



Seattle University
Faculty Handbook
Revised: September 22, 2009

The Seattle University *Faculty Handbook* contains material related to faculty contracts. This *Handbook* may be changed by the formal action of the Board of Trustees, after consultation with faculty in accordance with the procedures for amendment described in [section 13](#).

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1 Definition of the Faculty

- a) The faculty of Seattle University consists of: i) all persons who are authorized through contract to engage on a continuing basis in instructional activities under the auspices of Seattle University, and ii) ex officio, the President, Provost, academic deans and directors of academic programs.
- b) All instructional faculty members shall be appointed to a specific academic unit, i.e. to a school or college and, where applicable, to a department within that larger unit.
- c) The material in the *Handbook* applies to individual faculty members according to their faculty appointment and title.
- d) For those who hold a combined faculty and administrative or professional staff appointment, this *Handbook* applies only to the faculty portion of the appointment.
- e) Seattle University recognizes the professional status of its librarians. Professional librarians have a status analogous to faculty as described in section 11. Other policies and procedures of this *Handbook* apply to librarians as appropriate.

2 Policies Regarding Faculty Appointments

- a) The Board of Trustees has granted to the President final authority for all faculty appointments. This responsibility is in turn delegated to the Provost and the Academic deans. An overt act on the part of the President or the appropriate delegate is required for an appointment or reappointment to a faculty position to occur.
- b) The Board of Trustees has granted to the President final authority for promotions and tenure. An overt act on the part of the President is required for promotion to occur or tenure to be conferred.
- c) Conferral of rank and tenure by the President normally follows the procedures of sections 4 and 5 of this *Handbook*. However, the President has the right to confer rank and tenure under special circumstances after consultation with the University Rank and Tenure Committee.
- d) The precise terms and conditions of every appointment to the faculty will be stated in writing and be in the possession of both the University and the candidate before the appointment is finalized.
- e) Acceptance of a contract shall be understood to include acceptance of the rules and regulations pertaining to faculty responsibilities and obligations as set forth in the *Faculty Handbook*. Any addition to or alteration of the *Faculty Handbook* will be made in accordance with the procedures in [section 13](#) and will be promulgated in writing.
- f) In addition to this *Faculty Handbook*, Seattle University faculty are also governed by certain policies outlined in the Seattle University *Human Resources Policy Manual*. Please refer to that document for information relating to benefits and other general personnel policies applicable to faculty.

g) At the time the candidate is being considered for an appointment to the faculty, the candidate will have the opportunity to review the *Faculty Handbook*, particularly those portions regarding the substantive standards and procedures employed in decisions affecting renewal and tenure and the times when these decisions will be made. A personal copy of the *Faculty Handbook* will be provided to newly appointed, full-time faculty members.

h) The recruitment and selection of candidates for faculty positions will conform with the equal employment opportunity and affirmative action policies of the University.

2.1 Tenure Appointments

a) Tenure is a means of ensuring academic freedom and of providing sufficient security to make the academic profession attractive to people of ability. Both objectives contribute to the successful fulfillment of the mission of Seattle University.

b) Tenure is understood as an obligation on the part of the University to offer a renewal of the faculty member's contract.

c) Tenure includes the right to hold a faculty position without reduction in rank or individual diminution in pay until there is a severance of the faculty member from the University as provided for in [section 8](#). Tenure is awarded only to full-time faculty members.

d) Tenure is understood to be granted within the specific department or school within which the faculty member holds his/her primary appointment.

e) The contract of a tenured faculty member carries with it duties to the University and to its students as well as rights for the faculty member. Tenured faculty members are evaluated annually and are expected to maintain a high level of performance throughout their years of service.

f) Because tenure is a long-term obligation on the part of the University, it is not conferred automatically but by formal overt action of the University President (cf. 2.b). The long-range curricular and staffing needs of the University, as well as the particular qualifications of the individual faculty member, shall be carefully considered in the decision to grant tenure.

g) The normal process of conferring tenure requires a deliberate action by both the University and the ranked faculty member. The faculty member is required to make a formal request to the dean for consideration for tenure by October 1 of the sixth year of probationary status or its equivalent in cases where the probationary period was shortened or extended as described in [section 2.2](#).

h) The University will notify in writing the faculty member under consideration for tenure of its decision no later than June 15 of the year in which the review is conducted.

i) Tenure commences with the contract following the year in which tenure is awarded.

j) With the exception of leaves, sabbaticals and phased retirement as outlined in this *Handbook*, full-time employment is required for tenure to be maintained.

2.2 Probationary Tenure-Track Appointments

a) Probationary tenure-track appointments provide the appointee probationary status as a ranked faculty member and a contract for a stated period, usually one academic year, subject to renewal. The probationary appointment provides the non-tenured, ranked faculty member time to develop and demonstrate to the satisfaction of the faculty member's peers and the appropriate academic administrators the qualifications requisite for tenure.

b) Except as indicated in section 2.2.c below, the probationary period for a faculty member who has served only at Seattle University will not exceed seven years. This full seven year period will occur only in cases where tenure is denied, and a terminal appointment is made for the seventh year. Faculty who are approved for tenure in their sixth year will have tenure officially conferred upon them at the beginning of the seventh year. Note also sections [10.5.2](#) and [10.6](#) regarding the effect of leaves of absence on progression toward tenure.

c) A probationary tenure-track faculty member at Seattle University who is the primary or coequal caregiver of a newborn or newly adopted child or assumes legal guardianship of a disabled family member is entitled, upon request, to extend her or his probationary period for one year. Such a request does not require the faculty member to take a leave of absence. Faculty members are entitled to do this up to two times, resulting in two one-year extensions of the probationary period. Seattle University will not impose greater demands on a faculty tenure candidate as a consequence of such extensions.

d) If a faculty member joins Seattle University with one or more years of prior tenure-track or tenured faculty experience at an accredited college or university, their appointment at Seattle University may include a probationary period of less than seven years. Generally, no more than three years previous experience at another institution will be counted toward tenure at Seattle University, even though the person's total probationary period in the academy may thereby exceed seven years. The Provost shall specify the number of years of credit toward tenure, the timeline for college/school review prior to application for tenure, and any other appointment details in the faculty member's initial employment contract.

e) Tenure-track faculty members hired without a terminal degree shall present evidence of completion of the terminal degree no later than at the time of their second annual review. The faculty member's failure to do so shall constitute sufficient grounds for contract termination. This requirement shall also be specified in the faculty member's initial employment contract.

f) Notification that tenure will not be granted will be given no later than June 15 of the sixth year of a seven-year probation. If the probationary period has been extended or limited per sections c and d above, notification will be given no later than June 15 of the penultimate year.

g) Unless tenured, no faculty member is entitled to reappointment. The University may decide not to tender reappointment to a faculty member on a probationary tenure-track appointment for a variety of reasons (cf. [section 8.1](#)).

h) Written notice that a probationary tenure-track appointment is not being renewed will be given to the faculty member in advance of the expiration of his/her appointment according to the schedule outlined in [section 8.1](#).

2.3 Fixed-Term Appointments

- a) Fixed-term appointments are used by the University to fill vacancies created by leaves, and to respond to enrollment or curricular needs. Fixed-term appointments will normally be fulltime.
- b) For any individual, fixed-term appointments will not exceed a cumulative total of six years, except in response to a specific written request by the faculty member and on the recommendation of the appropriate dean.
- c) Faculty on fixed-term appointments may be reappointed if the need for their services continues, but the University is not obligated to such reappointment. Reappointment is at the discretion of the University. It is expected that faculty on fixed-term appointments will be annually evaluated consistent with the provisions of [section 5.2](#) and that the results of such evaluations will be considered as part of the reappointment decision.
- d) The fixed-term appointment is without reference to tenure. This means faculty members on fixed-term contracts are neither tenured nor eligible for tenure.
- e) Faculty members on fixed-term appointments may hold rank and be considered for promotion according to the regular policies and procedures set forth in this *Handbook*.

2.4 Law School Contract Faculty and Legal Writing Instructors

[See section 12.2](#)

2.5 Visiting Faculty

Such faculty members normally hold or have held academic rank at another institution of higher education or have equivalent recognition in their field and are appointed on a temporary basis to the faculty of Seattle University. The temporary rank of a visiting faculty member is the rank conferred by the resident institution.

2.6 Adjunct Faculty

Such faculty members are appointed for specific instructional services on occasional or part-time appointment. Adjunct faculty may be further specified as teaching, clinical or research depending on the nature of their responsibilities. Adjunct faculty, normally are not ranked.

Adjunct faculty appointments are made via letters of appointment. These documents include the provision that said appointment may be terminated by the provost at any time for any reason without appeal. The severance provisions outlined in [section 8](#) do not apply to such appointments.

Adjunct faculty will be responsible for only the specific responsibilities outlined in the letter of appointment. They are not normally expected to perform scholarship or service beyond the normal advising component of teaching.

2.7 Emeritus Faculty

Professor Emeritus is an honorary rank which may be conferred on a faculty member at retirement in recognition of teaching excellence, scholarship and length of service to the University.

2.8 Affiliate Faculty

Affiliate faculty status may be given to visiting scholars or other professionals in recognition of a cooperative relationship between that individual and one of the University's departments or schools. Affiliate faculty are normally unpaid and have minimal formal responsibilities to the University.

2.9 Reappointment of Tenured and Tenure-Track Faculty

Tenured faculty are entitled to reappointment unless there is a severance under [section 8](#). Probationary tenure-track faculty are not entitled to reappointment, but they are entitled to written notice of non-reappointment as outlined in [section 8.1](#). Reappointment for tenured faculty and for tenure-track faculty who have not been given notice of non-reappointment will proceed consistent with the following provisions:

- i.) Contracts for reappointment are tendered each year by April 1.
- ii.) The faculty member may accept reappointment by delivering a signed copy of the contract to the Office of the Provost by April 15.
- iii.) If the terms and conditions of the contract are unacceptable to the faculty member, a request to extend the time for negotiation of terms and conditions may be submitted in writing on or before April 15. If a mutually acceptable extension of time for negotiation is not reached by April 30, the University's tender of reappointment to a non-tenured faculty member is revoked. In the case of a tenured faculty member, if the terms and conditions are not mutually acceptable or, if a mutually acceptable extension of time for negotiation is not reached by April 30, the faculty member must make a written commitment to continue teaching the next year under the terms of the old contract. If such a written commitment is not made by April 30, the University shall not be obligated to reappoint the faculty member.

2.10 Faculty Rank and Titles

a) Faculty titles describe the faculty member's status and academic discipline within the University. The title of a ranked faculty member is normally that of the rank and the department of the academic discipline in which the faculty member is assigned the rank.

b) If a faculty member belongs to a discipline which is not represented by a department in the University, the rank will be designated by the discipline with the suffix, "in the department of..." to designate the department or school in which the faculty member is based.

c) Any full-time appointment to the rank of instructor or higher will be one of three kinds: probationary tenure-track, tenured, or fixed term non-tenure-track.

d) Faculty members are ranked on the basis of their qualifications and experience into one of four categories: Instructor, Assistant Professor, Associate Professor, or Professor. The four academic ranks are described in [section 4](#). A ranked faculty member normally has full-time teaching duties or has teaching and other duties (e.g. academic administration, program development, sponsored research) with a proportionate reduction in teaching load.

e) The University assigns to a candidate transferring from another institution the rank it deems most appropriate. Normally, the candidate will not be assigned a rank higher than that held at his or her previously employing institution.

f) The rank given at the initial appointment shall be determined according to the same qualifications or their equivalent required by the University for promotion to that rank, except for term of service at Seattle University.

