the development and implementation of a campus strategic plan, the establishment of administrative guidelines for areas affecting the entire campus, the review of campus resources and their utilization, and the provision of advice and consultation to the campus president on the development of the campus.

ADDITIONAL INFORMATION

All administrators serve at the discretion of the campus president and the president of Argosy University. Grievances related to the evaluation of administrative tasks and decisions affecting administrative contracts (where appropriate) may be directed to the campus president or president of Argosy University, in accordance with the procedures outlined in this document, the *Argosy University Academic Catalog* and the *Student and Academic Affairs Manual*.

B. FACULTY

FACULTY MEMBERSHIP AND EXPECTATIONS

Faculty members shall have full-time or part-time or adjunct appointments. Membership of the General Faculty shall be only those faculty members who are full- or part-time contract faculty. Adjunct faculty are welcome to attend and participate in all faculty and institutional activities; however, because of the possible limited nature of their employment commitment to the campus, they will not be considered members of the General Faculty in such instances as call for a vote of the faculty.

A faculty member of Argosy University is responsible for providing educational service to the students and the campus under the leadership of the program chair or school dean and the campus vice president of Academic Affairs. For campus-based faculty, these responsibilities include instruction, student evaluation, departmental advisement, participation in academic governance, scholarly activity either in research or other professional activities, maintenance of curriculum relevance and currency, assessment of and improvement in student learning, and appropriate participation in the life of the campus. Fully online faculty responsibilities primarily include instruction, student evaluation, participation in governance, assessment and improvement in student learning and scholarly activity. Faculty will be available to perform these responsibilities as defined in their contracts/job descriptions under the direction of the administration. Depending on the departmental assignment of the faculty and consistent with

academic responsibilities, faculty members may be released from normal instructional responsibilities and provided an appropriate amount of time to pursue those administrative, academic, scholarly, research, or professional activities necessary to contribute to the individual's value to the institution as a faculty member.

Campus-based faculty members are required to provide service to Argosy University as specified in their appointment letters and job descriptions (full- or part-time). The University expects that faculty will be available for classroom instruction, faculty governance, student mentoring and interaction, comprehensive examinations, and student advisement, and that these activities will have priority over other commitments. Faculty members are expected to provide the following services to the campus:

- Fulfill all campus responsibilities related to the departmental assignment(s) and serve as assigned or appointed to designated committees for the purpose of faculty governance;
- Teach courses required under terms of the issued faculty contract;
- Depending on the departmental assignment, supervise and serve as a reader of Theses, Clinical Research Projects, Integrative Papers, Dissertations, or other major assigned papers and/or serve on individual graduate committees as requested;
- Participate in the assessment of student academic achievement, the assessment of program effectiveness, and in the development of recommendations to improve student learning through annual department reviews;
- Implement and maintain curriculum currency and relevance;
- Serve as the academic advisor for students to whom they have been assigned;
- Support other campus activities, including but not limited to, serving on faculty committees, assisting the admissions process by interviewing prospective students and assisting in the grading of major evaluative assessments such as comprehensive examinations or clinical competency examinations, and engaging in individual and departmental institutional effectiveness activities;
- Engage in such scholarly and/or professional activity as may be appropriate for the departmental instructional assignment and faculty status;
- Generally participate in the campus activities as a member of the campus community.
- Participate in all activities in a collegial, ethical and responsible manner, and consistent with the timelines distributed to students.

Fully online faculty members are also required to provide service to Argosy University as specified in their appointment letters and job descriptions (full- or part-time). The University expects that faculty will be available for classroom instruction, faculty governance, student

mentoring and interaction, and that these activities will have priority over other commitments. Faculty members are expected to provide the following services to the campus:

- Teach courses required under terms of the issued faculty contract;
- Participate in the assessment of student academic achievement, the assessment of program effectiveness, and in the development of recommendations to improve student learning through annual department reviews
- Support departmental activities, including assisting in the grading of major evaluative assessments such as comprehensive examinations or clinical competency examinations, and engaging in individual and departmental institutional effectiveness activities;
- Engage in such scholarly and/or professional activity as may be appropriate for the departmental instructional assignment and faculty status;
- Generally participate in the department activities as a member of the University community.
- Participate in all activities in a collegial, ethical and responsible manner and consistent with the timelines distributed to students.

PROGRAM FACULTY

Faculty assigned to specific programs shall implement and maintain relevance and currency of the curricula of Argosy University. Program faculty shall be those contractual or other faculty members who are assigned specified instructional responsibility for the delivery of courses or other components of a particular curriculum. Certain faculty members may have responsibilities in more than one program or school and will be evaluated by the program chairs of those program in which faculty have responsibilities. These faculty members, under the leadership of the program chair, will assume responsibility for the academic dimensions of the program. The primary responsibility for the quality of the educational programs of Argosy University resides with the faculty. To this end, all faculty shall be oriented to the institution and campus, participate in academic governance, report to the Program chair be evaluated on a periodic basis, be assigned specific academic responsibilities, and receive appropriate orientation to institutional and campus policies and operational guidelines.

ADJUNCT FACULTY

Argosy University campuses use the valuable services of selected adjunct faculty. Such adjunct members of the faculty are engaged to provide instruction and occasionally other academic services on a limited contractual basis. Some adjunct faculty may provide instruction in specialty areas not generally represented on the full-time faculty. Others may provide their expertise and instruction where full academic loads, illness, or other demands keep the full-time faculty from performing instruction.

While adjunct faculty are not normally fully integrated into the academic governance of the institution, they meet regularly with program chairs or other administrators designated for informational purposes, to discuss progress in courses and to provide feedback on students and on the effectiveness of the curriculum. They may also attend faculty meetings. All adjunct faculty members will be oriented to Argosy University and to a particular campus by the academic personnel of the campus. These instructional personnel will be supervised and evaluated by the appropriate program chair. Adjunct faculty members will be provided with copies of the *Faculty Supplement to the Employee Handbook* and other appropriate materials and will be expected to follow all appropriate and applicable policies and procedures.

Adjunct faculty members typically receive assignments on a term-by-term basis. Adjunct faculty are required to follow the departmental syllabus or may be required to submit an original syllabus using the standard Argosy University course outline format in the event the assignment involves a new course for the department. In such cases, the syllabus is expected to be consonant with the course description and outcomes provided in the *Argosy University Academic Catalog* or with development of that material found elsewhere in program materials. When adjunct faculty members teach sections of a course also being taught by a full-time faculty member, the program chair will arrange for meetings and other communications among the faculty to ensure that there is appropriate coordination and congruency among the courses.

A status of clinical/practitioner adjunct faculty may be used for individuals who provide teaching, training, or other academic services to students of Argosy University through a written agreement with the individual's agency of employment or with the individuals themselves as agency. The description of responsibilities of the agency will be outlined in the written agreement and the specific responsibilities of the individuals in meeting these expectations will be determined by the primary signatory representing the agency. In addition to these responsibilities, clinical/practitioner adjunct faculty will be expected to contribute to the development of the University, campus or program, directly or indirectly through program advisory boards and programmatic or institutional effectiveness reviews. Such clinical/practitioner adjunct faculty members must also timely prepare reports evaluating students and other duties as directed. The agency will be responsible for the identification of the individuals providing academic services to the campus(es) with whom the agency is affiliated. The determination of who may be eligible for appointment as clinical/practitioner adjunct faculty is at the sole discretion of the campus president and program chair. In the case where an agency has an agreement with Argosy University as an entity, the determination of who may be appointed as a clinical adjunct faculty will be made by the dean of the college for which the services are provided

FACULTY INSTRUCTIONAL RESPONSIBILITIES

All faculty members are expected to be familiar with the policies and procedures of the institution that are directly related to their instructional assignment and other academic responsibilities. These policies and procedures are found in complete form in other documents of the University, including the *Student and Academic Affairs Manual*, and the *Academic Catalog*. To assist faculty in orienting themselves to the institution and campus, faculty will participate in orientation sessions upon employment and periodically throughout their

employment. Upon employment, all faculty members will be assigned specific academic responsibilities on an ongoing and term basis. In the performance of these responsibilities, faculty will be supervised and evaluated by the program chair and as otherwise specified in appropriate publications. In addition to the instructional responsibilities, faculty will be expected to satisfy the expectations of faculty membership as specified in this document.