2.11 Administrative Officers and Faculty Status

a) Persons with tenure at Seattle University prior to assuming full-time administrative positions may continue to hold tenure in the discipline wherein it was granted. Persons without tenure at Seattle University prior to assuming full-time nonacademic administrative positions will not be considered for tenure until they return to or assume full-time faculty status. Academic administrators, such as the President, Provost, academic deans and directors of academic programs, who have faculty appointments, may be considered for tenure after consultation with the University Rank and Tenure Committee.

b) Persons with faculty rank prior to assuming full-time administrative positions may continue to hold rank and they also may be eligible for promotion. With regard to criteria for promotion, such personnel are subject to the pertinent portions of this *Handbook* in their capacity as faculty. Persons without faculty rank prior to assuming academic administrative positions may be granted academic rank with the appointment after consultation with the University Rank and Tenure Committee.

c) Persons with rank who hold full-time administrative positions, though they may teach one or two courses, forego their right to serve in the Academic Assembly and to elect members to that body. Their participation in the deliberations of their department or school will be determined within the academic unit.

3 Elements of Faculty Quality

3.1 General Considerations

a) A quality faculty committed to the University's mission of educating the whole person, providing professional formation, and empowering leaders for a just and humane world is essential to the achievement of that mission. Ability to contribute to the furthering of the University's mission is the basic consideration in the appointment and retention of faculty. Thus, policies and

procedures pertaining to recruitment, appointment, promotion and tenure are intended to promote the mission of the University, to strengthen the quality of the faculty and, at the same time, to ensure equity for each person affected by these policies and procedures.

b) Recognition of the religious dimension of human life is fundamental to the identity of a Jesuit university. For Seattle University to achieve its mission and to maintain its identity, its faculty must be a community of scholarly persons with an acknowledgment of or a respect for its Catholic religious and cultural tradition. Each member of the faculty is expected to show a respect for the religious dimension of human life.

c) Given the Jesuit tradition and educational philosophy of Seattle University, the ability to contribute actively in a variety of ways to the Jesuit ethos of the University's educational work is a quality which the University seeks in prospective faculty members and recognizes in all faculty as a significant asset.

d) Because the functioning of the University depends upon the ability of the faculty to work effectively with students, staff and each other, the University expects that all faculty demonstrate collegiality and fairness in their professional relationships. In particular, in the exchange of criticism and ideas the faculty member shall show due respect for the opinions of others and strive to be objective in professional judgments of colleagues. Collegiality also implies a willingness to participate responsibly in the service and governance responsibilities outlined in sections 3, 4 and 9 of this *Handbook*

3.2 Essential Considerations

Teaching excellence is the critical ingredient of quality for a faculty member at Seattle University. Teaching excellence requires scholarship, creative activity, and other forms of continued professional development. Excellence as a faculty member extends beyond the confines of the classroom to student advisement and to modeling the commitment to service we want to instill in students. The following descriptive criteria are intended as guidelines for individuals under consideration for faculty appointment, promotion or tenure, for those who recommend, and for those who actually decide for the University regarding faculty membership.

Criteria which will be used for faculty promotion and tenure include the following (see also sections 2, 3.1, 4 and 5):

a. Teaching

The primary role of each Seattle University faculty member is to educate students through excellence in teaching; this excellence has many components. The excellent teacher possesses a thorough and current knowledge of his or her discipline and of pedagogical research and theory as it applies to his or her teaching area. He or she conveys the key concepts and values in the discipline, enables students to learn the critical thinking and investigative processes of that discipline, and models appropriate strategies of inquiry and scholarship. The excellent teacher engages students actively in their own learning and promotes a spirit of inquiry and openness to knowledge. The excellent teacher organizes the course in a coherent way, describes clearly the expectations for students, uses appropriate evaluation techniques, and provides students with useful and frequent feedback about their learning. The excellent teacher shows a respect for his or her students and creates an environment that enables their growth as persons. The excellent teacher interacts with students in a caring way and, through concern for questions of values, justice and faith, helps sustain the Jesuit ethos upon which the university is founded.

In keeping with its mission of educating the whole person, providing professional formation, and empowering leaders for a just and humane world, Seattle University expects its faculty to assume a major responsibility for advising and consulting with students. The central element in advising excellence is genuine and sustained concern for students as persons and belief in their capacity for self-directed growth. Effective performance of advising duties includes, but is not limited to, willingness to be available to students for consultation outside the classroom; helpfulness in guiding students in such matters as research projects, career counseling, and academic concerns; familiarity with the current requirements of University programs and the students' achievement in relation to these requirements; and helpfulness in developing with the students an academic program which will help them gain as much as possible from their years at Seattle University.

b. Continued Scholarly Activity and Professional Development

Seattle University expects its faculty to give evidence of continuing scholarship and professional development. Scholarship means creative production. The scholarship encouraged by the University should be manifested in forms subject to peer review, typically, but not always, written. The following examples, while not an exhaustive list, suggest the range appropriate to Seattle University as a teaching institution: research, interpretive or theoretical articles or monographs for the profession; pedagogical articles or monographs; textbooks; professional presentations; reports of professional consultations; and creative work in art, dance, music, film, or literature. Under appropriate circumstances, other creative work may also be considered as scholarship: computer programs, innovative courses, curriculum, or program development, and so forth, so long as these products have a demonstrable positive impact beyond Seattle University. To the extent that faculty are involved in graduate-level education, there is a greater expectation of contributions to growth of knowledge through scholarly and professional activity.

c. Commitment to Service

In keeping with the Jesuit priority on service and the promotion of justice, Seattle University expects its faculty to exemplify commitment to service. Evidence of this commitment includes service on college and university committees; participation in special academic projects; initiative and responsibility for achieving the objectives of the department, the college or school, and the University; attention to specific needs of students; service to professional organizations; and community/civic activity as demonstrated through membership on or consultation to commissions, boards, public service organizations, etc.

4 Criteria for Appointment and Promotion in Academic Rank

a) The University will be guided in its appointments and promotions in academic rank by the qualifications of the individual concerned, in accordance with the standards set forth in this *Handbook*. However, it has the right to make exceptions, particularly in certain professional, technical, and artistic fields where commensurate preparation for appointment to a given rank has been achieved.

b) Promotion, like tenure, is conferred only by an overt act on the part of the University President.

c) The Elements of Faculty Quality described in [section 3](#) are the foundations for the specific norms of each academic rank below. These norms represent minimal, university-wide standards; schools and colleges may have more restrictive standards. The University and College or School standards for promotion will be stated in writing and available to all faculty.

4.1 Instructor

- a) Possession of the master's degree, a professional degree, or substantial progress toward the terminal degree in the appropriate discipline.
- b) Evidence of interest in and ability for teaching.
- c) Evidence of scholarly interests.
- d) Probationary tenure-track faculty shall not enter the third probationary year as an instructor without having been considered for promotion to assistant professor. If the probationary faculty member does not meet the criteria for promotion to assistant professor during the second year, then he/she should be notified that the third year will be the terminal year of his/her appointment.

4.2 Assistant Professor

- a) For promotion to or appointment as assistant professor, the individual is expected to possess the earned doctorate or the appropriate terminal degree in the field.
- b) Evidence of commitment to and growing competence in classroom teaching.
- c) Evidence of commitment to professional development through scholarly or creative activity, and of further scholarly potential.

4.3 Associate Professor

- a) Possession of the earned doctorate or the appropriate terminal degree in the field.
- b) A minimum of five years successful teaching as a ranked faculty member. The five years shall have been completed at the time of application for promotion.
- c) Evidence of excellent performance in the classroom and in working with students.
- d) Evidence of scholarly achievement and professional activity, as well as promise of continued scholarly development.
- e) Evidence of substantive participation in departmental and college/school curricular and governance activities. Community service related to one's academic responsibilities will also be considered.

4.4 Professor

The rank of full professor at Seattle University represents a superior level of teaching and scholarly activity. The minimum criteria are:

- a) Possession of the earned doctorate or the appropriate terminal degree in the field.
- b) A minimum of four years, normally at Seattle University, of successful teaching experience as an associate professor prior to the time of application for promotion.
- c) Evidence of sustained excellent performance in the classroom and in working with students.
- d) Attainment of stature in one's discipline as evidenced in a sustained record of significant scholarly and professional activity, such as paper presentations, participation in professional colloquia and seminars, publication of scholarly essays, articles, textbooks, or monographs.
- e) Evidence of significant service to the University through distinguished academic leadership at the department or college/school level, and participation in special academic programs, curricular and governance activities. Community service related to one's academic responsibilities will also be considered.

4.5 Promotion to Associate or Full Professor Prior to Tenure Review

Except for faculty members in the School of Law, probationary faculty members holding the rank of assistant or associate professor should not request nor be recommended for promotion to associate or full professor prior to the normal tenure review. Exceptions might be considered in cases of extraordinary performance or when other criteria and timelines for promotion consideration are established in the initial letter of appointment.

5 Procedures for Evaluation of Faculty and Consideration for Reappointment, Tenure and Promotion

5.1 Confidentiality in Evaluation of Faculty

The University believes that the confidentiality of certain communications and materials is essential to a full and fair consideration for reappointment, tenure, and promotion in that it promotes candor and honesty among the participants reviewing the various candidates. Therefore, all statements of fact, except as noted below, and all statements of judgment (whether oral or written) made during (or for use in) any formal consideration for reappointment, tenure, or promotion (including, without limitation, recommendations and opinions made by persons outside the University) are and shall remain confidential. Only those involved directly in the consideration processes (but not including the candidate) shall have access to the confidential communications and materials. In addition, the percentage of committee members voting yea or nay, at any level of the review process, shall remain confidential. However, while the confidentiality of individual committee members is to be protected, candidates shall be informed of the final decisions of the various committees, and of the reasons for a negative decision, as outlined in

sections 5.3, 5.5 and 5.7. As noted in section 5.3, probationary faculty will receive copies of their formal reviews.

Factual material which is judged to be significant, relevant and potentially material to an adverse decision, and which enters into the process other than via the candidate, will be reviewed with the candidate.

5.2 Annual Evaluation of Faculty

a) All Faculty

All ranked faculty members will undergo an annual performance evaluation. The evaluation will include input from the faculty member in question, the chairperson and/or dean, and students. Peer input may also be included. Although such evaluations will normally form the substance of evidence for decisions regarding reappointment, promotion, tenure, and salary increases, an equally important purpose of the evaluation is developmental, i.e., to aid the individual in achieving and maintaining excellence as a faculty member. Progress toward overcoming deficiencies and growth in excellence will be a major consideration in all personnel decisions. All unranked faculty will be evaluated as appropriate to their circumstances. See [section 2.3.c](#) regarding the evaluation of faculty on fixed-term appointments.

b) Tenured Faculty

If the evaluation of a tenured faculty member suggests that there are serious deficiencies which have persisted over time or are likely to become persistent, the dean of the faculty member's college or school, after consultation with the Provost and the faculty member, may ask the School Personnel Review Committee, or its equivalent, to evaluate the faculty member. If that committee also determines that serious deficiencies exist, it will prepare a description of the deficiencies to be corrected and communicate these to the dean and the faculty member. The faculty member will then meet with the dean and be given an opportunity to respond. If the deficiencies have not been overcome within two years after this meeting, the dean may request -- after consultation with the faculty member and the Provost -- that the University Rank and Tenure Committee review the faculty member's progress. If evidence of substantial progress in correcting the deficiencies is lacking, the University Rank and Tenure Committee will recommend to the Provost that the process for dismissal ([section 8.4](#)) be initiated.

5.3 Formal Review of Probationary Tenure-Track Faculty: Procedures

In addition to the annual performance reviews under Section 5.2, the primary purpose of which is formative, formal review of progress toward promotion and tenure shall occur in the third and sixth probationary years, with the third-year review assessing progress toward tenure and the sixth-year review determining whether tenure is awarded. Any variation from this timeline for formal review shall have been specified in the faculty member's initial employment contract under Section 2.2.

a) While a core purpose of the third-year formal review is formative, this formal review may result in a recommendation for non-reappointment based on assessment of level of progress toward tenure. Therefore, candidates shall be given a copy of all reports at each level of

the third-year review. At a minimum, the reports shall specify the recommended outcome, the reasons for the recommendation, and offer suggestions for improvement of performance. Candidates shall be given an opportunity to respond to these recommendations.

b) All files for formal review shall conform to the "Guidelines for File Preparation and Presentation" promulgated by the Provost and available at: <https://www.seattleu.edu/WorkArea/DownloadAsset.aspx?id=66212>

c) In schools or colleges with departmental-level personnel review committees, the departmental personnel review committee shall perform the third-year and sixth-year review and make its recommendation to the school or college personnel review committee. The school or college personnel review committee shall consider the recommendation of the departmental personnel review committee, as well as other information from the candidate's file, and shall issue its recommendation to the Dean. In schools or colleges without departmental personnel review committees, the school or college personnel review committee shall make the initial evaluation and recommendation to the Dean. The faculty member may be invited to meet with the school or college personnel review committee before the committee makes its final recommendation to the Dean. The candidate may also request an opportunity to make a verbal presentation to the school or college personnel review committee. The committee may, at its discretion, accept or reject this request. Deans, and other academic administrators who will make separate and independent evaluations of the faculty member may provide factual information to the school or college committee, but need not communicate to the committee their judgments concerning the faculty member's performance and qualifications for reappointment.

d) Before making a recommendation, the dean shall give the candidate an opportunity to express orally or in writing his or her views concerning these recommendations.

e) When the dean is satisfied that the evaluation has been thoroughly conducted and that the recommendation is soundly based, he/she shall forward it, with his/her own recommendation and observations to the Provost. If the dean is not satisfied with the evaluation and the recommendation, he/she will return it with comments to the Personnel Review Committee from which it originated. If the Personnel Review Committee does not accept the dean's suggestions, the dean shall forward the recommendation of the Personnel Review Committee, along with his/her own recommendation and observations to the Provost. In forming his or her own recommendation, the dean shall give due weight and appropriate consideration to the recommendation of the Personnel Review Committee.

f) Although the Provost will not normally undertake a full review of the file but will rely on the recommendations and observations of the dean and Personnel Review Committee, he/she may choose to review the file. Final decisions concerning reappointments shall be made by the Provost, upon authority delegated by the President, within the framework of the staffing needs of the University as determined by the Provost, in consultation with the dean and the department.

g) Upon completion of the review process, the dean will communicate the final decision to the faculty member in writing. This communication shall also specify the timetable and nature of the evaluative process leading to the next major, formal personnel review.

h) With the exception of documents submitted confidentially, as described in section 5.1, the contents of the "personnel file" shall be available to the faculty member under review. He/she

will be given opportunity to supplement the file for purposes of clarification. The deliberations of the formal participants in the review process are to be carried out in an atmosphere of responsible professional confidentiality.

5.4 Formal Review of Probationary Tenure-Track Faculty Members: Criteria

- a) The considerations and criteria for reappointment are listed in sections 3 and 4.
- b) The third-year formal review shall demonstrate consistent effectiveness in teaching, scholarly achievement that shows clear promise of reaching the quantitative and qualitative standards of tenure, and meaningful improvement in department and/or college governance and curricular matters.

5.5 Consideration for Tenure: Procedures

- a) The responsibility for requesting consideration for tenure and for preparing the review file rests initially with the faculty member. The responsibility for evaluating a faculty member's teaching and work with students, scholarly achievement, service and professional activity falls initially to his/her departmental and/or school colleagues. In some cases, it may be appropriate to seek expert opinion from outside the University to elaborate on the merit of certain accomplishments within the context of the larger discipline.
- b) In preparing and presenting a "personnel file" for tenure review, a faculty member should follow, as closely as possible, the "Guidelines for File Preparation and Presentation" promulgated by the Provost.
- c) In schools or colleges with departmental personnel review committees, the departmental personnel review committee, or its equivalent, shall evaluate the performance of the candidate for tenure and make recommendations to the school or college personnel review committee, or its equivalent. The minimum size of departmental personnel review committees shall be three (3) tenured faculty members. If the department does not have three (3) qualified tenured members who can form the personnel review committee, the personnel review committee of the relevant school or college, in consultation with the dean of the relevant school or college, shall appoint sufficient additional tenured faculty members of the school or college to fulfill the minimum size of three (3) faculty members. The school or college personnel review committee will review the recommendations of the departmental personnel review committee, as well as other information which it deems appropriate, and shall make recommendations to the dean or director. In schools or colleges without departmental personnel review committees, the school or college personnel review committee will make the initial evaluation. If it is deemed helpful, the faculty member may be invited to meet with the school or college personnel review committee before the committee makes its final recommendation. The candidate may also request an opportunity to make a verbal presentation to the school or college personnel review committee. The committee may, at its discretion, accept or reject this request. Deans, and other academic administrators who will make separate and independent evaluations of the faculty member may provide factual information to the school or college committee, but need not communicate to the committee their judgments concerning the faculty member's performance and qualifications for reappointment.

d) During the tenure consideration process, faculty members shall not vote in more than one level of review. Faculty members who voted in the department personnel committee review on a tenure candidate shall not vote in the school personnel or the University Rank and Tenure committee review on that candidate. Faculty members who have voted in the school personnel committee review on a tenure candidate shall not vote in the University Rank and Tenure committee review on that candidate.

e) Before making a recommendation, the dean shall prepare and give to the candidate written summaries of the recommendations of the departmental and school or college personnel review committee. The dean shall also give the candidate an opportunity to express orally or in writing his or her views concerning these recommendations.

f) When the dean is satisfied that the evaluation has been thoroughly conducted and that the recommendation is soundly based, he/she shall forward it, with his/her own recommendation and observations, to the Provost. If the dean is not satisfied that the evaluation has been thoroughly conducted and that the recommendation is soundly based he/she will return it with comments to the Personnel Review Committee from which it originated. If the Personnel Review Committee does not accept the dean's suggestions, the dean shall forward the recommendation of the Personnel Review Committee, along with his/her own recommendation and observations, to the Provost. The dean will also provide a written summary of his or her own recommendation, and the reasons for that recommendation, to the candidate. In forming his or her own recommendation, the dean shall give due weight and appropriate consideration to the recommendation of the Personnel Review Committee.

g) The Provost shall present the recommendations received from the School Personnel Review Committee and the dean to the University Rank and Tenure Committee for review and recommendation. The candidate may, if he or she wishes, submit additional information to the committee. The Provost shall then forward the recommendation of the University Rank and Tenure Committee, along with his/her own, to the President.

h) A formal resolution by the President is required for the conferral of tenure.

i) If a faculty member believes that in the process of tenure review there have been significant violations of the procedures of this *Handbook*, these violations may be appealed to the Grievance Committee according to the procedures outlined in [section 10.3](#). Appeals for any other reason may be made only to the President.

5.6 Consideration for Tenure: Criteria

a) In addition to the considerations of [2.1.f](#), a tenure decision recognizes a faculty member's past achievement and the potential for sustained quality and future growth and for continuing service to the University community.

b) The particular qualifications of the individual faculty member seeking tenure are judged on the basis of evaluations from students, peers, chairpersons and deans along with other evidence the faculty member chooses to submit.

c) The candidate for tenure is expected to have fulfilled the Elements of Faculty Quality ([section 3](#)). In particular, a necessary condition of tenure at Seattle University is the individual's

demonstrated excellence in teaching. Moreover, he/she should have fulfilled the criteria specified for promotion to associate professor ([section 4.3](#)).

5.7 Promotion in Rank: Procedures

a) The responsibility for requesting consideration for promotion in rank and for preparing the review file rests initially with the faculty member. A faculty member may be considered for promotion at the University level (University Rank and Tenure Committee) only once in a two-year period. The responsibility for evaluating a faculty member's teaching and work with students, scholarly achievement, service and professional activity falls initially to his/her departmental and/or school colleagues. In some cases, it may be appropriate to seek expert opinion from outside the University to elaborate on the merit of certain accomplishments within the context of the larger discipline.

b) In preparing and presenting a "personnel file" for formal review, faculty members and their colleagues should follow, as closely as possible, the "Guidelines for File Preparation and Presentation" promulgated by the Provost.

c) In schools or colleges with departmental personnel review committees, the departmental personnel review committee, or its equivalent, shall evaluate the performance of the candidate for tenure and make recommendations to the school or college personnel review committee, or its equivalent. The school or college personnel review committee will review the candidate's personnel file, the recommendations of the departmental personnel review committee, as well as other information which it deems appropriate, and shall make recommendations to the dean or director. In schools or colleges without departmental personnel review committees, the school or college personnel review committee will make the initial evaluation. If it is deemed helpful, the faculty member may be invited to meet with the school or college personnel review committee before the committee makes its final recommendation. The candidate may also request an opportunity to make verbal presentation to the school or college personnel review committee. The committee may, at its discretion, accept or reject this request, deans and other academic administrators who will make separate and independent evaluations of the faculty member may provide factual information to the school or college committee, but need not communicate to the committee their judgments concerning the faculty member's performance and qualifications for reappointment.

i.) In the event of a negative recommendation, the Personnel Review Committee(s) shall provide a written statement to the dean which outlines the candidate's deficiencies, indicating how the deficiencies may be remedied and when the candidate may be reconsidered for promotion.

ii.) The candidate may withdraw his/her file and request for consideration for promotion at any point in the process prior to its consideration by the University Rank and Tenure Committee.

d) During the promotion consideration process, faculty members shall not vote in more than one level of review. Faculty members who voted in the department personnel committee review on a promotion candidate shall not vote in the school personnel or the University Rank and Tenure committee review on that candidate. Faculty members who have voted in the school personnel committee review on a promotion candidate shall not vote in the University Rank and Tenure committee review on that candidate.

e) Before making a recommendation, the dean shall prepare and give to the candidate a written summary of the recommendation of the Personnel Review Committee, or its equivalent, of the department and/or school. The dean shall also give the candidate an opportunity to express orally or in writing his or her views concerning the Personnel Review Committee's recommendation.

f) When the dean is satisfied that the evaluation has been thoroughly conducted and that the recommendation is soundly based, he/she shall forward it, with his/her own recommendation and observations, to the Provost. If the dean is not satisfied that the evaluation has been thoroughly conducted and that the recommendation is soundly based, he/she will return it with comments to the Personnel Review Committee from which it originated. If the Personnel Review Committee does not accept the dean's suggestions, the dean shall forward the recommendation of the Personnel Review Committee, along with his/her own recommendation and observations to the Provost. The dean will also provide a written summary of his or her own recommendation, and the reasons for that recommendation, to the candidate. In forming his or her own recommendation, the dean shall give due weight and appropriate consideration to the recommendation of the Personnel Review Committee.

g) The faculty member may choose to submit additional information to the Provost and the University Rank and Tenure Committee, and the Provost and the University Rank and Tenure Committee will consider that information before making a final recommendation on the issue of promotion.

h) The Provost shall present the recommendation received from the School Personnel Review Committee and the dean to the University Rank and Tenure Committee for review and recommendation. He/she shall then forward the recommendation of the University Rank and Tenure Committee, along with his/her own, to the President.

i) A formal resolution by the President is required for promotion.

j) If a faculty member believes that in the process of promotion review there have been significant violations of the procedures of this *Handbook*, these violations may be appealed to the Grievance Committee according to the procedures outlined in [section 10.3](#). Appeals for any other reason may be made only to the President.

5.8 Promotion in Rank: Criteria

[See section 4](#)

6 Phased Retirement

Tenured faculty members with ten or more years of full-time service at Seattle University may petition the dean and Provost to be granted a reduced workload together with reduced compensation for a fixed time prior to retirement. The decision to grant the request shall be at the discretion of the Provost. No request shall be granted which would cause unreasonable hardship for a program or department. Reduced workloads under this provision ordinarily are limited to no more than the three academic years immediately preceding retirement. Faculty who are on approved reduced load and reduced salary will, for a maximum of three years, receive full fringe benefits provided they are otherwise eligible pursuant to the terms of the respective benefit policies or plans then in effect.