ACADEMIC FREEDOM

As a foundation block of higher learning, Argosy University maintains the right of academic freedom for the institution and for the faculty. The University generally maintains and encourages full freedom, within the law, of inquiry, discourse, teaching, research, and publication. The University generally will seek to protect any member of the faculty against influences, from within or without the institution, which would restrict the member's exercise of academic freedom in the classroom and in areas of scholarly interest.

Faculty members, as private citizens, are entitled to write or speak on public issues, making it clear when they are so engaged that they are not spokespersons for Argosy University.

ACADEMIC INTEGRITY

The administration and faculty of Argosy University, guided by ethical principles and an abiding and deep respect for the process of higher education and the profession of teaching, recognize their special responsibilities as members of the professorate. Those responsibilities include the need to develop and improve their competence as educators, to evidence and demonstrate to their students the best scholarly and ethical standards of their discipline, and to adhere to their proper roles as intellectual guides and mentors. Administrators and faculty are committed to the principles of fairness and objectivity in the assessment of academic performance. The academic staff will avoid using their positions for personal gain or advantage, or obtain favored status for any special group or individual.

POLICY ON INTELLECTUAL PROPERTY

Copyright

Faculty sign and are expected to adhere to the terms of Argosy University's copyright and patent policy. This policy provides for the sharing of the proceeds of discovery, subject to current laws and regulations. Of particular interest to faculty is the policy on royalties on publications or materials authored by faculty members. The Argosy University system encourages publication and work in their field by faculty. The Argosy University system allows faculty to keep copyrights on materials, except in the case of works:

- commissioned by the Argosy University system
- done on company time
- accomplished under contract and grants where copyright specifications are delineated
- completed under agreements made in advance between the author and the Argosy University system

Faculty should inform the Human Resources Department if they have any patents or copyrights pending.

The Argosy University system complies with the copyright laws as applied to proprietary schools. The use of and/or photocopying of copyrighted material without permission in projects by faculty, students, and staff is prohibited. Faculty are required to instruct students in the proper use of licensed materials in their works. Faculty are charged with the responsibility of monitoring the work of students to ensure that they use only licensed materials in their projects. This standard applies to printed, software, audio and video materials.

There are no explicitly defined specifications as to what may constitute fair use, but the following four factors must be considered:

- The purpose and character of the use, including whether the use is for commercial or non-profit educational use;
- The nature of the copyrighted work being used;
- The nature and the amount and substantiality of the material used; and
- The effect of use on the actual or potential market for value of the work.

When in doubt as to whether using material is a copyright infringement, advice from the EDMC Central Staff law department should be sought or written permission from the copyright holder should be obtained.

In general, all student rosters, attendance forms, grade reports, assessments of student work, syllabi and curricula faculty prepare in conjunction with their assigned duties as a faculty member are always the property of Argosy University. However, supplemental materials such as weekly lesson plans, assignments, tests and other teaching aids from a faculty member's own files, researched and developed outside of the University, remain the personal property of that faculty member. Faculty should consult with their supervisor with questions regarding whether materials are school property. Faculty should also consult with their supervisor in advance if they plan to develop materials related to faculty duties for which they would like to claim ownership.

POLICY ON CONFLICT OF INTEREST IN INTIMATE RELATIONSHIPS WITH STUDENTS

Please refer to the Employee Handbook

FACULTY GOVERNANCE

Faculty governance is a recognized and important element in the organizational life of any institution of higher education. The faculty, as the foundation of the educational program, has an important role to play in the governance of appropriate spheres of institutional activity.

Historically, the primary responsibility for the quality of an institution's educational activities is the purview of the faculty. While the extent of the participation in and jurisdiction for the educational department will vary from institution to institution, depending on the institutional characteristics, it is essential that the role of the faculty be established and respected.

The administrative processes and organizational structures established for faculty governance are intended to be the means by which faculty of Argosy University participate in developing, modifying, and enhancing the educational departments and academic regulations of the institution. To this end, faculty members are given periodic opportunities to provide input to the departments, generate educational and departmental recommendations, review academic assessments and evaluations, and otherwise contribute suggestions to appropriate personnel at the campus and institutional levels.

Campus academic governance at Argosy University is exercised through the faculty at each campus. Fully online faculty are members of the appropriate department and the Faculty Council of the Argosy University, Chicago Campus. Faculty generally shall participate in person or virtually in the governance of the academic program through their programmatic groups and committees, which help review, formulate, and recommend curriculum, policies and procedures in preparation for submission to the Faculty Council. It is through the Faculty Council and in selected cases the program faculty and the committee structure, that the faculty, under the leadership of the program chair and campus vice president of Academic Affairs, fulfill their responsibilities for the implementation of the academic programs of the institution and its campuses.

Academic policy or programmatic recommendations emerging from the program faculty that affect the program or the campus are reviewed by the program chair and, if approved, are forwarded for review to the campus Academic Affairs Committee as the first step in the approval process. Thereafter, the recommendation shall proceed as described in this document. Academic matters relating solely to the campus will be processed through the campus Academic Affairs Committee and the Faculty Council.

Recommendations with implications for the entire campus are forwarded to the campus vice president of Academic Affairs and campus president who will bring these proposals to the attention of the president who shall confer with the appropriate central office administrators. Subsequent to receipt, the appropriate administrator will confer with campus personnel in a timely fashion and agree upon an appropriate course of action.

Once approved at the campus level, recommendations related to academic policy, process and curricula which have implications for Argosy University as a whole are proposed by the campus president to the Argosy University Academic Council for their review and recommendation.

FACULTY COUNCIL

General academic matters relating to campus academic policies and issues, core curriculum, or academic programs should be referred to the Academic Affairs Committee for recommendation of resolution as described herein. This body may not consider academic issues where issues of

program accreditation preclude such consideration. Subsequent to approval and upon the recommendation of that committee, such matters as are appropriate will be presented to the Faculty Council. All full- and part-time contract faculty and administrators holding faculty rank shall constitute the Faculty Council. The campus vice president of Academic Affairs or the campus president shall preside at the Faculty Council meetings. This group shall meet periodically to conduct the academic business and respond to the needs of the campus.

STANDING COMMITTEES

Each Argosy University campus shall have standing committees, which shall be advisory to the campus president and campus vice president of Academic Affairs. The committees shall include Academic Affairs, Student Affairs, Undergraduate Admissions, and Institutional Review Board. At smaller and developing campuses, it is expected that these committees will become fully staffed over time. The jurisdictions of these four committees are suggested by their titles and are further described as follows:

- Academic Affairs Committee: The faculty and academic affairs of each campus will be the purview of the Academic Affairs Committee. Unless specifically delegated to another body, all matters that pertain to the educational departments; academic policies and their implementation; assessment and improvement in student learning and institutional effectiveness; library resources and policies; and faculty shall rest within the original jurisdiction of the campus Academic Affairs Committee; however, no institutional academic policy or program as defined in the official documents of the institution may be changed or modified at the campus level without the expressed consent of the Argosy University Academic Council. Any faculty member, administrator, or other professional member of the campus community may submit issues, proposals, or ideas to this committee, which will meet regularly for the purpose of exercising faculty oversight over the educational departments and activities of the campus. As a general rule, the committee will meet monthly, but must always meet at least one time each academic term.

The committee will be composed of at least three members of the faculty. Faculty will nominate members of the committee to the campus president, who will appoint the committee members and the chair from among these or other campus faculty. If the campus is large enough to have a campus vice president of Academic Affairs, then the campus vice president of Academic Affairs will serve as chair. The chair shall be responsible for presiding at the meetings of this committee, ensuring the generation of minutes as a permanent record of the business of the committee, reporting all matters to the Faculty Council and otherwise representing the committee in the course of events at the campus.

All of this committee's recommendations will be reported out to the Faculty Council for review and recommendation, and will be forwarded to the campus president for final campus approval prior to submission to the appropriate institutional bodies or personnel.

- Student Affairs Committee: The jurisdiction of this committee encompasses those items that impact students and student life outside the academic arena, including such matters as student organizations, publications, student government, student activities, and other similar functions.