7 Policies Relating to Professor Emeritus

a) Professor Emeritus is an honorary rank which may be conferred on a ranked faculty member at retirement in recognition of long and meritorious service to the University. Review for emeritus status will include consideration of teaching excellence, university service, and scholarship.

b) The emeritus rank may be conferred on retiring faculty members who have had 25 or more years of college teaching experience of which 15 years of full-time teaching have been at Seattle University.

c) The University reserves the right to make exceptions to the time requirements.

d) Normally the emeritus rank is conferred at Commencement at the close of the academic year in which the faculty member retires.

e) Recommendations for the emeritus rank are made to the President by the Provost on the request of the appropriate department chairperson or dean. Candidates are nominated by the chair of their department and/or dean of their school upon the candidate's request or at the chair or dean's discretion. Review of the appointment is done by the Provost, not by the Personnel committee or the University Rank and Tenure Committee of the normal tenure-track promotion and review process. A candidate whose chair and dean declines to recommend him or her for emeritus status to the Provost with a positive recommendation may petition the University Rank and Tenure Committee to review the denial. Following the review, the Committee will forward its recommendation to grant or deny the emeritus request to the Provost.

f) Professors Emeriti, whether or not they continue to teach, enjoy faculty privileges with regard to the Library, the Book Store, the Connolly Center and appropriate campus events. They are listed with the faculty in the Catalog, have the right to walk in academic processions and to attend academic functions.

g) In recognition of their experience and prior contributions to the University, emeriti faculty who teach on a part time basis may, at the discretion of their respective dean, receive compensation at a level above the recommended adjunct rate.

8 Policies and Procedures Relating to Severance

During the period of a contract between the University and a faculty member, neither party may terminate the contract without cause except as provided below. A contract may be terminated by mutual agreement at any time.

At times, it may be necessary for the University or the individual faculty member to take separate action to sever their professional relationship. In order to protect the interests of both parties, the various types of severance are here defined, and the policies and procedures related to each category are set forth.

The procedures outlined in this section apply only to tenured, tenure-track, fixed-term and visiting faculty appointed via faculty contract. Adjunct faculty appointed via letters of appointment may be terminated by the Provost at any time for any reason without appeal.

8.1 Non-reappointment

a) The term "non-reappointment" means that the University has decided not to renew an appointment at the conclusion of its term. Non-reappointment of untenured faculty can be for a wide variety of reasons, including, but not limited to, unsatisfactory performance, programmatic changes, or financial considerations.

b) All probationary tenure-track appointments are made so that the University may engage in a period of evaluation prior to consideration for tenure.

c) The decision not to reappoint a probationary tenure-track faculty member rests, in the final instance, with the Provost, under authority delegated by the President. Such decisions are made in consultation with the department chairperson, the dean or academic director and the school personnel committee. Recommendations for non-reappointment may originate from the immediate supervisor, or from the dean or academic director.

d) Notice of non-reappointment must be given to the faculty member in writing by the following dates:

1) During the first year of the probationary appointment: If the academic appointment expires at the end of the academic year, notice shall be given not later than March 15th. If the appointment expires during the academic year, notice shall be given at least three months before the end of the appointment, exclusive of summer session.

2) During the second year of the probationary appointment: If the academic appointment expires at the end of the academic year, notice shall be given not later than December 15th; if the appointment expires during the academic year, notice shall be given at least six months in advance of termination.

3) After two years of probationary service: Notice shall be given not later than June 15 of the year preceding the final appointment.

e) Through a probationary tenure-track contract the University makes no commitment to retain a faculty member beyond the term of the contract, except as specified in the notice requirements stated above. Therefore, the University is not required to state its reasons for non-reappointment, but may, at its discretion, do so.

f) If a faculty member believes that there have been significant violations of the provisions of this *Handbook* with regard to the process of making the decision not to reappoint the faculty member, these violations may be appealed to the grievance committee according to the procedures outlined in [section 10.3](#).

8.2 Resignation

a) Resignation is an action by which a faculty member severs relations with the University.

b) The University regards a signed contract as mutually binding. In an emergency, the faculty member may seek a release from the contract or a waiver of the notice requirements described below.

c) A faculty member normally resigns effective the end of an academic year. Notice should be given in writing at the earliest possible opportunity, but not later than April 15. The faculty member may request in writing an extension of this time period from the Provost who has the discretion to grant an extension.

8.3 Termination

Termination is an action by which the University discontinues the services either of a tenured faculty member or of a non-tenured faculty member before expiration of a current appointment.

8.3.1 Grounds for Termination

Prolonged mental or physical illness, financial exigency, and changes in the educational program are reasons for termination of tenured faculty and non-tenured (whether probationary or fixed term) faculty before the expiration of their current contracts.

8.3.1.1 Medical Status

a) A faculty member may be terminated by the University for medical reasons if:

i.) the faculty member's physical or mental health has deteriorated to such an extent that, even with reasonable accommodation, essential teaching and advising duties can no longer be performed satisfactorily; and

ii.) there is clear and convincing medical evidence that such disability is likely to persist.

b) If the faculty member so requests, the medical reasons will be reviewed by the Faculty Grievance Committee before a final decision is made by the University.

8.3.1.2 Financial Exigency

A financial exigency is a condition where it is clearly evident that a financial crisis exists which threatens the survival of the institution as a whole or that of a school and which cannot be alleviated other than by declaring a state of exigency. When the President and the Board of Trustees formally declare that such a condition exists with respect to the University or a School, the President will inform the Academic Assembly about the situation and the action of the Board of Trustees. If circumstances allow, the administration shall consult with the Academic Assembly before financial exigency is declared.

The Academic Assembly will have the opportunity to prepare options to be considered in response to the emergency. The Administration shall provide reasonable consultation and cooperation in the preparation of options or shall join in a collaborative process of developing options.

8.3.1.3 Discontinuation or Reduction of Educational Programs

The President and Board of Trustees may discontinue or significantly reduce educational programs for reasons pertaining to productivity, academic quality, and/or fit with the mission of the University. The termination of faculty members, either tenured or non-tenured, may occur as a result of such changes.

Discontinuance or reduction of educational programs may result from the routine program reviews undertaken by the Academic Assembly; the President or the Board of Trustees may also request that the Provost and the Academic Assembly initiate a special review of the program to evaluate the advisability of program reorganization or termination. An academic program will not be eliminated nor reduced to an extent that requires termination of tenured faculty without, as an integral part of the process, review of the program by the Academic Assembly and consultation with the school and department involved.

8.3.2 General Procedures for Termination

The following policies and procedures apply to occasions when financial exigency(8.3.1.2) requires the termination of faculty members. These procedures also apply, with appropriate modifications, to termination for reasons of program change (8.3.1.3).

a) Once the existence of a condition of financial exigency has been declared or a decision to discontinue or reduce educational programs has been made by the President and the Board of Trustees, the appropriate officers of the administration, in consultation with the Academic Assembly, shall identify academic areas and faculty positions for reduction or discontinuance and make recommendations on reduction or discontinuance to the President. Notification of these proposed changes will be given to the University Rank and Tenure Committee, which may present comments if it chooses. These recommendations shall be presented within 30 days of the notification unless the President specifies otherwise.

b) These recommendations shall take into account the following criteria in identification of faculty positions to be terminated:

i.) In proceeding to reduce faculty positions because of a financial exigency or change in program, faculty rights under tenure will be given the most careful consideration. Thus, the service of a tenured faculty member will not be terminated in favor of retaining someone without tenure, except in circumstances where a significant distortion of the academic program would otherwise result. For example, departmental needs for sub-discipline specialties might require retention of a non-tenured faculty member in the same department, if the tenured member is not competent to teach that specialty.

ii.) In circumstances which require a choice between two or more tenured faculty, primary consideration will be given to the overall good of the University. The criteria for retention will include teaching effectiveness, departmental curricular needs, length of service, scholarly productivity and affirmative action guidelines.

c) If tenured faculty members are affected by departmental reduction or discontinuance, the University will make every effort to find other suitable employment within the University. If no such positions are available, the terminated faculty member will be given assistance by the University in searching for employment outside the University.

d) When termination is required for reasons of financial exigency or changes in the educational program, the non-tenured faculty member will finish out his/her academic contract year. The tenured faculty member will be given one additional academic year contract.

e) When termination is required for reasons of financial exigency or changes in the educational program, the University will not appoint a new person to fill substantially similar duties as performed by the terminated faculty member for at least three years from the date of the program termination, unless the terminated faculty member is first offered reinstatement with rank and tenure status no less than that held at the time of termination.

8.3.3 Appeal of Termination Decision

a) The faculty member terminated by reason of his or her medical status, financial exigency, or changes in the educational program, will have the right of appeal to the Faculty Grievance Committee described below in 10.3.

b) The issues in this hearing may include:

i.) In the case of terminations based on the medical status of the faculty member (8.3.1.1), whether the faculty member's health has deteriorated to such an extent that, even with reasonable accommodation that does not cause undue hardship to the University, essential teaching and advising duties can no longer be performed satisfactorily and whether there is clear and convincing medical evidence that such disability is likely to persist.

ii.) Whether the criteria (8.3.2) for identification for termination of individual faculty positions were properly applied in this individual case.

iii.) Whether the criteria (8.3.2) for identification for termination of individual faculty positions were properly applied in this individual case.

8.4 Dismissal

Dismissal is a severance action by which the University terminates for cause its contractual relationship with either a tenured faculty member or a non-tenured faculty member before the end of the current appointment.

8.4.1 Grounds for Dismissal

Cause for dismissal must be directly and substantially related to the fitness of a faculty member to continue in a professional capacity as a faculty member at Seattle University. Dismissal proceedings may be instituted for the following reasons:

- a) serious professional incompetence
- b) serious and persistent inadequate performance of academic duties
- c) grave personal misconduct
- d) material breach of the employment contract

In no case shall "cause" be interpreted so as to impair academic freedom as described in 10.1.

8.4.2 Procedures for Dismissal

The process for dismissal of a faculty member for adequate cause consists of two separate procedures in sequence:

- a) an informal procedure which utilizes the Dismissal Advisory Committee; and
- b) a formal procedure which utilizes the Dismissal Hearing Committee.

These two procedures shall be used in sequence as follows:

8.4.2.1 Informal Procedure

Proceedings to dismiss a faculty member are initiated by the Provost in conjunction with the administrator or administrators responsible for the academic unit to which the faculty member is assigned. These proceedings shall be initiated only after it has been determined by the Provost that reasonable grounds to justify dismissal exist. In the case of tenured faculty, when the grounds for dismissal are professional incompetence or inadequate performance of academic duties (as described in [8.4.1a and b](#)) the evaluation processes of [5.2.b](#) must have been followed.

- a) The administrator(s) of the appropriate unit initiating the action shall discuss the matter with the faculty member concerned, explaining the decision to initiate dismissal proceedings together with the reasons for this decision. This discussion will allow reasonable opportunity for discussion and for the effecting of an agreed resolution. The faculty member will have the option of resigning at this point rather than responding to the charges.
- b) If an agreed resolution was not effected through the informal discussion and the University wishes to continue the action, the Provost will notify the faculty member in writing by certified mail of the charges and the intent to dismiss. If the faculty member does not respond in writing within two calendar weeks from the date of the receipt of the letter, it shall be understood that dismissal has been accepted and all rights to further appeal have been waived.
- c) If the faculty member wishes to respond to the charges, the faculty member shall inform the Provost in writing.

d) The Dismissal Advisory Committee shall consist of one full-time faculty member with a rank of assistant professor or above appointed annually by the Academic Assembly from each school or college which has nine or more full-time faculty members. The committee will elect its own chairperson.

e) The committee shall obtain from the Provost a statement of the case for dismissal of the faculty member. The committee shall inquire into the case informally in an effort to effect an agreed resolution. The committee may call witnesses but its deliberations shall be confidential. If within 30 days of the written response (described in [8.4.2.1.b](#)) by the faculty member concerned, an agreed resolution has not been effected, the committee will render its recommendation exclusively to the Provost and the faculty member involved.

f) The Provost will communicate this recommendation to the President.