Faculty members will nominate members and the chair of the committee. The campus president will appoint the committee members and the chair from among those nominated or other campus faculty. At least one student will be a voting member of this committee. The director of Student Services serves as an *ex officio* member of this committee.

- Student Conduct Committee: Any student suspected of violating the Argosy University Ethical Code of Conduct may be referred to the Student Conduct Committee (SCC) which is responsible for investigating the allegations. In addition, students may be referred to the SCC by the programmatic Student Professional Development Committee (SPDC) for failure to comply with the remediation recommendations of the SPDC and failure to meet the academic and professional standards of the program. Students found guilty of violating the Argosy University Ethical Code of Conduct by the SCC or failing to meet the academic and professional standards of Argosy University as determined by their respective SPDC shall be subject to disciplinary action. Sanctions include but are not limited to the following:
 - Issue a warning to the student.
 - Place the student on administrative leave of absence and establish conditions for re-entry.
 - Place the student on general probation.
 - Remove the student from school premises.

The SCC is the only committee that has the authority to dismiss the student from Argosy University. A complete explanation of the policies and procedures pertaining to this committee may be found in Section Four, “Student Rights and Responsibilities” of the current *Academic Catalog*.

With respect to the above committees with the exception of the SCC, the campus president shall serve as an *ex officio* member. The chairs shall preside at all meetings and shall ensure that minutes are kept and distributed as appropriate as permanent records of the work of the campus committees. These committees, as well as such other local committees as may be appointed on an ad hoc basis, shall report its recommendations to the General Faculty on a regular basis. All such recommendations shall require the approval of the Campus President prior to implementation. Recommendations impacting institutional academic policies, procedures, or programs shall be submitted to the Argosy University Academic Council through the campus president for consideration prior to submission for approval by the Argosy University Executive Committee. All such recommendations must ultimately be approved by the Argosy University president, and where appropriate, the board of trustees.

- Admissions Committee(s): The jurisdiction of this committee covers all of those items involving the admissions process, including reviewing criteria for admissions, providing assistance to the admissions professionals of the institution, and such other matters as may be appropriate. The membership of this committee shall consist of a minimum of three faculty members, one of whom shall serve as chair. Faculty members will nominate members and the chair of the committee. The campus president will appoint the committee members and the

chair from among that nominated or other campus faculty. In its deliberations, the director of Admissions of the campus will facilitate and assist the committee. The stipulations of the above paragraph apply to this committee with the exception that individual decisions concerning applicants are not within the purview of the committee. The chair shall regularly report on the work of the committee to the appropriate departmental faculty. In appropriate circumstances where accreditation or other circumstances warrant, this responsibility may be delegated to a departmental subcommittee or the faculty as a whole.

- Institutional Review Board: The mission of the Argosy University IRB at each campus, and at the national level, is to ensure the ethical treatment of human and animal participants in the conduct of any and all research by any individual affiliated with Argosy University, in accordance with the guidelines set forth in the Code of Federal Regulations (Title 45) and the Belmont Report. Each investigator proposing a research project must submit an IRB request for certification form. This policy applies regardless of source of funding and location of study to all research studies or pilot studies conducted by or on faculty, staff, students, or employees of Argosy University, or by or on Argosy University as an institution. Faculty at each campus will follow the procedures described in the Institutional Review Board Guidelines.
- Institutional and Ad hoc Committees: It is permissible for a campus to establish special committees to address campus specific issues or assist with institutional functions. It is perceived to be preferable that campuses use ad hoc committees to address specialized or nonrecurring matters. This approach allows for work groups to address specific problems or functions, complete their assignment, and disband so as not to encumber the campus organizational or standing committee structure. Such groups will be appointed by the campus president who will also define the parameters of the assignment, membership and time frame for the work

PROGRAM COMMITTEES

The following are the primary areas for faculty governance within each program:

- Student Admissions: Faculty review, as warranted by accreditation issues, candidates for graduate admission and decides upon acceptance into the department. Committee members also review the general criteria for admission and recommend changes.
- Faculty Review and Evaluation: For the purposes of recommending retention and promotion decisions to the Program chair and the University president, faculty share in the process of assessing faculty performance in the areas of (a) teaching; (b) supervision and advisement; (c) service to the institution; d) scholarship; (e) professional activities; (f) service to the community and/or the profession; and (g) collegiality and professionalism.
- Curriculum: Faculty reviews all curricula, the sequencing of courses, implications of the relationship between the theoretical and practical aspects of the department, and curricular modifications, using as criteria contemporary scientific information, as well as the needs of the professions, society, and the populations served by the institution.

- Student Professional Development Committee: The Student Professional Development Committee (SPDC) is a standing academic program committee responsible for monitoring the academic progress, professional competence and behavior of students within that program. Students who do not meet the academic standards of their program or whose behaviors raise concerns about professional competence shall be subject to referral to the SPDC. The primary function of the SPDC is to guide students who are referred to the Committee in improving their academic performance and developing the professional competencies required by their profession. Student Professional Development Committees can hold hearings on student issues specific to respective professional and academic requirements and recommend remediation actions to students where warranted. If remediation actions are not satisfied by the student, the SPDC may impose probationary conditions with explicit requirements and a timeline for removal from probation. The committee should include any consequences that will result in the event of noncompliance with academic probation requirements. Any recommendation to dismiss a student should be referred to the Student Conduct Committee (SCC). Faculty and staff at each campus will follow the SPDC policies and procedures.
- Programmatic Evaluation: Faculty members participate in reviewing programmatic administration in the areas of policies, practices, and their implementation by administrators.
- Diversity: Faculty reviews and proposes policies related to the successful recruitment and retention of students from diverse backgrounds and promote awareness and respect for the principles of diversity throughout faculty, administration, and student groups.
- Student Life and Services: Faculty proposes policies and reviews procedures related to the provision of effective services to students that will enhance their experience in their department.
- Search for New Faculty: Faculty participates in the search process for new faculty and makes recommendations to the program chair and campus president.

In developing recommendations for programmatic and institutional policies and procedures, specific programs may require additional areas of governance which relate to areas unique to their programs.

In cases where special programmatic faculty committees are necessary, they will be appointed by the program chair and will report to the department faculty such findings, conclusions, and recommendations as may be appropriate. Such recommendations as may be recommended by the program faculty are sent to the program chair for approval and action prior to submission for further review. The program faculty may create operating procedures for managing these programmatic committees. The program faculty establishes these programmatic guidelines in coordination with and approval by the program chair, school dean, and campus vice president of Academic Affairs, and campus president. All such policies, procedures, and guidelines must be consistent with the *Faculty Supplement to the Employee Handbook* and the policies and procedures of the campus and the institution.

DEPARTMENTAL REVIEW

As a means of continuous academic quality improvement, Argosy University has instituted the “Departmental Review.” At least once each year, faculty in each department will address the following issues related to the academic program and will develop recommendations to improve student learning in the program and improve curriculum relevance and currency. This review will be facilitated by the program chair:

- Results achieved based on the action plan from the previous year and important developments within the program
- Assessment of student enrollment trends, including new students, persistence, and graduation
- Assessment of student academic achievement for each end-of-program learning outcome using both direct and indirect measures
- Assessment of student attitudes and satisfaction, employment trends and other measures of program effectiveness.
- Assessment of program relevance and currency with regard to industry needs and advancements and the input of local Advisory Boards.
- Assessment of academic resources, including library and facility resources
- Discussion of the long-range and short-range goals for the program, strengths, weaknesses, opportunities, threats
- An action plan to improve student learning on each end-of-program learning outcome and to improve program effectiveness.

Participating in each departmental review will be the campus president, campus vice president of Academic Affairs, school deans\department chairs, program chairs, contractual faculty, selected adjunct faculty, and key staff members of the campus. When possible, various central administration executives (such as the president and the vice president for Academic Affairs) may also attend. Special guests may be invited to some of these meetings such as students enrolled in the program, advisory board members, employers of graduates, and alumni.

Prior to such a review, the school dean or program chair will provide to each participant (excluding special guests) a booklet providing data on student outcomes as well as other pertinent information. Within a timeframe to be specified by the campus president, the school dean or program chair will submit to the campus president a proposed action plan based upon the findings and outcomes of the review. Subject to any changes s/he deems appropriate, the campus president will approve this action plan, which is intended to have a significant influence in guiding the efforts of faculty and staff over the next year. A copy of this action plan will be forwarded to the group vice president and university president, college dean and university vice president of Academic Affairs.