8.4.2.2 Formal Procedure

If the Dismissal Advisory Committee recommends dismissal or if it recommends retention of the faculty member and the President disagrees, the President shall send a letter to the faculty member stating the decision to dismiss, the grounds for dismissal, and informing the faculty member that a request may be made for a formal hearing. If the faculty member wishes to contest the dismissal, the faculty member must reply to the President in writing and request a formal hearing. Failure to reply within thirty (30) days after the President's letter has been sent by certified mail is taken as acceptance of dismissal.

Should the faculty member request a hearing, the Provost will oversee the selection of a Dismissal Hearing Committee within 30 days. This committee consists of five full-time faculty members not previously connected with the case, chosen in the following manner. The pool from which members shall be selected shall consist of all tenured faculty members who do not signify their unwillingness to serve. The President or the President's representative and the faculty member shall then take turns striking off names from the list until five names remain. These shall constitute the Dismissal Hearing Committee. They shall elect their own chairperson.

A formal dismissal proceeding shall be initiated by a communication from the Provost to the faculty member and to the chairperson of the Dismissal Hearing Committee containing:

- a) a statement giving the grounds for dismissal; and
- b) a statement that the Dismissal Hearing Committee will conduct a hearing on the charge or charges; and
- c) a statement of the time and place for the hearing, such time being set to permit the faculty member sufficient opportunity to prepare a defense; and
- d) a copy of University policies and regulations pertinent to the case and regulations governing procedural and substantive rights and responsibilities for the faculty member and the University in hearings of this kind, as detailed in the following paragraph.

The President or the President's representative and the faculty member have a right to be present at all Dismissal Hearing Committee hearings. The President and faculty member have

a right to legal counsel. If the faculty member chooses to have legal counsel, it is at the faculty member's own expense. Meetings of the Committee are normally private, but may be public with the unanimous written agreement of the parties. Both parties and their counsel have the right to know the identity of witnesses giving depositions and the right to question all witnesses. The Dismissal Hearing Committee will accept oral arguments and written briefs and will not be bound by Rules of Evidence or any formal court procedure; but rather, any relevant matter upon which responsible persons customarily rely in the conduct of serious affairs may be considered. Any dispute about procedures will be adjudicated by the Dismissal Hearing Committee. A full and complete recording or transcription of the proceedings shall be maintained, which, together with documentation and exhibits submitted by both parties, shall constitute the hearing record. The University will pay the appearance fee of the court reporter and will purchase the first copy of the transcript. Any other party wishing to order a copy of the transcript must do so at his or her own expense. Faculty members who fail without good cause to appear and proceed at such hearing shall be deemed to have waived their right to be present, and the hearing may proceed in their absence. The Committee will reach its decision in private conference. Findings and recommendations will be sent in writing to both the President and the faculty member within 10 days after the closure of the hearing. This communication will be private. In cases involving perceived violations of the procedures outlined in this *Handbook*, the faculty member may file a grievance with the Faculty Grievance Committee. The Faculty Grievance Committee, in responding to such a grievance, will only address issues involving violations of these procedures as described in [10.3.2](#).

The findings and recommendations of the Committee together with its hearing record shall be transmitted to the Board of Trustees by the President, together with the President's own observations and/or recommendations. The Trustees may return the recommendation to the President, with their reasons stated, for transmittal to the Committee asking for its reconsideration.

The Trustees may either sustain or overrule the recommendation of the Committee. The determination of the Board of Trustees is sent in writing to the President, the faculty member, and the Dismissal Hearing Committee. The determination shall be final and binding on both parties to the dispute.

The University is not obligated to compensate faculty members dismissed for cause beyond the date of the final notification of dismissal by the Board of Trustees.

Ordinarily, the University will treat the transcript of the proceedings as confidential matter. However, if the dismissed faculty member or his/her representative discloses any aspect of the dismissal or the proceedings in any public or private forum or public news medium, the University may, at its discretion and to the extent appropriate, release pertinent portions or the entire record of the proceedings--including those proceedings held in private--in the public or private forum or news media.

8.5 Suspension

Suspension is an action by which a person is temporarily relieved of the duties and responsibilities and the rights and privileges of office.

Suspension of a faculty member will occur if, in the judgment of the President, serious harm to the faculty member or others may occur because of the continued performance of the faculty member's duties. The power to suspend is reserved to the President. The President shall inform in writing the faculty member of the grounds for suspension no later than 48 hours after the date on which

suspension takes place. In the event of suspension, the University shall continue to compensate the faculty member in accordance with the contractual agreement in force.

8.6 Renewal of Fixed-Term Appointments

Faculty on fixed-term appointments may be reappointed if the need for their services continues (see [section 2.3](#)), but the University is not obligated to such reappointment. Reappointment is at the discretion of the University.

9 Faculty Duties and Responsibilities

a) Membership in the academic profession carries with it responsibilities for the communication and advancement of knowledge and skills, the intellectual growth of students, and the contribution to improvement of society.

b) A faculty member of Seattle University has special obligations created by the particular nature of this institution. By accepting a teaching contract at Seattle University, the faculty member becomes committed to the University's mission of educating the whole person, providing professional formation, and empowering leaders for a just and humane world. This mission is carried out within the context of the Catholic and Jesuit educational tradition.

c) The following statements outline guidelines which are meant to express certain legitimate expectations appropriate to the conduct of any faculty member.

9.1 Professional Ethics

a) Seattle University functions as a community of learners, teachers and students bound together by common goals of the educational process, mutual respect for diversity, and the University's mission.

b) The search for and communication of truth is the primary value for any faculty member. The dignity of free inquiry requires that truthfulness characterize every facet of the activity of the faculty member. Such truthfulness will embody personal integrity, intellectual honesty, and accuracy in communicating the results of study and research.

c) Free inquiry requires respect for the positions and opinions of others. Each member of the academic community must support such an atmosphere by according to colleagues and students the respect due to all persons. The freedom to criticize is based on scholarly competence and is balanced by a responsibility to seek and accept similar criticism.

d) A romantic or amorous relationship between a member of the faculty and a student for whom the faculty member has instructional, advising, or other professional responsibility is unethical and unprofessional and therefore is prohibited. This judgment arises from the recognition that in the faculty-student relationship there is always an element of superiority or power. It is a professional responsibility of the faculty members not to abuse the power with which they are entrusted because of their faculty position. A romantic or amorous relationship between a faculty member and a student readily

creates the impression of favoritism or preferential treatment and thus may adversely affect other students. Such conduct on the part of a faculty member is not simply a personal matter; it is also a matter of institutional concern and responsibility. The oversight of this policy is the responsibility of the dean and the Provost.

e) In summary, an academic person ought always to seek truth, to pursue excellence, and to treat persons with respect.

9.2 Specific Responsibilities of Seattle University Faculty Members

The educational mission of Seattle University commits its faculty to excellence in teaching and advising, to scholarly activity, and service as described in [section 3.2](#). Hence, fulltime faculty members must maintain competence as teachers and an understanding of current developments in their disciplines. The faculty has primary responsibility for course and curriculum development and faculty members share in that responsibility. They are also expected to participate in University governance through faculty and committee activities. The University also expects creative and scholarly activity and production.

Normally, part-time appointments will not include scholarship or service responsibilities. Also, some full-time fixed term appointments will not include these responsibilities. Compensation or teaching load will be adjusted to reflect the difference between the workload expectations of such positions and those of tenure-track faculty. Duties and responsibilities will be clarified in the initial offer letter to the faculty member.

9.2.1 Teaching Component of Workload

The normal academic year teaching load for tenured and tenure-track faculty will consist of 35 work units.

One work unit is equivalent to teaching one credit of regular undergraduate course work. Different work equivalencies may apply to graduate courses. Laboratory supervision, number of course preparations, number of new courses, special counseling and advising, independent studies, size of classes, special assignments, and other such factors may be considered in determining individual teaching loads.

The formula used by each school to calculate workload must be reviewed and approved by the Provost and the Deans' Council. Any significant changes in these formulae must also be so reviewed and approved.

9.2.2 Faculty Availability to Students and Colleagues

In light of the emphasis Seattle University places on teaching excellence, it is essential that all students have adequate opportunity for consultation with their teachers. Furthermore the educational community and collegial environment necessary to delivering excellent education are most likely to be present when faculty are available to students and faculty colleagues. Therefore, full-time faculty are expected to post and maintain sufficient office hours, normally not fewer than five hours per

week, and otherwise be accessible to address the academic and consulting needs of their students, other faculty, and administrators.

The University recognizes that dedicated teachers and scholars must on occasion be absent from classes while pursuing justifiable scholarly and professional activities. Under these circumstances, the faculty member has an obligation to see that classroom activities are fulfilled through use of substitute instructors or alternate scheduling.

9.2.3 Service to the University

A full-time faculty member shall attend general and departmental faculty meetings, be available to act as an academic advisor, serve on University committees, participate in academic planning and assist in the governance of the University.

Full-time faculty members shall also attend University Convocations and shall attend Commencement in proper academic attire.

9.2.4 Scholarly and Professional Development

Consistent with the primacy of teaching excellence in the mission of Seattle University, faculty members have a special responsibility in the area of scholarly and professional development. Not only must they remain highly competent in their academic field by remaining current in their own and related disciplines and in the most appropriate instructional methods, but they must be active and skilled in the synthesis, interpretation and communication of new knowledge. Finally, although Seattle University is not primarily a research institution, faculty members are expected to engage in scholarly activity and in critical investigation or experimentation for the purpose of increasing human knowledge. Of special value in the realm of scholarly activity are those projects in which the faculty members can involve their students in an active and productive manner.

In meeting this responsibility of scholarly and professional development, faculty members are expected to keep abreast of the new knowledge in their field to ensure that courses, syllabi, instructional materials and techniques, and teaching methods are current and appropriate, and to participate, where appropriate, in school or University-sponsored curriculum development programs and projects.

Moreover, in their role as synthesizers, interpreters and communicators of new knowledge, faculty members are encouraged to engage in distinctive course and academic program development efforts, to participate in professional colloquia, seminars, and workshops, and to share their ideas and the results of their scholarly and artistic endeavors with peers both at the University and in the larger academic/artistic community.

a) Professional Development Plan

Faculty members should prepare annually a professional development plan in consultation with their dean or department chairperson. Such a plan would indicate the mix of scholarly, professional, civic, creative, and other activities that the faculty member will use to maintain and increase his/her skills and professional competencies. The dean or department chairperson will help the faculty

member find the appropriate mix and will be certain that such activities are consistent with the faculty member's other University commitments.

b) University Support for Scholarly and Professional Activity

Within the context of its obligations to students, its fiscal resources, and its facilities, the University will provide support to faculty who engage in scholarly and professional activity. Faculty members may apply, through their dean or director, for a reduction in instructional load, for summer and academic year Faculty Fellowships, for University grants-in-aid, and for sabbatical leaves. The University also encourages its faculty to seek financial support for instructional, scholarly and professional development projects from outside sources, both governmental and independent.

Recipients of reduced teaching loads and financial support for scholarly and professional activity are required to submit a report on such activity to the department chairperson, and the appropriate dean, within six weeks after the beginning of the term following the period of their reduced load, financial assistance or sabbatical leave. The dean may also invite the faculty member to present the results of the Scholarly and professional activity to an interested group of faculty members and students.

c) Professional Travel

Seattle University encourages its faculty to attend meetings of professional and learned societies as a means of increasing their instructional and scholarly/professional competence. Within the limitations of its budget, the University will support such professional development by providing financial support for such activities. University funds to support professional travel expenses are made available through the deans of the several schools, who are assisted in allocation by faculty committees. The deans and their committees are responsible for developing and disseminating policies and procedures relative to professional travel and for disbursing such funds as are available in as equitable a manner as possible and in accordance with the scholarly and creative goals described in 9.2 above.