The review will be held annually and in accordance with a campus schedule that allows for a campus Institutional Effectiveness Review prior to the end of the academic year.

INSTITUTIONAL EFFECTIVENESS REVIEW

As a means of continuous campus-wide institutional quality improvement, Argosy University has instituted an annual Institutional Effectiveness Review which consolidates and coordinates the findings and action plans for each of the academic departments and includes an assessment of all campus support operations relative to its academic and strategic goals. As defined in the Faculty Handbook, Institutional Effectiveness is the responsibility of the Academic Affairs Committee of each campus. This review will be facilitated by the chair of this committee, or a delegate approved by the campus president.

The review will include the findings and action plans of each Department Review as well as annual results from campus efforts related to improvements in academic quality and institutional effectiveness; including enrollment, student and employee satisfaction, academic and support resources, and progress toward strategic goals. The Institutional Effectiveness Review will include the following:

- Results achieved based on the action plan from the previous year and important developments within the program
- For each *program*
 - a summary of the department review outcomes related to enrollment, student academic achievement, curriculum relevancy, academic resources, program goals and actions planned to improve student learning
- For the *campus*
 - student attitudes and satisfaction, enrollment trends, employment outcomes, annual persistence, graduation and other measures of institutional effectiveness, environmental changes
- Discussion of the long-range and short-range goals for the campus, strengths, weaknesses, opportunities, threats
- An action plan to improve the campus' effectiveness in furthering student learning and achieving strategic goals

Typically participating in each departmental review will be the campus president, campus vice president of Academic Affairs, deans, program chairs, and key staff members of the campus. Various university administration executives (such as the president and the vice president of Academic Affairs) may also attend. Human resources and special guests may attend these meetings.

Prior to such a review, the school chair of the Academic Affairs Committee (or designate) will provide to each participant (excluding special guests) a booklet providing data on student outcomes as well as other pertinent information. Within a timeframe to be specified by the campus president, the chair of the Academic Affairs Committee will submit to the campus president a proposed action plan based upon the discussion and outcomes of the Institutional Effectiveness Review. Subject to any changes s/he deems appropriate, the campus president will approve this action plan, which is intended to have a significant influence in guiding the efforts of faculty and staff over the next year. A copy of this action plan will be forwarded to the group vice president and university president as appropriate, and the vice president of Academic Affairs

The review will be held annually and prior to the end of the academic year.

GRIEVANCE PROCEDURE

Argosy University has established a formal procedure to provide its faculty, students, and all its employees an opportunity to resolve any complaints or concerns relative to the implementation of policies, procedures, standards and rules. The entire institution benefits from a prompt resolution of issues that arise between individuals. This process shall be used in all matters where another grievance policy is not specifically provided.

Prior to entering into this process, it is expected that students, employees, and faculty members will make every reasonable effort to resolve constructively issues that they have with faculty members or with campus or institutional administrators. Therefore, students, employees, and faculty should first discuss any problems or complaints with others involved in the complaint. Faculty or administrators should make a prompt response in order to answer any questions or resolve the complaints brought to their attention.

Should these efforts be unsuccessful, the following process should be utilized:

- For faculty members accused of a grievance, the issue should be referred to the faculty member's program chair (or campus vice president of Academic Affairs if such a position exists at the campus) who will appoint a third party or parties (another faculty member or members or an administrator) to hear both sides of the dispute and present a recommendation to the program chair (or campus vice president of Academic Affairs).
- For campus administrators who are not the campus president, the campus president will appoint a third party or parties (another administrator, or administrator and faculty member) to hear the dispute and present a recommendation to the campus president.
- For the campus president, the matter should be presented to the Argosy University president who will appoint an appropriate third party or parties to hear the dispute.
- For Argosy University central office administrators, the matter should be referred to the university president who will appoint an appropriate third party or parties to investigate the alleged grievance and make a report to the university president.

- For the president of Argosy University, the matter should be referred to the chairman of the Board of Trustees who will decide on the appropriate action to resolve the dispute.

Individuals presenting grievances for resolution must present them within 60 days of the incident that caused the grievance. In all cases, the parties and their disputes shall be treated with confidentiality, and with such due process safeguards as will ensure that the matters are resolved in the spirit of fairness and objectivity. The party with the alleged grievance will be requested to submit a short statement of the grievance to the appropriate administrator. Upon receipt of the grievance statement or allegation constituting the complaint, the administrator processing the grievance shall move in a prompt and timely fashion to address the matter or resolve the complaint, initially through their good offices and subsequently through this process.

In the event an investigation and inquiry is necessary, the matter will be officially referred to the person or persons hearing the grievance. Upon notification of the grievance and acceptance of the role of hearing officer(s), the parties will be notified and written statements will be requested and received prior to any discussion with the parties.

Once these documents have been reviewed, the hearing officer(s) may decide to meet with the individuals involved, either separately or together, or may request additional information or documentation from one or both of the parties. A written or electronic record should be kept of all official meetings conducted by the individual hearing the dispute. Following a review of the documentation and receiving information from the parties involved, the hearing officer will present a recommendation to the appropriate institutional or campus administrator.

TERMINATION FOR CAUSE

During the term of a faculty member's appointment, employment can be terminated at any time for cause, which shall include, but is not limited to, business reasons, falsifying credentials, plagiarism, misconduct or violation of Argosy University rules, regulation and policies, whether written or oral, insubordination, unsatisfactory work performance, theft or other dishonesty, moral turpitude or any behavior that in the judgment of the administration materially detracts from the reputation or image of the University. Argosy University reserves the right to modify employment terms, teaching loads, and/or compensation and benefits should it become necessary due to changing business requirements. The process for appeal of such action shall be to the campus president and ultimately to the University president, whose word will be final.

SECTION III: *Faculty*

A. FACULTY VACANCY AND APPOINTMENT

When a program chair judges that a new full-time, part-time, or adjunct faculty appointment is indicated, s/he will seek in writing the authorization of the campus president to begin the search process. The program chair must obtain authorization for the hiring of adjunct faculty from the campus president. If authorization is granted, the search should commence in accordance with the institution's commitment to equal opportunity hiring. The University's policy is to recruit, employ, compensate, retain, promote, terminate and otherwise treat any and all faculty applicants on the basis of merit, qualification and competence. Argosy University will search and make hiring decisions in accordance with its own policy on nondiscrimination, as well as with all applicable federal and state laws prohibiting discrimination in employment against applicants.

All applicants for full and part-time positions and adjunct positions generally will be required to submit curriculum vitae, official transcripts from all graduate institutions attended, three professional references or letters of recommendation, and, where required by a department, proof of appropriate professional license as applicable by state law. The curriculum vitae will include information on education, professional experience, teaching experience, research or scholarship, publications, and memberships in professional associations. Degrees must be earned from a regionally-accredited college or university recognized by the U.S. Department of Education (<http://ope.ed.gov/accreditation/>) and approved by the university registrar or the university vice president of Academic Affairs. If the degree is from a foreign institution, the institution and transcript must be evaluated by an agency recommended by the U.S. Network for Educational Information (USNEI) located at <http://www.ed.gov/about/offices/list/ous/international/usnei/us/edlite-visitus-forrecog.html> prior to hire. If, due to time constraints, the evaluation cannot be performed prior to the start of the semester, then a contract that is conditional upon the credentials evaluation being favorable within the first 90 days following the start of the contract period will be issued. Hiring decisions should also take into account the principle of intellectual diversity and limit the hiring of Argosy University graduates as faculty.

The search for any new faculty member is the joint responsibility of the program chair and a faculty search committee, which makes recommendations regarding new faculty. The campus president appoints all full and part-time faculty members in consultation with Human Resources. The program chair appoints all adjunct faculty members with the approval of the campus president in consultation with human resources.

B. FACULTY AND TERMS

Where appointments are required, faculty appointments are always for a specific period designated by an appointment letter. Faculty letters of appointment will stipulate appointment to one of five specific ranks: Adjunct Faculty, Instructor, Assistant Professor, Associate Professor, and Professor. Academic rank does not confer tenure within Argosy University system. All faculty appointments are for the length of the appointment term only.

Appointments are normally awarded for a twelve-month academic year, from September 1 to August 31. Teaching and administrative responsibilities are specified in the letter of appointment; salaries, faculty rank, and other benefits are likewise described. Notwithstanding the listings of responsibilities in the appointment letter, faculty (as well as staff and administration) are expected to perform additional responsibilities which may not be enumerated, as assigned by their supervisors and/or as volunteered within the committees.

Faculty responsibilities are defined in terms of equivalents of three credit-hour courses and a full time faculty load consists of eight equivalent three credit-hour courses. The following are examples of three-credit hour equivalents:

- One 3-credit graduate course;
- One 3-credit undergraduate course;
- One 3-credit on-line course;
- One 2-semester graduate seminar (e.g., practicum seminar, professionalization group);
- Dissertations chairships (7 to 10), CRP, Integrative paper, or master's thesis supervision as determined and assigned by programmatic needs
- Other responsibilities as approved by the program chair and consistent with the faculty contract.

Argosy University limits faculty overloads to 150% of the faculty load. Online courses may count as part of the faculty load or overload, if approved by the campus academic administrator. No outside employment for full-time faculty members outside of the university-assigned duties may be undertaken without the approval of the campus president and the university vice president of Academic Affairs.

For fully online-faculty, full and part time faculty appointments are normally awarded for a twelve-month academic year, from September 1 to August 31. All teaching responsibilities, salaries, faculty rank, and other benefits are described in the contract. Faculty responsibilities are defined in terms of equivalents of three credit-hour courses and a full time faculty load consists of ten equivalent three credit-hour courses.

For every full or part-time faculty member the standard Argosy University contract will be used. Each full or part time faculty contract will bear the signatures of the faculty member, the academic head of the campus, the president of the campus and the president of Argosy University. No modifications in any signed contract can be made without the same accompanying signatures.

All employment is conditional upon sufficient enrollment in the courses the faculty member is contracted to teach. Employment is understood to be in accordance with the obligations and commitments set forth in the faculty member's letter of appointment. Full and part time faculty performance is generally reviewed every year.

C. PLACEMENT IN FACULTY RANK

GUIDELINES FOR PLACEMENT IN FACULTY LEVELS

General Criteria

Argosy University has adopted the following general criteria as minimal requirements for any individual to be appointed to Argosy University as a full time, part time or adjunct faculty:

- The degree held will generally be higher than the degree granted by the program for which they are teaching. In emerging fields where exceptions are clearly defensible or in doctoral degree programs, faculty must hold at least an equivalent level degree to the program in which they are teaching.
- The degree held will be from a regionally accredited institution.
- All faculty members must have demonstrated effectiveness in teaching, practice, training and/or research/scholarship.
- Scholarship or publications, when required, will be in areas that are appropriate to the assignments and responsibilities to be undertaken by the faculty member.
- All faculty members providing instruction in academic or clinical areas where a professional credential is required to practice must obtain that credential for the state in which the campus is located or a state serving a significant segment of the campus, unless departmental responsibilities mandate the credential in the campus location. Faculty members without the appropriate credential are required to submit a plan to the program chair detailing how the credential will be attained within three years.

Argosy University has adopted the following general criteria as minimal requirements for any individual to be appointed to Argosy University as full time or part time faculty with rank:

Appointment to the Rank of Instructor

Appointment to the rank of Instructor requires the following:

- An earned degree from a regionally accredited institution or the equivalent, if the degree is from another country. The degree must be appropriate in discipline to the program in which the appointment is made, and generally at least one degree higher than the degree program in which they are teaching. In emerging fields where exceptions are clearly defensible or in doctoral degree programs, faculty must hold at least an equivalent level degree to the program in which they are teaching
- Experience within the field.

- Demonstrated commitment to the profession.

Appointment to Rank of Assistant Professor

Appointment to the rank of Assistant Professor requires the following:

- An advanced degree, normally a doctoral degree, from a regionally accredited institution or the equivalent if the degree is from another country;
- Experience within the field, although this experience need not be postdoctoral;
- Demonstrated commitment to the profession;
- Documented interest in some aspect of the academic area relevant to the appointment;
- Activity in one or more professional organizations.

Appointment to Rank of Associate Professor

Appointment to the rank of Associate Professor requires the following:

- An advanced degree, normally a doctoral degree, from a regionally accredited institution or the equivalent if the degree is from another country;
- A minimum of six years of postdoctoral experience;
- Postdoctoral years spent within the field either in teaching, training, or professional activity;
- Evidence of outstanding achievement in teaching, and one of the areas of supervising, or advising, or service to the institution (including administration), and one of the following other areas: professional activities, research or scholarship, and service to the community and/or the profession. Faculty members must demonstrate that activities in these areas benefit their students and the institution. It is recognized that faculty may choose to concentrate efforts in a few of these areas or distribute their time among several activities.
- Evidence of satisfactory collegiality and professionalism.

Appointment to Rank of Professor

Appointment to the rank of Professor, the highest academic rank, is reserved for those who have demonstrated special and extensive achievements in the academic field. Appointments to the rank of Professor require the approval of the Argosy University president. The approval is made upon the recommendation of the university vice president of Academic Affairs guided by the recommendations of a campus-wide faculty promotion or peer review committee, campus president, college dean, and the university Academic Council.

Appointment to the rank of Professor requires the following:

- An advanced degree from a regionally accredited institution or the equivalent is from another country;
- A minimum of twelve years of postdoctoral experience;
- Postdoctoral years spent within the field, in teaching, training or professional activity;
- Evidence of outstanding achievement in two of the following areas: teaching, supervising or advising, and service to the institution (including administration), and one of the following other areas: professional activities, research or scholarship, and service to the community and/or the profession. Faculty members must demonstrate that activities in these activities benefit their students and the institution. It is recognized that faculty members may choose to concentrate efforts in a few of these areas or may distribute their time among several activities.
- Significant professional recognition outside the institution. This may occur through publications, leadership in some recognized professional organization; leadership in an academic field documented by holding office in professional associations; placing articles in professional publications; making significant presentations to recognized scholarly or professional associations, or presenting evidence of other significant professional recognition outside the institution.
- Evidence of satisfactory collegiality and professionalism.

ASSIGNMENT OF RANK TO ACADEMIC ADMINISTRATORS

Campus academic administrators (including deans and vice presidents for Academic Affairs who do not currently hold faculty rank will be assigned rank by the campus president in consultation with the university vice president of Human Resources and vice president of Academic Affairs. Rank will be granted according to the current requirements described in the *Faculty Supplement to the Employee Handbook*. To initiate this process, each academic administrator will submit to the campus president a portfolio describing the credentials required to determine the appropriate rank.

Campus presidents who desire or require rank in order to fulfill their positions as chief academic officer of a campus will submit to the university president a portfolio describing credentials required to determine appropriate rank. In consultation with the university vice president of Academic Affairs and the university president will assign the appropriate rank to the campus president.

All campus administrators who hold faculty rank will be considered non-voting members of the campus Faculty Council. All faculty with current faculty contracts, including faculty with administrative assignments are considered voting members of the campus Faculty Council.

D. FULL AND PART TIME FACULTY EVALUATION

EVALUATION SCHEDULE

The program chair will present each faculty member each year with a set of the self-review guidelines no later than September 30. By January 15th, the faculty member will have submitted these written self-evaluations to the program chair along with any other relevant materials that may have been requested. Faculty members who are not seeking a renewal of appointment are requested to notify the program chair in writing by January 15. Non-submission of the self-evaluation will also be considered notification of an intention not to seek renewal of appointment. Any offer to renew an appointment shall be at the sole discretion of Argosy University. An appointment term does NOT automatically renew under any circumstances and there shall be no monetary penalty if Argosy University shall fail to give advance notice of its intent not to renew by any date identified in the *Faculty Supplement*. Notwithstanding this lack of penalty, it is the intention of Argosy University to provide advance notice of any decision not to renew as soon as possible after such a decision has occurred.

The program chair and the faculty member will jointly establish the timetable and procedures for the evaluation. While it is the program chair's responsibility to conduct the evaluation, individual portions of the review may be delegated to other members of the administrative staff and peer review processes may be utilized as well. Faculty members whose appointments will not be renewed will be notified in writing by the program chair.