9.2.5 Civic and Community Service

Seattle University recognizes that its faculty members are professionals with unique and varied capabilities which permit them to make useful contributions to the larger social communities of which they are members. The University encourages faculty members to exercise their responsibility to participate in those activities in which they can make a contribution. Faculty involvement in the community models the service for which the University seeks to prepare its students and adds to the prestige of the University.

9.3 Activities of Faculty Members Outside the University

Seattle University recognizes certain external activities as helpful pursuits for its faculty members. These activities may aid professional advancement and teaching effectiveness, as well as render to the public the services of the specialist. Inasmuch as the faculty member's first obligation is excellence in teaching and other official University duties, certain norms should guide these outside activities.

9.3.1 Compensated External Professional Work

Fidelity to the teaching and other professional responsibilities of the faculty is essential to the success of the mission of Seattle University. Because of this, the contract which the University offers to regular full-time faculty members includes the responsibility of full-time involvement in the faculty duties and activities outlined in this *Handbook*.

Within the limits of these contractual responsibilities, the University recognizes the value of allowing faculty members to advance their professional knowledge and skills through limited outside work. The University therefore permits during the contract year compensated external professional work if this work contributes to the teaching effectiveness and scholarly growth of the faculty member and if it does not interfere with the faculty member's professional obligations to Seattle University. Such external professional work shall not exceed an average of one day per week. Normally, teaching at other institutions will not be allowed. Any exceptions require the approval of the Provost.

Deans and department chairs, who are responsible for insuring that external work does not interfere with internal responsibilities, have the right to determine what constitutes interference and to call to account faculty members who are in violation of this policy.

9.3.2 Conflict of Interest Policy

Faculty members shall not engage in activities or incur obligations which conflict with their responsibilities to the University.

Faculty members shall not disclose confidential information, gained by virtue of their University position, for personal gain or profit.

Faculty members shall not use University facilities or resources for personal gain or profit. In unusual situations, prior request may be made to the Provost and written permission to proceed may be obtained.

Faculty members shall disclose to the University any personal financial interest in any corporate entity seeking to do business with the University.

Financial dealings (e.g., loans, joint ventures, partnerships, or investments) between faculty members and students are inappropriate. In unusual circumstances this may be permitted, but prior disclosure to and written permission from the Provost must first be secured.

9.3.3 Political Activities

Faculty members who engage in political activities which interfere with their responsibilities as described in 9.2 above, must work out a written agreement with their department chairperson and dean before undertaking such activities.

Faculty members engaged in political action must do so as individuals and must avoid creating the impression of speaking for the University.

10 Faculty Rights and Privileges

10.1 Academic Freedom

Seattle University values academic freedom as essential to its life and growth as a University. Every scholar-teacher has both the right and the duty to participate freely in the task of searching after and sharing truth in his/her academic discipline. The University actively seeks to have a diversity of ideas examined thoughtfully and in depth by its faculty.

More specifically, the University supports the following statements on academic freedom:

- a) Teachers are free to discuss their academic subjects, including their broadest implications, in a climate of openness, freedom and mutual respect joined with a respect for the character and aims of Seattle University as described in its Mission Statement.
- b) Faculty members are entitled to undertake research and to publish their results freely and without fear of censorship. Opinions and hypotheses, appropriately so labeled, deserve similar protection.
- c) As citizens, faculty members are entitled to speak and act freely as members of the civic community but must avoid giving the impression that they speak for Seattle University on matters of public policy.

10.2 Respect for Religious Beliefs

Seattle University respects the religious beliefs and practices of all the men and women who contribute to the life of the University. The University employs teachers and administrators without regard to religious affiliation. Faculty members, for their part, shall respect one another's religious and moral beliefs, as well as the Catholic and Jesuit character and tradition of Seattle University.

10.3 Faculty Grievance Procedure

The University provides faculty who have what they consider to be a significant and reasonable grievance regarding conditions of service, infringement of academic freedom or alleged violations of the *Faculty Handbook* with the following grievance procedure.

10.3.1 Administrative Remedy

The faculty member who feels aggrieved shall initially bring his or her grievance to the appropriate chairperson and, if not satisfied at that level, to the dean or director of that academic unit. Appeals beyond the dean or director shall be made to the Provost.

If the faculty member is not satisfied with the Provost's decision, he or she may refer the matter to the Faculty Grievance Committee, before which the member may appear.

10.3.2 Grievance Committee – Purpose and Scope

The Committee will only hear grievances regarding conditions of service, infringement of academic freedom, or violations of the *Faculty Handbook*. Complaints of affirmative action, sexual harassment, and civil rights issues involving faculty are handled according to policies and procedures outlined in the *Human Resources Policy Manual*.

Except insofar as they involve alleged violations of the *Faculty Handbook*, petitions seeking to grieve dismissal, denial of tenure, denial of promotion or non-reappointment of untenured faculty members are not within the province of the Faculty Grievance Committee. In cases involving alleged violations of the *Faculty Handbook*, if the Committee finds substance to the alleged violation, and judges the violation to be significant, then it shall remand the case to the appropriate Committee with instructions that the violation be corrected. Otherwise, it will dismiss the grievance. Termination of faculty members under [section 8.3](#) may be appealed to the Grievance Committee.

The Committee will decide whether or not a grievance merits further investigation. Submission of a grievance does not automatically presume investigation or further consideration.

10.3.3 Grievance Committee - Membership

The Committee shall consist of three tenured faculty or professional librarians drawn from a panel of seven candidates of which four are appointed by the Academic Assembly and three appointed by the President for three year, staggered terms of office. When vacancies on the panel occur, they are filled by the appropriate agency for the remainder of the retiring member's term.

Departmental chairpersons are not eligible for the panel. No more than one member of the Committee may be from the grievant's school or college.

10.3.4 Faculty Grievance Committee – Preliminary Procedures

A faculty member wishing to refer a grievance to the Committee will notify the Provost in writing, specifying the nature of the grievance and against whom it is filed. The Provost (or his or her representative) shall then contact the person against whom the grievance is filed (the respondent), notify him or her of the grievance and initiate the process of selecting the Committee from the panel of candidates. The parties of each side of a grievance may each disallow two candidates for the Committee. Committee membership for the grievance is then drawn by lot from the remaining members of the panel.

The members of the Committee elect the chairperson.

When the Committee has been constituted and has selected its chairperson, the faculty member will submit his/her grievance petition to the committee chairperson in writing, including supporting evidence as appropriate. The chairperson, or his or her representative, shall provide to the respondent a copy of the grievance.

The Grievance Committee may choose to make a preliminary determination on the validity of the grievance. As part of this preliminary determination, the Committee may meet with and interview both the grievant and the respondent. If the Committee unanimously agrees that the grievance is either clearly without merit or does not fit within the scope of the faculty grievance process, then it shall

so inform the grievant, the respondent and the Provost. Such a determination shall end the grievance process. If the Committee can not make such a determination, then it shall continue with the steps outlined below.

The committee chairperson shall attempt to initiate a settlement conference in which the grievant, the respondent and the committee chairperson shall meet and attempt to reach a settlement which is both concordant with University policies and satisfactory to all parties. Any of the involved parties may terminate this conference if they feel that it will not be productive.

If the conference is successful in reaching a settlement, the committee chairperson shall outline the agreed settlement in writing and issue copies of the settlement to all parties involved in the grievance, the Provost and to all other administrators involved in implementing the settlement. This settlement will end the grievance process. If the Committee does not make a preliminary determination that the grievance is clearly without merit, and the settlement conference does not produce a settlement acceptable to all parties, then the Committee shall begin the formal hearing procedures outlined below.

10.3.5 Grievance Committee – Formal Hearing Procedures

The Committee has the right to call witnesses. Additionally, the University will provide the Committee all records, documents and information which the Committee and the Provost agree to be necessary to the Committee's deliberations. Committee members will treat this information as confidential and use it only for the purpose of considering the grievance. In the case of grievances relating to the evaluation of faculty or to procedures involving consideration for reappointment, tenure or promotion, the confidentiality provisions of [section 6](#) shall be observed.

Formal grievance hearings shall be closed meetings; all matters discussed as part of a formal grievance hearing shall be treated as confidential. A confidential transcript will be maintained by a recording secretary, to be provided by the University. Only the members of the Committee, the recording secretary, the grievant and the respondent shall be present during all testimony and deliberation. Neither the grievant nor the respondent has the right to ask questions of witnesses.

If the grievance alleges inadequate or improper consideration of any matter (other than the personnel matters outlined in [section 10.3.2](#) above) by a university, college, school or departmental committee, the Grievance Committee shall be provided with a record of those proceedings. The Grievance Committee may undertake additional investigations of the proceedings of such committee(s), including interviewing committee members. The Grievance Committee's review, however, is limited to a determination of whether the committee in question followed established guidelines and procedures in reaching its decision. The Committee is not to pass judgment on the merits of the decision.

10.3.6 Grievance Committee - Recommendations

All recommendations of the Committee made as part of a formal investigation shall be determined by majority vote. All recommendations will be forwarded in writing to the President of the University, the Provost, and the parties to the grievance.

If after due consideration the grievance petition is agreed to be without merit, the Committee shall so inform, in writing, the parties to the grievance and the President and Provost of the University, stating the reasons for its finding.

If after due consideration the Committee determines that a valid and legitimate reason for the grievance exists, the Committee shall so inform, in writing, the parties to the grievance and the President and Provost of the University, stating the reasons for its finding. The Committee may also, at this point, choose to include with its findings recommendations for the redress of the grievance.

10.3.7 President's Response to Recommendation

Within thirty days of receiving the written findings and recommendations of the Committee, the President will notify in writing the Committee and the parties to the grievance of the President's decision to reject, adopt or modify the recommendations. The President, or his representative, shall also inform others as appropriate or necessary to the implementation of his decision. The President may meet with the Committee to discuss its findings prior to rendering a decision.

10.4 Sabbatical Leaves

a) Purpose: Seattle University places great emphasis on the quality of its teaching; indeed, teaching excellence is clearly delineated as the foundation of the University's mission. Since an ongoing process of professional renewal and continuing scholarly activity are essential to the teaching excellence of Seattle University faculty, the University has established a sabbatical leave program for its full-time, tenured faculty and professional librarians.

b) Nature: A sabbatical shall consist of a leave of absence from all responsibilities unrelated to the sabbatical leave. Faculty members, while on sabbatical, shall be compensated according to the following schedule: if the sabbatical lasts one quarter, the faculty member shall receive full compensation during the time of the sabbatical; if the sabbatical lasts two quarters, the faculty member shall receive fifty percent (50%) compensation during the time of the sabbatical; if the sabbatical lasts one full academic year, the faculty member shall receive sixty percent (60%) compensation during the time of the sabbatical. Faculty members who are on sabbatical for only part of the academic year shall receive full compensation during the part of the academic year not spent on sabbatical. Reductions in instructional load for faculty members who are on sabbatical for only part of the academic year shall be as follows: a one-quarter sabbatical shall amount to a load reduction of three-sevenths ($15/35$ s or the equivalent), and a two-quarter sabbatical shall amount to a load reduction of five-sevenths ($25/35$ s or the equivalent).

c) Eligibility: Tenured faculty, professional librarians at the rank of associate or full librarian, and law school contract faculty are eligible for sabbatical leave after they have completed a minimum of six years of continuous full-time service (a year of part- time service or a leave of absence without pay for one year will not terminate a series of full-time years, but it will not count toward the total). Faculty members on terminal contracts, on letters of appointment for a specific term, and on emeritus appointments are not eligible for sabbatical leaves.