REVIEW DOCUMENTS

Full and Part Time Faculty File

The campus and the faculty member have a mutual responsibility to maintain a faculty file that is accurate and complete, containing up-to-date information on the faculty member. The faculty file will contain the following:

- A current vitae containing professional-biographical data (degrees; institutions attended; training received; positions held);
- A list of teaching activities including courses taught, student evaluations, and dissertation committee memberships and chairs;
- An indication of scholarly activities including a list of publications and other scholarly work;
- A listing of honors and awards (local, national and international); offices held in professional associations; membership on significant professional committees;
- A listing of committee memberships, chairmanships; and offices held in local and campus settings;
- An indication of services provided to the professional community or the community at large.

- Documents from prior reviews and evaluation;
- Official copies of all graduate transcripts;
- Documentation of license, certification, or registration, where required.

Please note that all of the above information should also be included in the official personnel file.

Other Supporting Documents

While the faculty file will contain standard information, for evaluation purposes the campus will need to supplement this with more detailed documentation obtained from a number of sources. The following documents are a sample of the materials the program chair may choose in order to complete the review with appropriate thoroughness:

Self-evaluation submitted by faculty member:

- Material used in classroom instruction such as syllabi, assignments, reading and examinations;
- Information on thesis, dissertations, or clinical research projects chaired, including the number chaired, the number completed and student achievement; information on additional committees assignments; student research projects supervised; and other special teaching activities;
- Descriptive data such as the Student End of Course Evaluation Survey;
- A description of instructional improvement projects or activities developed or carried out, such as leadership in significant curricular changes or in the development of new courses;
- A description of the impact the faculty member has had on the faculty, students and the professional community;
- A description of the faculty member's activity with professional organizations and the type of leadership or influence exercised;
- Copies of publications, presentations and research monographs completed by the faculty member;
- Evidence of other scholarly activity, for example, advanced training;
- Evidence of advising effectiveness.

PEER REVIEW

To assist the program chair with the process of faculty review and evaluation, each program may establish a process for peer review. This process may allow a designated group of faculty to review the information submitted by the faculty member in the self-evaluation and to provide feedback to the faculty member and to the program chair.

The peer review process may consider the following areas:

- Teaching Effectiveness; Advisement and Supervision
- Quality and Level of Service to the Institution (including administration)
- Quality of Scholarship
- Professional Activities
- Service to the Community and/or the Profession
- Collegiality and Professionalism.

DECISION PROCESS

The program chair should schedule at least one meeting with the faculty member to review the self-evaluation material and any other material the faculty member desires to submit.

Subsequently, the program chair should provide a written evaluation of the faculty member's performance based on information gained from the faculty self-evaluation, from the peer review process and from other sources, such as students, staff, and members of the community.

The program chair should submit the evaluation to the dean of the school with a recommendation to terminate, promote, offer a new appointment, or not rehire. If the school dean concurs, the recommendation is forwarded to the campus vice president of Academic Affairs. Finally, the campus president will review these materials and make a final response to the campus. This decision will be communicated to both the school dean\program chair and to the faculty member in sufficient time for a faculty member whose appointment is not renewed to make other plans.

E. PROMOTION

PROMOTION RATIONALE

The decision to promote a faculty member from one rank to the next is a significant one in the development of the institution. Promoted faculty members are the ones who will determine the quality of the faculty for years to come. Campuses are urged to be selective in their recommendations.

Before any faculty member receives a promotion, it is necessary that the institution conduct a thorough review of the contributions the faculty member has made to Argosy University by a promotion or peer review committee, campus administrators and college deans. Because decisions to promote are important for the institution and the individual, those responsible for such decisions will exercise this responsibility carefully and impartially.

Promotion to associate professor will only be awarded if the individual shows real promise of being an exemplary teacher or providing valued services to the institution. This promise must be based upon tangible evidence.

Promotion to professor will only be awarded in the case of promise that has been fulfilled. The candidate must also demonstrate significant professional recognition outside of the institution.

PROMOTION CRITERIA

Promotion Criteria	<i>To Associate Professor</i>	<i>To Professor</i>
1. Degree Requirement	Doctorate from a regionally accredited university or an equivalent as approved by the university vice president of Academic Affairs	
2. Years of Postdoctoral Experience	5	5
3. Years in Current Rank at Argosy University	4	4
4. Teaching Effectiveness	Evidence of outstanding achievement	Evidence of outstanding achievement
5. Student Advisement and Supervision	Evidence of outstanding achievement	Evidence of outstanding achievement
6. Service to Campus and University	Evidence of outstanding achievement	Evidence of outstanding achievement
7. Scholarship	Evidence of outstanding achievement in 1 of these 3 areas	Evidence of outstanding achievement in 2 of these 3 areas
8. Professional Activities		
9. Service to the Community		
10. Collegiality and Professionalism	Evidence of outstanding achievement	Evidence of outstanding achievement
11. Significant Professional Recognition Outside Argosy University	Not required	Evidence of outstanding achievement

In addition to the criteria above, it is assumed that applicants adhere to or exceed the expectations of their letters of appointment and the prevailing standards of their profession as a fundamental basis for promotion. These standards include, but are not limited to, professional ethics and applicable statutes, as well as institutional policies and proceedings. Faculty members serve both as role models and as representatives of Argosy University and are expected to conduct themselves in such a manner as to appropriately fulfill those roles.

Evidence of Outstanding Achievement

Promotion Criteria	<i>Associate Professor</i>	<i>Professor</i>
Teaching Effectiveness	<ul style="list-style-type: none"> ▪ Consistently follows master or model course syllabi ▪ Links course activities to outcomes and objectives; updates lesson plans at least annually ▪ Uses a variety of teaching strategies and applies them to diverse learning styles ▪ Has adequate number of outside resources and uses them effectively ▪ Makes use of technology to enhance instruction ▪ Frequently receives excellent formal classroom results and overall evaluation averages of 4.00 or higher ▪ Records grades in a timely manner ▪ Contributes equitably to workload, including course loads 	<ul style="list-style-type: none"> ▪ Consistently follows master or model course syllabi ▪ Links course activities to outcomes and objectives; updates lesson plans each semester ▪ Uses a variety of teaching strategies and applies them to diverse learning styles ▪ Uses outside resources effectively and provides additional outside resource list for students ▪ Consistently receives outstanding classroom results and overall evaluation averages of 4.50 or higher ▪ Records grades in a timely manner ▪ Makes excellent use of technology to enhance instruction ▪ Contributes equitably to faculty workload, including course loads ▪ Suggests ways to improve instructional work processes ▪ Contributes to the development and assessment of student learning outcomes

Promotion Criteria	<i>Associate Professor</i>	<i>Professor</i>
Student Advisement and Supervision	<ul style="list-style-type: none"> ▪ Consistently adheres to scheduled office hours; consistently publishes office hours in visible location ▪ Advises students as assigned and takes turns on advisement schedule, including rotational attendance at NSO ▪ Responds to student concerns and questions in a timely and consistently effective manner ▪ Keeps thorough and accurate student records, according to department standards; submits records on regular schedule ▪ Mentors adjuncts as assigned <p><i>If appropriate</i></p> <ul style="list-style-type: none"> ▪ Adheres to CRP/dissertation guidelines, including plan to reduce extended credit doctoral students ▪ Communicates and provides feedback to doctoral students during semester in a timely manner ▪ Schedules regular meetings with doctoral students 	<ul style="list-style-type: none"> ▪ Consistently adheres to or exceeds scheduled office hours and publishes office hours in visible location ▪ Advises students as assigned and proactively; takes turns on advisement schedule, including attendance at one New Student Orientation and one open house per semester ▪ Responds to student concerns and questions in a timely and effective manner, resulting in unsolicited student accolades ▪ Suggests or helps implement creative ideas to improve student advisement ▪ Keeps thorough and accurate student records, according to department standards; submits records on regular schedule ▪ Mentors adjuncts as assigned; develops or implements ideas to improve adjunct development <p><i>If appropriate</i></p> <ul style="list-style-type: none"> ▪ Consistently adheres to CRP/dissertation guidelines, including plan to reduce extended credit doctoral students ▪ Consistently and proactively communicates and provides feedback to doctoral students during semester in a timely manner ▪ Schedules regular meetings with doctoral students ▪ Implements creative ideas to help doctoral students progress ▪ Ensures that quality of

Promotion Criteria	<i>Associate Professor</i>	<i>Professor</i>
Student Advisement and Supervision, <i>Continued</i>		proposals and final defense papers are outstanding, requiring few substantive edits
Quality and Level of Service to the Campus and Institution	<ul style="list-style-type: none"> ▪ Serves actively on at least two campus committees or one campus committee and the equivalent of one university or EDMC committee ▪ Executes responsibilities on administrative assignments ▪ Contributes substantively to department review process and helps with campus review process ▪ Contributes to accreditation efforts 	<ul style="list-style-type: none"> ▪ Serves with distinction as chair of a standing committee or equivalent service to campus initiative (e.g., IRB Chair, Appeals Chair); and member on one other committee (campus, University, or EDMC) ▪ Fully executes responsibilities on administrative assignments ▪ Contributes substantively to department reviews and campus review processes ▪ Contributes substantially to accreditation efforts
Scholarship	Engages in at least one area of scholarly activity, including research, publications, presentations or keynote addresses for professional organizations, etc.	Demonstrates sustained record of scholarly activity, including research, publications, presentations or keynote addresses for professional organizations, etc.
Professional Activities	<ul style="list-style-type: none"> ▪ Attends conference or development sessions, totaling at least 18 hours during year ▪ Has active membership in professional organization ▪ Engages in some consulting or professional activities relevant to faculty teaching and advisement ▪ Works toward additional certifications or licenses 	<ul style="list-style-type: none"> ▪ Attends conference or equivalent development sessions, totaling at least 18 hours during year ▪ Serves in leadership role in professional organization ▪ Engages in significant consulting or professional activities relevant to faculty teaching and advisement ▪ Holds advanced certifications or licenses ▪ Maintains portfolio of development activities

Promotion Criteria	<i>Associate Professor</i>	<i>Professor</i>
Service to the Community	<ul style="list-style-type: none"> ▪ Performs pro bono services 	<ul style="list-style-type: none"> ▪ Performs pro bono services ▪ Advocates for university, professional or community interests ▪ Serves on community groups or boards
Collegiality and Professionalism	<ul style="list-style-type: none"> ▪ Shares ideas and information with colleagues and co-workers proactively ▪ Keeps commitments and promises to colleagues and co-workers ▪ Responds to colleagues and co-workers in a respectful manner and a dignified tone ▪ Acts as a good model of interpersonal effectiveness skills when engaging with colleagues and co-workers 	<ul style="list-style-type: none"> ▪ Shares ideas and information with colleagues and co-workers proactively and offers to provide more than is required ▪ Keeps commitments and promises to colleagues and co-workers ▪ Consistently responds to colleagues and co-workers in a respectful manner and dignified tone ▪ Acts as an outstanding model of interpersonal effectiveness skills when engaging with colleagues and co-workers

PROMOTION SCHEDULE

Applicants must fulfill the required years in Criteria 2 and 3 above prior to submitting initial letter of intent to apply for promotion. However, those demonstrating extraordinary accomplishments may be considered for promotion prior to these timeframes upon written recommendation submitted by their program chair (for faculty) or campus chief academic officer (for program chairs) to the university vice president of Academic Affairs no later than 30 working days prior to the first due date in the timeline below. A written decision to permit or deny early review will be made by the university vice president of Academic Affairs within 15 working days of receipt of the recommendation.

Promotion Process Timeline

<u>Due Date</u>	<u>Tasks</u>
September 1 (Jan 1 2008)	<p>Faculty member presents a letter of intent to apply for promotion, including a CV, self-evaluation and all PPARs, to program chair for initial approval to apply.</p> <p>A program chair presents a letter of intent to apply for promotion, including a CV, self-evaluation and all PPARs, review campus chief academic officer for initial approval to apply.</p>
February 1 (March 1, 2008)	<p>Upon approval, faculty member submits a full written application and program chair's written recommendation to a campus-wide faculty promotion or peer review committee. The request should contain narrative and evidence needed to document Criteria 1-11 above.</p> <p>Program chair submits a full written application and the campus chief academic officer's written recommendation to a campus-wide promotion or peer review committee composed of faculty and chairs in other programs. The request should contain narrative and evidence needed to document Criteria 1-11 above.</p>
April 1	<p>Promotion or review committee reviews materials, votes to recommend or not recommend applicant for promotion, and sends a written summary of its recommendation and rationale to the campus chief academic officer, campus president, and college dean for their review and recommendations.</p> <p>Recommendations and materials (including the faculty committee recommendation) for the rank of Associate Professor from the campus chief academic officer, campus president and college dean are forwarded to the Argosy University vice president of Academic Affairs for final approval or disapproval.</p> <p>Recommendations and materials (including the faculty committee recommendation) for the rank of Professor from the campus chief academic officer, campus president and college dean will be forwarded to the Argosy University vice president of Academic Affairs. The Argosy University vice president of Academic Affairs will forward his/her recommendation to the Argosy University Academic Council and, thereafter, to the university president for final approval or disapproval.</p>

Note. The timeline described above guides the process of application, and should not be construed by the faculty applicant as a guarantee or contractual promise of promotion.

Checklist of Materials to Submit for Promotion

Faculty interested in applying for promotion in rank must provide the following materials to the campus promotion or peer review committee by **February 1** of each year (March 1 in 2008):

- Letter of intent to apply for promotion to faculty promotion committee
- Written recommendation from program chair/campus chief academic officer
- Curriculum vitae
- PPAR(s) since hire or last promotion
- Teaching Effectiveness
 - Statement of teaching philosophy
 - Course evaluations since hire or last promotion
 - Course syllabi for all courses/seminars taught since hire or last promotion
 - Examination and/or papers that provide samples of the feedback provided to students and/or assignments grading rubrics
 - Evidence of inclusion of diversity within course topics
- Advisement and Supervision
 - List of CRP/dissertations chaired (include topics)
 - List of CRP/dissertations served as a 2nd reader/committee member (include topics)
 - Letters of recommendation from students
 - Letters of recommendations from adjuncts
 - Letters of recommendations from CRP/Dissertation Committee peers
- Quality and level of Service to the Campus and University
 - List of committee(s) chaired and/or served
 - Descriptions of specific contributions as committee chair/member
 - Letters of recommendation from peers on campus, university and EDMC committees
- Scholarship (evidence of one or more of the following)
 - Publications
 - Research projects/outcomes
 - Presentations
 - Keynote addresses
- Professional Activities (evidence of one or more of the following, including letters from peers in professional organizations or from clients, as appropriate)
 - Conferences or workshops attended or conducted
 - Consulting activities

- Clinical practices and consultations
 - Membership/ leadership in professional organizations
 - Advanced certifications or licenses
 - Professional development activities
- Service to the Community (evidence of community activities, including letters from community leaders and members)
 - Pro bono services
 - Advocacy activities
 - Participation in community groups or boards
 - Professionalism and Collegiality
 - Letters of recommendation from administrators, faculty and staff
 - Significant Professional Recognition Outside the Institution
 - Letters of recommendation from colleagues outside Argosy University who can attest to sustained reputation for excellence
 - Honors/ awards

METHODS FOR EVALUATING FACULTY

Faculty members will be evaluated in the context of the mission and purposes of the institution. Both the self-evaluation and the faculty review should indicate specifically how the faculty member has contributed to the mission and purposes as information generally is presented in the following areas:

- Evaluation of Teaching Effectiveness: Teaching effectiveness involves a thorough review of teaching in a regular classroom setting or a seminar. It includes course and curriculum development as well as classroom presentation, achievement of course outcomes, action plans for course improvements, and follow up on course outcomes improvements. As a professionally oriented institution, Argosy University values excellence in teaching above all other competencies. Faculty members' contribution to diversity in their teaching will be included in their review.
- Evaluation of Advisement and Supervision: An essential aspect of a faculty member's responsibility to the institution and to students is to provide advisement and direction. The evaluation of a faculty member for promotion will include a consideration of the faculty member's willingness and skill at providing direction and supervision to students.
- Evaluation of Quality and Level of Service to the Institution: Service contribution involves a thorough review of the faculty member's contribution to the welfare and common good of the institution. This may include such activities as administrative assignments and committee work.
- Evaluation of Quality of Scholarship: As a teaching institution, Argosy University places high

value on faculty scholarship and research from several perspectives:

- Scholarly activity and/or research vitalize and inform the faculty member's classroom instruction and clinical supervision and the relevance and currency of the curriculum;
 - These activities when conducted by faculty and observed by students provide useful and constructive models of the intellectual life and professional growth expected from practitioner-scholars;
 - Scholarly activity and/or research allow the individual faculty member and the institution to continue making contributions to the development of the profession.
 - Scholarly activity that advances pedagogical and training knowledge of the faculty member.
- Evaluation of Professional Activities: Areas of professional activities include but are not limited to private or clinical practice, consultation, supervision, departmental development, evaluation, advocacy, policy development, and community involvement. The faculty member must demonstrate how their involvement in professional activities enhances their contributions to the department and/or the institution.
 - Evaluation of Service to the Community and/or the Profession: A unique contribution a faculty member can provide to Argosy University communities and students is the modeling of what is a professional in the eyes of the community and the profession. It is expected that this contribution will call upon the faculty member to exercise academic or professional expertise and will address or respond to real world and/or professional problems, issues, interests or concerns. Examples include the following:

Pro bono and volunteer activities such as services to people in need; active involvement in community organizations such as serving on board of trustees of community service agencies, presentations and lectures to lay groups, consultation offered to schools, and city and country advisory committees; leadership and involvement in professional organizations, and collaboration with other professions.
 - Evaluation of Collegiality and Professionalism: Essential to effective performance in the areas of teaching, supervision and advisement, service to the institution, scholarship, professional activity, and service to the community and/or the profession, are collegiality and professionalism. Thus, evaluation of a faculty member for promotion will take into consideration that faculty member's willingness and ability to appropriately, constructively, and productively interact with students, other faculty, administration, and staff. Such areas of professionalism will include quality and tone of such interactions, the meeting of assignments in a timely manner, and the respect accorded all individuals within the institution.

The faculty member's adherence to the prevailing standards of the profession, including but not limited to, adherence to and consideration of professional ethics and applicable statutes, as well as institutional policies and proceedings is also included in this evaluation. Faculty serve both as

role models and as representatives of this institution and are expected to conduct themselves in such a manner as to appropriately fulfill those roles.

SECTION IV: *Academic Policies and Procedures*

Like all university-wide policies, the policies contained herein cannot be changed without the formal approval of the Argosy University Board of Trustees.

A. GENERAL POLICIES

ATTENDANCE

During the term of each contract year and consistent with the faculty contract, faculty members will be expected to be in attendance for classes, examinations, those meetings and other activities scheduled by campus administration or faculty committees, and on a schedule as agreed upon by the program chair. Any absence during the contract period requires approval of the program chair.

STUDENT ADVISEMENT

Each faculty member will serve as the academic advisor to a number of students. The method for assigning advisors is determined by the program chair, consistent with policies developed by the Argosy University Executive Committee

Advisors are expected to assist students in the following tasks:

- Learning about policies and procedures
- Making appropriate course choices
- Clarifying career goals
- Overcoming academic difficulties

To aid in student advising, all faculty must be the following:

- Knowledgeable about the academic department and its courses
- Knowledgeable about School and university policies and procedures
- Available to students on a regular basis
- Supportive of students in dealing with academic concerns and problems

OFFICE HOURS

All faculty members are expected to make themselves accessible to students several days each week, either in person at the campus, online, or by telephone, as stipulated in the faculty contract. The specific distribution of a given faculty member's office hours will be determined in collaboration with the program chair. A schedule of faculty office hours for all departments should be sent to the school dean's office each term.

COURSE PREPARATION

Faculty members are responsible for presenting courses that conform to course descriptions as stated in the *Academic Catalog*. Faculty members are expected to adhere to the highest standards of professional and ethical conduct in preparing for class and making presentations to students. Course preparation and student evaluation should reflect demands for high quality student learning. Faculty will keep in mind that low expectations and relaxed standards for student performance do not serve the student, the profession, or the public.

Course Syllabi

All faculty members are required to provide their students with a written syllabus that is based upon the Master Course Syllabus, including a course outline specifying all course objectives as well as course requirements and grading criteria. The following is the expected outline for each course syllabus:

- Course Number and Title
- Catalog Description
- Name of Faculty Member and any other information the student may need to ensure access to the faculty member (Phone number, Voice Mail, email, etc.)
- Course Term and Year
- Learning Outcomes/Objectives
- Type and Method of Student Evaluation (Criteria for performance evaluation; Examinations, grading policy, etc.)
- Course Policies
- General Statement of Course Purpose and Objectives
- Outline and schedule of: assignments, topics to be covered, examinations, and required readings.
- Required Texts and Readings

- Recommended Readings

FACULTY MEETINGS

All faculty members, with the exception of adjunct faculty members, are expected to participate in the faculty meetings held at the campus. The schedule for these meetings is announced at the beginning of the academic term.

Faculty members will be called upon to participate in committees as part of the governance process of the department. Faculty members should also attend these meetings according to the schedule announced by the chair.

Adjunct faculty members are expected to attend any meeting that is scheduled specifically for them.

All campuses schedule faculty seminars during which faculty members or invited guests make presentations on matters of interest and concern to faculty and students. Faculty members are urged to make time for these gatherings whenever their schedule at the university permits.

ACADEMIC CALENDAR

Argosy University operates on a semester system, with three semesters offered year round. The calendar for each year, with holidays and vacation periods, is published in the official *Academic Catalog*, as well as in local campus publications. Faculty are expected to be familiar with this calendar and refer to it when planning their course outlines or scheduling other activities.

CLASS MEETING SCHEDULE

Faculty members are required to meet with any class assigned to them according to the schedule announced by the university. All classes are to be held in the manner indicated in the university *Academic Catalog*. Permission of the program chair is required to change either the format of a course or the place of the meeting or to change the time designated for the meeting.

Faculty members are expected to observe the time schedule of any assigned course, beginning and ending class at the announced times.

HONORARY DEGREES

Rationale

By awarding honorary degrees, Argosy University recognizes those individuals whose accomplishments are of such excellence that they provide inspiration and leadership to its graduates. As well, through its choice of honorary degree recipients, Argosy University makes a

public declaration of its values. In selecting candidates, the University should attempt to choose individuals of such a caliber that in honoring them, it too is honored.

Criteria

(a) Singular Accomplishments of Note

These accomplishments could include scholarly distinction and outstanding contributions to their fields or to society.

(b) Sustained Service to the Community at Large or to a Profession or Discipline

This service could include outstanding achievements in the area of public service at the national or international levels, at the local or community level, or to a profession or discipline.

(c) Appropriateness to a special anniversary of the university, college, campus or other entity

This recognizes an individual who has a unique connection to a commemorative event.

(d) Service to Argosy University

This service must normally be of long standing and unusual merit.

Approval

A request for approval of an honorary degree must be submitted in writing by a campus president on behalf of the Faculty Council to the university vice president of Academic Affairs. The request should provide biographic information on the nominee intended for honor and specify which criteria are met by accomplishments or service. The university vice president of Academic Affairs will review the request and consult with the university president, who provides final approval for an honorary degree.

Please note that the nominees should not know of their nomination until they are approved by the university president.

POSTHUMOUS DEGREES

Posthumous degrees may be awarded for a student in the final stage of his or her program and where successful degree completion is the clear expectation of the faculty. The “final stage” of degree completion may include the dissertation, CRP, or capstone project, or the final semester of a program.

A request for approval of a posthumously awarded degree must be submitted in writing to the appropriate college dean by the chief academic officer of the requesting campus on behalf of the Faculty Council. The request should describe the student’s academic standing and progress in

the program at the time of death and include the Faculty Council's rationale for its expectation of successful completion by the student.

If he or she approves, the college dean will respond to the chief academic officer in writing.

Acknowledgement of Receipt of Faculty Supplement

I hereby acknowledge that I have received a copy of the *Faculty Supplement to the Employee Handbook*.

Name (*Please Print*): _____

Signature: _____ Date: _____