Faculty who have already met, or expect to meet, the eligibility criteria in a following year, are encouraged to submit a sabbatical application to the dean by November 1 of the academic year preceding the proposed leave.

Fulfilling the conditions of eligibility does not ensure approval of an application for sabbatical. It does ensure full and fair consideration of the application through the formal review process.

Eligibility for a second or later sabbatical will clearly depend upon completion of six years of continuous full-time service at Seattle University since the end of the last sabbatical year and upon having fulfilled the requirements of the individual's specific plan and the provisions of this sabbatical policy.

d) Application and approval process: Any faculty member who meets the criteria for eligibility stipulated above will be encouraged to submit an application for sabbatical leave to his/her dean or director by November 1 of the academic year preceding the proposed sabbatical leave year. The application shall clearly indicate the value of the leave to both the faculty member and the University.

Written applications (forms available through deans' offices) for sabbatical leave shall contain a specific and detailed plan for professional renewal with a focus on scholarly activity appropriate to the individual's instructional responsibilities, either instructional/curriculum development or research and publication/presentation. This plan and the application as a whole must be approved by the appropriate dean or director, in consultation with the department chairperson (if any), and by the Provost by March 1 of the academic year preceding the proposed sabbatical leave.

In considering a sabbatical application, the dean and Provost will take into consideration the needs of the university.

The specific conditions of a sabbatical leave will be stated in the faculty member's copy of the approved application or in a separate letter of approval. Acceptance of the sabbatical leave by the faculty member will constitute acceptance of the conditions stipulated on the form or in the letter.

e) Accountability: Upon completion of the sabbatical leave, the faculty member will provide a written report on the accomplishments of the leave. This report will be submitted to the dean and the Provost no later than the end of the quarter in which the faculty member returns to full-time instructional status.

f) Status While On Leave / Return From Leave: The normal instructional and service duties of a faculty member will be suspended while on sabbatical leave. However, the faculty member will retain voting privileges during the sabbatical leave.

Fringe benefits will continue during the sabbatical leave. In contributory programs, however, the faculty member must continue with his/her contributions if these programs are to remain in effect during the leave. Moreover, a sabbatical leave will not reduce a faculty member's salary increments for either the sabbatical year or the succeeding year.

In some cases, approved sabbatical activities may include compensated research or teaching activities at another institution. In such cases, the University shall pay only the difference between the compensation from the other institution and the faculty member's base salary at Seattle University after allowing for any expenses directly related to the research or teaching responsibilities of the sabbatical.

By accepting the sabbatical leave, the faculty member explicitly agrees to return to full-time instructional service at Seattle University for a full academic year following the expiration of the leave period, unless the President of the University approves an absence for reasons of ill health or for circumstances beyond the control of the faculty member. In the event the faculty member does not return to the University (except as specified above), the faculty member will be responsible for refunding to the

University the full amount of compensation (salary and benefits contribution) paid during the period of the sabbatical leave.

10.5 Compensated Leave of Absence

Seattle University grants its faculty members short paid leaves of absence for specific kinds of public service and for compassionate reasons. Policies with respect to sick leave and short-term disability may be found in the *Human Resources Policy Manual*. This manual is available in the Office of Human Resources.

10.5.1 Conditions Permitting Leave With Pay

The University permits short leaves with pay during the academic year for military reserve duty or jury duty or for compassionate reasons to faculty members who have been employed by the University for at least one full year prior to the beginning of leave.

a) Military Reserve Duty

Pay allowance will be the amount by which the faculty member's University pay for the period exceeds the total Armed Services pay (exclusive of expense allowances). Payment of such allowance will be made upon receipt of a written statement from the Commanding Officer of the employee's reserve unit, certifying the date of active duty and the total amount of pay received for such active duty. Annual reserve duty summer camps are not eligible for this benefit.

b) Jury Duty or Court Subpoena

A faculty member who is summoned as a member of a jury shall be granted a leave for all hours required for such duty. Recognizing the unpredictability of jury service, faculty serving on juries are nonetheless expected to carry on normal University duties whenever free from such required service. Seattle University shall not reimburse for meals, lodging, and travel expenses incurred while serving as a juror.

If a faculty member's absence from work would impose a hardship on the department, the University will request that he/she be excused from jury duty.

A faculty member subpoenaed as a witness in a court of law, not involving personal litigation, shall be granted time away from teaching with full pay. A copy of the subpoena shall be filed in the faculty member's personnel file. Any witness fees in excess of meals, lodging and travel will be returned to the University. If the hearing does not require absence for the entire workday, the faculty member shall return to work upon release by the court.

Generally, leave with pay is not granted for court attendance when a faculty member is engaged in personal litigation.

c) Compassionate Leave

For compassionate reasons, the University may also permit, as its option, short term leaves with pay for a maximum of ten (10) working days, provided that the faculty member has been

employed by the University for at least one full-year prior to the request for such a leave and, provided arrangements are made to cover instructional responsibilities.

10.5.2 Procedures for Compensated Leave

For a short leave with pay, the faculty member must submit a request in writing, to the appropriate dean or academic director through the department chairperson, except that requests for emergency leaves for compassionate reasons may be taken directly to the dean or academic director who may waive a written request in view of the circumstances. In the case of a compensated leave lasting one academic quarter or more, if the faculty member so chooses, the year during which such leave occurs will not count toward tenure or promotion. Faculty members must make this choice at the time of their asking for the leave.

The dean or director granting the leave must notify the Provost and the Director of Personnel in writing of the fact of the leave, its length, and the reasons for allowing it.

Fringe benefits are not affected by leave with pay.

10.6 Uncompensated Leave of Absence – Partial or Full

Any full-time member of the faculty may request a full-time or part-time leave of absence without pay for such reasons as the following:

- a) completion of research
- b) formal study
- c) extended service in the Armed Forces
- d) other assignments within the University
- e) assignments or activities considered to benefit the University
- f) medical leave
- g) parental and family leave after 60 days of compensation have been exhausted (see discussion below and section 2.2c above)
- h) visiting appointments at other institutions

For additional information regarding medical, parental and family leave, please see the *Human Resources Policy Manual*.

Uncompensated leave must be mutually agreed to as specified below, shall not be detrimental to the university, and shall not ordinarily be for longer than one year, although the University may grant an extended full-time or part-time leave without pay. Provided the faculty member continues at least a 50% teaching load and proportionate service, advising and scholarly responsibilities, partial leaves of absence may, in cases of significant hardship, be extended to no more than three years.

With such exceptions as may be negotiated in writing prior to the beginning of the leave, the year in which such leave, be it full or part time, occurs will not count toward tenure or promotion and is not credited toward time in service for sabbatical leave except for parental and family leave, which does not automatically extend tenure time (see section 2.2.c above). The faculty member will not, however, forfeit rank or previous time in service as a result of being on a leave without pay.

While the individual is on an approved leave without pay, the University does not (except as provided by law) provide fringe benefits unless such an arrangement has been mutually agreed to in writing by the faculty member and the University. Faculty members may continue their fringe benefits by paying them in full through the University. Requests for, and decisions concerning, family and medical leave, must follow the policies outlined in the *Human Resources Policy Manual*

A faculty member shall request a leave without pay in writing from the Provost, through the department chairperson and the dean or academic director, no later than December 15 of the academic year preceding that in which the leave is to begin or by such a deadline as has been mutually agreed upon. The Provost makes the final decision on such leaves in consultation with the department chairperson, and the dean or academic director.

10.7 Uncompensated Personal Leave

Under extraordinary and compelling circumstances, a faculty member may petition the provost for uncompensated leave for personal reasons. These will be considered on an individual basis and at the University's discretion with due regard for the impact of the leave on the department and school.

10.8 Participation in the Governance of the University

The governance of Seattle University includes the understanding that faculty members have a right and commensurate responsibility to participate in appropriate areas of University governance. Through their involvement in department, school and university-wide meetings, through membership on committees, task forces and councils, through participation in the evaluation of administrators who have a direct impact on their work, and as voting members of the faculty, full-time faculty have numerous opportunities to participate in the academic and other appropriate aspects of the governance of Seattle University.

10.8.1 Standing Committees, Councils and Boards

The standing committees, councils, and boards of Seattle University are authorized and approved by the President, with the authority granted by the Board of Trustees, to ensure the continued participation of faculty members in the governance of the University. A listing of the standing committees is available in the Governance Notebook through the offices of either the President, Provost, or any dean.

10.8.2 Academic Assembly

There shall be an Academic Assembly to represent the faculty interests within the University structure and to formally advise the President in matters concerning faculty welfare.

The Academic Assembly shall appoint members of the faculty to committees of the University specified in this *Handbook*. The Academic Assembly may be invited to recommend faculty members for service on other committees whose recommendations may affect faculty interests and welfare. The Academic Assembly advises the President and other appropriate administrators concerning policies and procedures relating to areas directly affecting faculty service and welfare.

11 Professional Librarians

11.1 Definition

Professional Librarians at Seattle University hold academic rank and have a status analogous to the faculty. "Analogous" means that policies contained in this Handbook apply to librarians as appropriate.

For clarification of this material in its application to librarians, the term "department" is parallel with library, "department chairperson" is the University Librarian, "department members" are the professional librarians, and a "full-time faculty member" is parallel with a fulltime professional librarian.

11.2 Policies Regarding Appointment

Policies regarding appointment to the faculty (section 2) apply, with appropriate modification, to professional librarians.

Librarians will have entering rank determined by the Provost on the recommendation of the University Librarian.

Professional librarians will receive a renewable nine-month fixed-term contract. Summer quarter employment is under a separate letter of appointment.

Seattle University does not grant tenure to its professional librarians. However, a professional librarian is entitled to due notice of non-reappointment as set forth in [section 8.1.d](#).

11.3 Policies on Promotion

A full-time professional librarian may be appointed or promoted to any of the four academic ranks: Instructor Librarian, Assistant Librarian, Associate Librarian, Librarian. These ranks are described in [section 11.4](#).

Nothing in this *Handbook* should be construed to preclude the hiring of short-term and/or part-time professional librarians without rank.

Promotion in rank is made by the President on the advice of the Librarian Evaluation Committee, the University Librarian or the University Law Librarian in accordance with [section 12.8.d](#), and the Provost, on the basis of the qualifications described in [section 11.4](#) applying the criteria enumerated in the *Standards for Promotion in Professional Librarian Rank*.

11.4 Specific Qualifications for Academic Rank of Professional Librarians

11.4.1 Instructor Librarian

Possession of a Master's Degree in Library Science (the terminal degree for practicing librarians) from an institution accredited by the American Library Association.

Evidence of ability to fulfill the requirements of the position assigned.

11.4.2 Assistant Librarian

Degree requirements of Instructor Librarian.

Three years of full-time creditable service as a college or university professional librarian. On the recommendation of the University Librarian, any or all of this service requirement may be waived by the Provost.

Evidence of commitment to and growing competence in the development, management, and use of the library collection.

Evidence of potential for significant service to students, faculty and University community.

11.4.3 Associate Librarian

Degree requirements of Assistant Librarian.

Four years as Assistant Librarian in accredited colleges or universities.

Evidence of continuing education aimed at gaining expertise related to professional or collection development responsibilities.

Evidence of outstanding fulfillment of the job requirements and of developed professional competence.

Evidence of significant service to students, faculty, and University community, and of library leadership.

11.4.4 Librarian

Degree requirements of Associate Librarian.

Five years of full-time service in the rank of Associate Librarian.

Evidence of sustained excellence as a librarian.

A sustained record of scholarly and professional activity, such as presentations or publication of papers, reports, or lectures.

Evidence of professional recognition resulting from contributions to the library field.

Evidence of outstanding dedication to the service of students, faculty, and the University community.

11.5 Librarian Emeritus

a) Librarian Emeritus is an honorary rank that may be conferred on a ranked librarian at retirement in recognition of long and meritorious service to the University. Review for emeritus status will include consideration of excellence in the performance of librarian responsibilities, professional contributions, university service, and scholarly activity or creative work.

b) The emeritus rank may be conferred on retiring librarians who have had 25 or more years of academic library experience of which at least 15 years as a full-time librarian have been at Seattle University or the former University of Puget Sound Law School.

c) The University reserves the right to make exceptions to the time requirements for a librarian who has made exceptional contributions to the university's libraries.

d) Normally the emeritus rank is conferred at Commencement at the close of the academic year in which the librarian retires.

e) Recommendations for the Librarian Emeritus Rank are made to the President by the University Rank and Tenure Committee on the request of the University Librarian or University Law Librarian.

f) Librarian Emeriti enjoy faculty privileges with regard to the university's libraries, the Book Store, the Connolly Center and appropriate campus events. They are listed with the faculty in the Catalog, have the right to walk in academic processions and to attend academic functions.

g) In recognition of their experience and prior contributions to the University, emeriti librarians who teach or continue to work on a part time basis may, at the discretion of the Dean of the Law School or University Librarian, receive compensation above standard part time rates.

11.6 Evaluation Policies and Procedures for Reappointment and Promotion

Reappointment is a decision made by the Provost; promotion in rank is a decision made by the President. Because of the importance of these decisions for the entire University community, these officers shall seek the advice of the University Librarian and of the Librarian Evaluation Committee.

11.7 Policies and Procedures Relating to Severance

The types of severance which may apply to professional librarians are non-reappointment, resignation and dismissal.

Non-reappointment is explained in [section 8.1](#). Though librarians do not receive probationary appointments or tenure, the policies and procedures stated in 8.1 otherwise apply to them with regard to renewing contracts.

Resignation is explained in [section 8.2](#).

Dismissal for adequate cause is defined and explained in [section 8.4](#). In the case of a professional librarian, two librarians shall be appointed ad hoc to the Dismissal Advisory Committee by the Academic Assembly, and the slate from which the Dismissal Hearing Committee is chosen will include all Associate Librarians and Librarians (cf. [8.4.2.2](#)) other than the University Librarian.

11.8 Duties and Responsibilities of Professional Librarians

Professional librarians have duties and responsibilities which are analogous to those of teaching faculty. All appropriate criteria in sections [3](#) and [9](#) apply.

Professional Librarians other than the University Librarian, who is on an administrative contract, work a nine-month academic contract analogous to the faculty. Summer employment is under a separate letter of appointment.

11.9 Rights and Privileges of Professional Librarians

Since their role is analogous to that of faculty, professional librarians have the rights and privileges set forth in [section 10](#), "Faculty Rights and Privileges."

12 Special Provisions for the School of Law

12.1 Early Retirement Program

Faculty members who were members of the school of law faculty on January 15, 1994 will be eligible for the Early Retirement Policy then in effect for law school faculty at The University of Puget Sound. The "years of service" will include both the years of service at The University of Puget Sound and Seattle University.

a) Tenured faculty members may retire at the end of the contract year in which they reach at least age 55 and receive early retirement compensation. Faculty with 10 years in the rank of Professor may retire at any age. For each year by which early retirement precedes age 65, up to a maximum of five years, the faculty member will receive compensation based upon a percentage of his or her current compensation. Thus early retirement payments for one year would be made to those choosing to retire at age 64, payments for two years would be made for those choosing to retire at age 63, etc., with payments for five years made for those choosing to retire at age 60 years or younger.

b) Levels of compensation will be calculated on the basis of years of service. Tenured faculty members with fewer than 20 years of service at the University of Puget Sound and Seattle University will receive for each early retirement year 30% of his or her current compensation. Tenured faculty members serving the University of Puget Sound and Seattle University for 20 years or more will be eligible for compensation at 35% per early retirement year on the same terms.

c) The retiree shall receive payment in lump-sum distribution as required by applicable law.

12.2 Contract Faculty/Legal Writing Instructors

(modifies [sections 2.3.a and 2.3.b](#))

a) Regarding [2.3.a](#): Fixed-term contracts are used for the following non-tenure track faculty in the School of Law: 1) contract faculty (which includes supervising attorneys/teachers in the clinic, Director of the Clinic, Director of the Academic Resource Center, and Director, Associate Director and Writing Advisor of the Legal Writing Program) as defined by the School of Law policy and approved by the Provost, and 2) legal writing instructors.

b) Regarding [2.3.b](#): In the School of Law, accumulated service for fixed-term appointments may exceed six years for: 1) Contract Faculty in accordance with School of Law policy approved by the Provost, and 2) Legal Writing Instructors as approved by the Provost. The fixed-term appointment is without reference to tenure. This means that faculty members on fixed-term contracts are neither tenured nor eligible for tenure.

12.3 Promotion

(modifies [sections 4.3.b, 4.4.b and 4.5](#) only)

This provision applies to all ranked faculty members at the School of Law.

a) Associate Professor: In the School of Law, a minimum of three years as a ranked faculty member shall have been completed at the time of application for promotion.

b) Professor: In the School of Law, application for promotion to Professor would normally occur after a minimum of three years of successful teaching as an Associate Professor (normally at Seattle University), or in the second year after tenure has been granted, whichever comes first.

All other sub-parts of [4.3 and 4.4](#) apply to the School of Law.

12.4 Confidentiality in Evaluation for Tenure and Promotion

(modifies sections [5.1](#), [5.3](#) and [5.7](#))

The law school review for promotion to associate professor in the fourth probationary year is analogous to the university's formal reviews in that it constitutes the only formal evaluation the faculty member receives before the sixth-year tenure review. Probationary faculty considered for promotion to associate professor will be provided with a copy of the full report of the school personnel committee. This will provide access to the formative information contained in the committee's recommendations. Law school reviews for tenure and promotion to full professor will remain consistent with all provisions of [section 5](#).

12.5 Teaching Component of Workload

(modifies [section 9.2.1](#))

In light of established norms in law school teaching and the need to maintain quality teaching, the following apply to the School of Law:

a) To the extent that a faculty member is teaching only regularly scheduled class sessions over fixed periods of time, the faculty member shall not teach more than: (1) an average of eight scheduled class hours per week, counting repetition during the same academic period as one-half for this purpose, or (2) an average of ten scheduled class hours per week, counting repetitions during the same academic period at full value.

b) To the extent that a faculty member's teaching assignment is not limited to regularly scheduled class sessions over fixed periods of time, the faculty member's total teaching responsibilities may not exceed a maximum comparable to that set forth.

c) If the institutional responsibilities of a full-time faculty member include extensive participation in activities of the academic community, research, or public service, the maximum assignments permitted by this section shall be correspondingly adjusted by the Dean of the School of Law. The Dean of the School of Law shall make periodic reports of such adjustments to the Provost.

12.6 Compensated External Professional work

(modifies [section 9.3.1](#))

The following applies to all faculty members who were members of the school of law faculty on January 15, 1994.

In the School of Law, a full-time faculty member is one who during the academic year devotes substantially all working time to teaching and legal scholarship, has no outside office or business activities and whose outside professional activities, if any, are limited to those which relate to major academic interests or enrich the faculty member's capacity as scholar and teacher, or are of service to the public generally, and do not unduly interfere with one's responsibilities as a faculty member.

12.7 Sabbatical Leaves

(modifies [section 10.4.b](#))

In the School of Law, a sabbatical shall consist of a leave of absence from all instructional responsibilities for one semester at full compensation or two semesters at 60% compensation.

12.8 Library

(modifies [section 11](#))

The Law Library is separate from the University Library. Wherever in this *Handbook* "librarian" is used, the section will be read as "librarian and law librarian" and in every place "library" is used, the section will be read as "library and law library."

- a) The University Law Librarian is a member of the faculty of the School of Law and, as such, may be tenured. (modifies [section 11.2](#))
- b) Law librarians will receive a renewable twelve-month fixed-term contract including 4 weeks vacation to be scheduled after consultation with and approval by the University Law Librarian. (modifies [section 11.2](#))
- c) The appointment and reappointment of law librarians are made by the Provost on the recommendation of the University Law Librarian and the Dean of the Law School. (modifies sections [11.2](#) and [11.6](#))
- d) Promotion of law librarians are made by the President on the advice of the University Law Librarian, the Dean of the Law School, the Library Evaluation Committee, and the Provost. (modifies sections [11.3](#) and [11.6](#))

13 Amendment Procedures for the *Faculty Handbook*

The *Handbook* may be changed by the formal action of the Board of Trustees, after consultation in accordance with the procedures set forth below.

The maintenance and updating of material in the *Faculty Handbook* is the responsibility of the Provost. In this he is assisted by a Faculty Handbook Revision Committee. The Provost will ask the chair of the Faculty Handbook Revision Committee to convene the committee whenever an amendment is proposed, or whenever he or she is petitioned to do so by at least two members of the committee. Amendments to the *Handbook* may be adopted by the process outlined below.

13.1 Introduction of Amendments

Amendments to the *Handbook* may be proposed in writing to the Faculty Handbook Revision Committee by any of the following:

- a) the President of the University
- b) the Provost
- c) any departmental or academic unit of the University by motion passed at a departmental or unit meeting
- d) the Academic Assembly
- e) the Deans' Council
- f) the Faculty Handbook Revision Committee
- g) any full-time faculty member (including professional librarians and administrators holding academic rank), with the written endorsement of ten additional faculty members

13.2 Faculty Handbook Revision Committee

The Faculty Handbook Revision Committee shall be a subcommittee of the Academic Assembly. The Vice President of the Academic Assembly will serve as the chair of the committee. Three members of the committee will be appointed by the Academic Assembly, two members will be appointed by the Provost and one member of the Deans' Council will be selected by that body. The Vice President of the Academic Assembly will serve as one of the three Assembly appointees. The Provost will serve on the committee ex officio and be a nonvoting member. The four faculty members (other than the Vice President of the Academic Assembly) will serve three-year terms.

13.3 Consideration of Proposed Amendments

The Faculty Handbook Revision Committee shall study the proposal in consultation with the Provost, the Academic Assembly, and, as needed, other appropriate administrators. After such consultation, the Committee must take one of the following three courses of action, and must communicate its decision to the proposal initiator and to other concerned parties.

a) If the Committee considers the proposed amendment to be of major importance (which shall include any changes to the criteria for or process of determining rank and tenure), it will send a copy to each full-time faculty member and to the Academic Assembly with an invitation to respond in writing within a specified time.

After studying responses from the faculty and the Academic Assembly and making any necessary minor revisions, the Committee will then recommend adoption or rejection of the amendment to the President. If the recommendation of the Committee is for adoption, the President will take the proposal accompanied by a summary of the Committee's reasons for accepting the proposal and by the President's own recommendation to the Board of Trustees.

If, after studying responses from the faculty and the Academic Assembly, the committee makes major revisions, the proposal shall again be sent to each full-time faculty member and to the Academic Assembly.

The President will communicate to the Provost, to the Faculty Handbook Review Committee and to the Academic Assembly the result of the Trustees' action. If that action is positive, section 13.4 applies.

b) If the Committee considers the proposed revision to be of relatively minor importance ("minor importance" means that no change in policy or procedure is recommended) and wishes to recommend its adoption, it will send the proposal to the President for transmittal to the Board of Trustees.

c) If the Committee considers the proposed amendment to be of minor importance and wishes to reject the proposal, the Committee will simply note the proposal, with its reasons for rejection, in its annual report to the President.

13.4 Promulgation of Amendments

Unless the Board of Trustees specifies otherwise, the approved amendment shall be in effect for all contracts or letters of appointment issued after the promulgation date of the amendment.

Amendment shall be promulgated by the office of the Provost, to all holders of *Faculty Handbooks*. This distribution shall be done within thirty (30) days of the receipt of the approved amendment from the Trustees.